

Special Events Permits

THE FOLLOWING IS PROVIDED AS A GENERAL SUMMARY FO THE SPECIAL EVENTS PERMITTING PROCESS. ALL APPLICANTS ARE CHRGED WITH BEING FAMILIAR WITH THE APPLICABLE FURLES AND REGULATIONS SET FORTH IN THE STATE LAWS AND LOCAL CITY OF BRIGHTON LAWS.

Colorado Revised Statutes, Article 48, Title 12, and Section 5-8-200 of the Brighton Municipal Code provide that qualified organizations may apply to the Local Liquor Licensing Authority for a Special Event Permit for the sale of fermented malt beverages; or mal, vinous or spirituous liquor to members of the general public at legally defined Special Events.

A Special Event Permit must be approved by the Brighton Liquor Licensing Authority and issued by the Office of the City Clerk prior to the scheduled event.

What is a Special Event Permit? It is a one day permit that allows the applicant to sell alcoholic beverages to members of the general public at an approved event; the applicant can apply for **one** of the following permits:

- Malt, vinous and spirituous
- 3.2% Beer

An application for a Special Event Permit must be submitted to the Office of the Brighton City Clerk at least 30 days prior to the event (45 days prior is recommended).

Examples of event that require a Special Event Permit include, generally:

- 1) An event for which invitations are delivered or mailed to the general public;
- 2) The event is published or otherwise announced to the public, inviting them to attend;
- 3) Tickets to the event are sold, either in advance or at the door;
- 4) Alcoholic beverages will be for sale by the drink at the event, including cash bars and silent/live auctions.

Please note: a Special Event Permit is NOT required for a qualifying organization when it serves alcoholic beverages, by the drink, to its members and their guests at a private function held on unlicensed premises if any admission or charge is uniform for all participants whether or not the participant consumes alcohol.

Who can apply for a Special Event Permit?

- Organizations incorporated by the State for nonprofit purposes
- Local government entities, including special districts
- Any non-profit or charitable organization incorporated/registered with the Colorado Secretary of State.
- A regular chartered branch/loge/chapter of a national non-profit
- A regular established religious or philanthropic institution
- A state institution of higher education
- A political candidate properly registered with the Colorado Secretary of State
- Municipal arts facilities

Special Event Permits Requirements:

- Special Events Permit application (*state form 8439*)
 - Eligibility documents
 - Fee \$100.00 Payable to “City of Brighton” only
 - Permission to use premises
 - Diagram of the premises to be licensed
 - Liquor training verification (through the BPD)
 - Schedule of the event
 - Written control plan for the event (including adequate security)
- Other _____

Public Hearing: the Authority may schedule a Public Hearing on the application, the notice of which will be posted on the property at least 10 days prior to the Public Hearing.

Posting Required: at least 10 days prior to the Authority’s consideration of the application, the applicant must post a Public notice of the proposed Special Event at the proposed location and the procedure for protesting issuance of the Permit.

Restrictions related to Permits:

- Each Special Event Permit will be issued for a specific location and is not valid for any other location.
- A Special Event Permit authorizes the sale by the drink of a specified alcoholic beverage only during the following hours on the day of the event.
 - 3.2% beer – 5 a.m. until midnight the same day.
 - Malt, Vinous, Spirituous – 7 a.m., until 2 a.m. of the day immediately following.
- No more than 15 permits shall be issued to any organization in one calendar year.
- Sandwiches or other food snacks shall be available during all hours of service of malt spirituous or vinous liquors but prepared meals need not be served.
- Adequate security personnel shall be provided by the applicant and defined in the Security/Control plan to be submitted with the application and approved by the Authority.
- Liquor may be stored away from the licensed premises prior to the event; however, a separate diagram of the storage facility will be required along with the written authorization to use the storage facility.
- Liquor training must be completed through the Brighton Police Department by all servers, please contact Community Resource Officer Cuney for further information at 303-655-2338.

For additional information regarding Special Event Permits and to receive a Special Events Permit handbook contact Patricia Leyva, Deputy City Clerk.

303-655-2031 Office
pleyva@brightonco.gov

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

**IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT
 AND ONE OF THE FOLLOWING (See back for details.)**

- | | | |
|------------------------------------|--|--|
| <input type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

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|--|-----------------------------------|
| LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR: | DO NOT WRITE IN THIS SPACE |
| 2110 <input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY | LIQUOR PERMIT NUMBER |
| 2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY | |

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| 1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE | State Sales Tax Number (Required) |
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| 2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP) | 3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP) |
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| | | | |
|---|---------------|---|--------------|
| NAME | DATE OF BIRTH | HOME ADDRESS (Street, City, State, ZIP) | PHONE NUMBER |
| 4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE | | | |
| 5. EVENT MANAGER | | | |

| | |
|--|---|
| 6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____ | 7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____ |
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8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? Yes No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

| Date | Date | Date | Date | Date |
|----------------|----------------|----------------|----------------|----------------|
| Hours From .m. | Hours From .m. | Hours From .m. | Hours From .m. | Hours From .m. |
| To .m. | To .m. | To .m. | To .m. | To .m. |
| | | | | |

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

| | | |
|-----------|-------|------|
| SIGNATURE | TITLE | DATE |
|-----------|-------|------|

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

| | | |
|--|--|---------------------------------------|
| LOCAL LICENSING AUTHORITY (CITY OR COUNTY) | <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY | TELEPHONE NUMBER OF CITY/COUNTY CLERK |
|--|--|---------------------------------------|

| | | |
|-----------|-------|------|
| SIGNATURE | TITLE | DATE |
|-----------|-------|------|

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION

| License Account Number | Liability Date | State | TOTAL |
|------------------------|----------------|------------|-------|
| | | -750 (999) | \$. |