



## SPECIAL EVENTS PERMIT

### Information and requirements

*Special Events Permit Applicants:* Please be advised that the Local Licensing Authority **REQUIRES** the Event Manager and the person responsible for managing alcohol sales and service, attend the Authority Meeting at which the special events permit application is being considered. The Authority often has questions concerning the application and the service of alcohol. Failure to attend the meeting may result in denial or postponement of your application.

Special Event Permits may be issued by the local licensing authority to the below list of NON-PROFIT organizations, permitting the organization to sell by the drink only, fermented malt beverage or malt, vinous and spirituous beverages for a limited number of days at a specific location. (Colorado Revised Statute 44-5-101)

### **Qualifying Organizations**

- Incorporated under the laws of Colorado for purposes of a social, fraternal, patriotic, political, or athletic nature and not for pecuniary gain; or
- A regularly chartered branch, lodge or chapter of a national nonprofit organization or society which is organized for social, fraternal, patriotic, political or athletic purposes; or
- A regularly established religious or philanthropic institution; or
- Local governmental entities, including special districts.

### **Permit Conditions**

- Limited to 15 days in one calendar year; days do not have to be consecutive
- For sale, by the drink only, of fermented malt beverage; **OR** of malt, vinous and spirituous beverages
- Sandwiches or other food snacks shall be available during all hours of service of malt, spirituous, or vinous liquors – within the proposed premises

### **Application for a Special Events Permit**

- **MUST** be signed by an **Officer** (Pres/VP/Sec/Treas) of the **organization** or the political candidate making application (C.R.S. 44-5-107)
- **MUST** include a copy of a Certificate of Good Corporate Standing issued by the Colorado Secretary of State within the last two years. If not incorporated, a non-profit Charter, or political candidate, must include copies of reports or statements filed with SOS
- Application must be complete with the appropriate documents



### **Premises**

- Applicant must obtain in writing, permission to occupy premises for event by: lease agreement, facility use permit authorizing use of the designated premises for the event. If event is taking place on City owned

### **Posting of the Premises**

- Applicant is responsible for posting the notice at the specific location (address on poster) where the event is to be held **not less than ten (10) days prior to the licensing authority meeting**.
- A sample “Notice” of the information required for the poster is attached.
- **FOR REPEAT APPLICANTS ONLY:** An optional “Notice” can be posted and is also attached for your use. It **may** eliminate attending the hearing for uncontested appropriate applications. Please provide a copy of the posted Notice, a photograph of poster displayed on the premises and complete and submit the Questionnaire for the Authority’s consideration before the end of the posting period.

The Licensing Authority meets on the **third Thursday** of each month at 8:30 A.M. in the Loveland Municipal Building, City Council Chambers at 500 East 3<sup>rd</sup> Street. An application must be filed with the city clerk for local licensing authority consideration **no later than 45 days prior to the date of the local licensing authority meeting**. See attached “Application Submittal Dates” schedule.

### **Affidavit of Posting**

- After posting, the Applicant MUST sign the affidavit of posting and have it notarized certifying that the premises were properly posted.
- Attach a **photograph** of the “Posted Notice” displayed on the premises.
- The affidavit must be filed in the City Clerk’s Office **not less than ten (10) days prior to the Local Licensing Authority meeting**.
- The affidavit is provided in this packet

### **Changes in Location or Ownership Prohibited**

- The Special Events Permit is issued for a specific location and is NOT transferable.

### **Fee Schedule**

- One (1) check or money order payable to the City of Loveland in the amount of **\$100 per event** must accompany the application. An event may consist of one day or any number of consecutive days and may be contained on more than one application.



## Office of the City Clerk

500 East Third Street, Suite 230 • Loveland, Colorado 80537  
(970) 962-2343 • FAX (970) 962-2901 • TDD (970) 962-2620  
[www.lovgov.org](http://www.lovgov.org)

### AFFIDAVIT OF POSTING

I do hereby certify that in accordance with Colorado State Statutes, the premises of the event located at \_\_\_\_\_ was posted with a 'notice' on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; advertising the Local Licensing Authority will consider a Special Events Permit for the applicant \_\_\_\_\_, to serve malt, vinous or spirituous liquors for consumption on the above-mentioned premises from the date(s) and times listed on the notice and application.

\_\_\_\_\_  
Signature of person posting

STATE OF COLORADO )  
COUNTY OF LARIMER ) SS  
CITY OF LOVELAND )

Subscribed and sworn before me by \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Signature



**1<sup>ST</sup> TIME APPLICANTS** - The following information is to be printed on a poster advertising the special event and must be posted for ten (10) days prior to the Local Licensing Authority Meeting date.

The poster size must be 22" wide by 26" high, composed of letters not less than one (1) inch in height.

#### NOTICE

TO ALL INTERESTED PERSONS:

YOU ARE HEREBY GIVEN NOTICE THAT THE LOCAL LICENSING AUTHORITY HAS RECEIVED AN APPLICATION FOR A SPECIAL EVENTS PERMIT IN THE NAME OF **(INSERT NAME OF ORGANIZATION APPLYING FOR THE PERMIT)** WHICH INTENDS TO SELL

**(INSERT WHETHER MALT, VINOUS & SPIRITUOUS LIQUOR OR FERMENTED MALT BEVERAGE).** THIS EVENT SHALL TAKE PLACE ON **(INSERT DATE, EVENT ADDRESS, AND TIME OF EVENT)** PROTESTS RELATING TO THE PERMIT SHALL BE FILED IN THE OFFICE OF THE CITY CLERK, 500 EAST THIRD STREET, LOVELAND, COLORADO, NO LATER THAN 8:30 AM ON **(INSERT DATE OF MEETING)** ANY PERSON FILING A PROTEST WITHIN THE REQUIRED TIME MUST APPEAR BEFORE THE AUTHORITY ON **(INSERT MEETING DATE AND TIME)** AT 500 EAST 3<sup>RD</sup> STREET IN LOVELAND, WHEN THE APPLICATION IS BEING CONSIDERED.



## Office of the City Clerk

500 East Third Street, Suite 230 • Loveland, Colorado 80537  
(970) 962-2343 • FAX (970) 962-2901 • TDD (970) 962-2620  
[www.lovgov.org](http://www.lovgov.org)

Notice for use by **REPEAT APPLICANTS** only:

*The following information is to be printed on a poster advertising the special event and must be posted for ten (10) days prior to the Local Licensing Authority Meeting date.*

*The poster size must be 22" wide by 26" high, composed of letters not less than one (1) inch in height.* Attach a Photograph of the Poster displayed on the premises.

### NOTICE

TO ALL INTERESTED PERSONS:

YOU ARE HEREBY GIVEN NOTICE THAT THE LOCAL LICENSING AUTHORITY HAS RECEIVED AN APPLICATION FOR A SPECIAL EVENTS PERMIT IN THE NAME OF **(INSERT NAME AND ADDRESS OF APPLICANT)** WHICH INTENDS TO SELL **(INSERT MALT, VINOUS & SPIRITUOUS LIQUOR OR FERMENTED MALT BEVERAGE)**. THIS EVENT SHALL TAKE PLACE ON **(INSERT DATE, EVENT ADDRESS, AND TIME OF EVENT)**. PROTESTS RELATING TO THE PERMIT SHALL BE FILED IN THE OFFICE OF THE CITY CLERK, 500 E THIRD STREET, LOVELAND, COLORADO, NOT LATER THAN 5:00 P.M. **(INSERT DATE 10 DAYS AFTER DATE ON INITIAL POSTING)**.

IF AFTER INVESTIGATION OF THE CONTENTS OF ANY PROTEST FILED BY AFFECTED PERSONS, SUFFICIENT GROUNDS APPEAR TO EXIST FOR DENIAL OF A PERMIT, THE AUTHORITY SHALL SET THE APPLICATION FOR HEARING ON **(INSERT DATE AND TIME OF SCHEDULED HEARING)**. ANY PERSON FILING A PROTEST WITHIN THE REQUIRED TIME MUST APPEAR BEFORE THE AUTHORITY ON **(DATE AND TIME)** AT 500 EAST 3<sup>RD</sup> STREET, LOVELAND, WHEN THE APPLICATION IS BEING CONSIDERED. IF NO PROTESTS ARE TIMELY FILED, OR IF THERE DOES NOT APPEAR TO BE SUFFICIENT GROUNDS FOR DENIAL OF THE PERMIT, THE AUTHORITY MAY APPROVE THE PERMIT WITHOUT A HEARING.



## SPECIAL EVENTS PERMIT QUESTIONNAIRE

**Application Name** (line 1 of DR8439/Application): \_\_\_\_\_

1. Is the organization incorporated under the laws of the state of Colorado? **YES / NO**

2. Is the organization a non-profit. **YES / NO** (*Must be a not-for-profit to qualify*)

3. Explain the purpose of this event:

---

---

---

4. Who or what organization will be the recipient of funds derived from this event?

---

5. Is the location for the special permit requested within 500 feet of a school? **YES / NO**

- *If yes, will the school be in session during the event? YES / NO*
- *Name of school: \_\_\_\_\_*

6. When will the public notice of the proposed permit be posted and where?

---

7. Describe the sandwiches or other food snacks that will be available (within the requested liquor premises) during all hours that alcohol will be served and who will be providing the food:

---

---

---

8. Describe how the perimeter will be established (fencing, barricades..) How will you keep alcohol from being removed from the event location?

---

---

---

9. When was the last Special Event Permit issued for this applicant? \_\_\_\_\_



## Office of the City Clerk

500 East Third Street, Suite 230 • Loveland, Colorado 80537  
(970) 962-2343 • FAX (970) 962-2901 • TDD (970) 962-2620  
[www.lovgov.org](http://www.lovgov.org)

10. Has the organization held a special events permit for more than 15 days in a calendar year (including pending permit days)? **YES / NO**

- How many day in the last calendar year: \_\_\_\_\_

11. Has a Local Event Permit (through the Police Dept.) under LMC Chapter 12-26 been applied for?

**YES / NO**      *\*\*If yes, Attach application*

12. Were there any compliance problems at past event(s) for which a special permit had been issued?

**YES / NO**      *If yes, explain on a separate page what happened and what changes have been made to ensure compliance for this event.*

13. What is the estimated number of people who will be attending? \_\_\_\_\_

14. If entry fee, how much will the fee be and how will it be collected?

---

---

15. Describe the cost, size and type of alcohol per serving. (ex: \$6 for 12oz. draft beer; \$5 for 4oz wine; \$6 for 1.5oz mix drinks) If alcohol is for sale, who will be collecting the money?

---

---

---

16. As the liquor permit holder, you are responsible for the purchase and service of alcohol at this event. Please explain who will be serving the alcohol, monitoring the alcohol premises and describe the alcohol training of those serving:

---

---

---

17. Where will the alcohol come from and how is it being obtained (bought, donated) please provide proof? \_\_\_\_\_

---

---

18. List the *type* and *amount* of volunteers/staff/security/Police officer that will be at this event:



## Office of the City Clerk

500 East Third Street, Suite 230 • Loveland, Colorado 80537  
(970) 962-2343 • FAX (970) 962-2901 • TDD (970) 962-2620  
[www.lovgov.org](http://www.lovgov.org)

19. Who will be responsible for monitoring the conduct, age and level of intoxication of the patrons?

---

---

20. If approved, where will you post the Special Event Permit *and* Minor Warning sign for this event?

---

---

I affirm 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. I understand that upon issuance of this Special Events Permit, it is my responsibility to comply and ensure that all volunteers and participants comply with all provisions of the Colorado Liquor Code and other conditions placed on the issuance of the permit.

---

**Signature of Officer**

**Title** (Authorized Officer)

---

Date

Contact Email & Phone: \_\_\_\_\_



### Special Events Permit CHECKLIST

- Complete Special Events Application (DR8439)
- Check or money order payable to "City of Loveland" for \$100.00 per **Event**  
*State fee not required due to local issuance of the permit (Ordinance 5658 effective 1/3/12)*
- Completed 'Special Events Permit questionnaire'
- Proof of how the alcohol has been obtained for the event (invoice, letter of donation or receipt of purchase)
- Post 'Notice' and submit photo of Notice posted (*showing notice at location of event*) and complete Affidavit of Posting the Premises *\*this may be turned in at a later time*
- On a 8.5" X 11" paper, type the wording of the 'notice' you're posting at the location of SEP request
- Deed, lease, or written authorization to use the premises or Local Event Permit obtained through the Police Department
- Certificate of Good Standing issued by the Secretary of State dated within the last two years; if not incorporated – non-profit Charter; or if political candidate- copies of reports/statements filed with SOS
- Diagram on a 8.5" X 11" paper, *one page per floor*.
  - Dimensions of the area proposed to be license
  - Directional orientation (show North arrow) ↑
  - Label the street closest to main entrance of the event
  - Include on the diagram the name of the applicant and the address of the event
  - Show all entrances and exits
  - Describe the type and height of boundary barriers – if held outdoors
  - **Outline in red ink** the perimeter of the entire area in which alcohol will be consumed, served and stored also indicate on the diagram the location where alcohol will be and served
  - Food items that shall be available, must be within proposed premises

***Diagrams may be drawn with a ruler and do not need to be to scale. Diagram MUST be a clear depiction of event area with ALL the above requirements or will not be accepted.***

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S.** 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"/> National Organization or Society	<input type="checkbox"/> Municipality Owned Arts Facilities
<input type="checkbox"/> Political	<input type="checkbox"/> Religious Institution	

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		\$10.00 Per Day					
1. Name of Applicant Organization or Political Candidate State Sales Tax Number (Required)							
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)			
4. Authorized Representative of Qualifying Organization or Political Candidate				Date of Birth	Phone Number		
Authorized Representative's Mailing Address (if different than address provided in Question 2.)							
5. Event Manager				Date of Birth	Phone Number		
Event Manager Home Address (Street, City, State, ZIP)				Email Address of Event Manager			
6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?				7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?			
<input type="checkbox"/> No <input type="checkbox"/> Yes How many days? _____				<input type="checkbox"/> No <input type="checkbox"/> Yes License Number _____			
8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No							
List Below the Exact Date(s) for Which Application is Being Made for Permit							
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
<b>Oath of Applicant</b>							
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
<b>Report and Approval of Local Licensing Authority (City or County)</b>							
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 44, Article 5, C.R.S., as amended.							
<b>THEREFORE, THIS APPLICATION IS APPROVED.</b>							
Local Licensing Authority (City or County)				<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk		
Signature				Title			Date
<b>DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY</b>							
Liability Information							
License Account Number		Liability Date		State		Total \$	

(Instructions on Reverse Side)

## Application Information and Checklist

**The following supporting documents must be attached to this application for a permit to be issued:**

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- If not incorporated, a NONPROFIT charter; **or**
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

### Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

<b>Local Licensing Authority Meeting Dates</b>	<b>45 Day Submittal Deadline aka File by Date</b>
Thursday, January 21, 2021	<b>Tuesday, December 8, 2020</b>
Thursday, February 18, 2021	<b>Tuesday, January 5, 2021</b>
Thursday, March 18, 2021	<b>Tuesday, February 2, 2021</b>
Thursday, April 15, 2021	<b>Tuesday, March 2, 2021</b>
Thursday, May 20, 2021	<b>Tuesday, April 6, 2021</b>
Thursday, June 17, 2021	<b>Tuesday, May 4, 2021</b>
Thursday, July 15, 2021	<b>Tuesday, June 1, 2021</b>
Thursday, August 19, 2021	<b>Tuesday, July 6, 2021</b>
Thursday, September 16, 2021	<b>Tuesday, August 3, 2021</b>
Thursday, October 21, 2021	<b>Tuesday, September 7, 2021</b>
Thursday, November 18, 2021	<b>Tuesday, October 5, 2021</b>
Thursday, December 16, 2021	<b>Tuesday, November 2, 2021</b>
Thursday, January 20, 2022	<b>Tuesday, December 7, 2021</b>
Thursday, February 17, 2022	<b>Tuesday, January 4, 2022</b>
Thursday, March 17, 2022	<b>Tuesday, February 1, 2022</b>
Thursday, April 21, 2022	<b>Tuesday, March 8, 2022</b>
Thursday, May 19, 2022	<b>Tuesday, April 5, 2022</b>
Thursday, June 16, 2022	<b>Tuesday, May 3, 2022</b>
Thursday, July 21, 2022	<b>Tuesday, June 7, 2022</b>
Thursday, August 18, 2022	<b>Tuesday, July 5, 2022</b>
Thursday, September 15, 2022	<b>Tuesday, August 2, 2022</b>
Thursday, October 20, 2022	<b>Tuesday, September 6, 2022</b>
Thursday, November 17, 2022	<b>Tuesday, October 4, 2022</b>
Thursday, December 15, 2022	<b>Tuesday, November 1, 2022</b>