



**City of Loveland**

**City Clerk's Office**  
500 E. 3rd Street, Suite 230 | Loveland, CO 80537  
970-962-200 Option 9 | TDD 970-962-2620  
FAX 970-962-2901  
Clerk@cityofloveland.org

## **SPECIAL EVENT LIQUOR PERMIT**

### **Information and requirements**

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

SELPs 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 44-5-102) **FOR-PROFIT ENTITIES ARE NOT ELIGIBLE.**

### **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.
- Food Trucks or Mobile Vendors providing food must be licensed with the City; Applicants must provide a list of proposed vendors.

### **Application for a Special Event Liquor Permit**

- **MUST** be signed by an **Officer** (Pres/VP/Sec/Treas) of the **organization** or the political candidate applying for the Permit (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 specified on the checklist. **Incomplete applications will not be accepted.**



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## **Premises**

- The Applicant must obtain permission, in writing, to occupy the premises for the event – Letter of Permission, Lease Agreement, or facility use permit. For events on City-owned property, permission must be obtained from the appropriate department (e.g. Parks and Recreation).
- Events taking place on public property or on the right-of-way **must be filed 60 days prior to the date through the City's eapproval Event Permitting System.**

## **Posting of the Premises**

- The 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.**
- Complete your information on Page 10 of this packet and post the public notice on location – the notice must be printed on 11" X 17" paper. Please follow the instructions included in the packet.

The Licensing Authority meets on the **third Thursday** of each month at 9:00 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 the Local Licensing Authority's consideration **no later than 45 days prior to the date of the Local Licensing Authority Meeting**. See attached "Application Submittal Dates" schedule. **To allow for adequate time to coordinate events, all applications must be considered at a hearing NO LATER THAN 30 DAYS prior to the event date.**

## **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 of Posting is provided in this packet.

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

- The Special Event Liquor 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.



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## Special Event Liquor Permit CHECKLIST

- Complete Special Events Application (DR8439) **WITH Checklist**
- Check or Money Order payable to "City of Loveland" for \$100.00 per **Event State fee not required (Ordinance 5658 effective 1/3/12)**
- Complete 'Special Event Liquor Permit Questionnaire' (pages 4-6) AND print-out of **eapproval** Event Permit Application obtained through the Police Department
- Proof of how the alcohol has been obtained for the event (invoice, letter of donation or receipt of purchase) AND:
- Attach a list of approved Food Trucks/Mobile Food Vendors**
- Post Public Notice and submit photos of Notice posted (showing notice at location of event) and complete the Affidavit of Posting provided in the packet
- Print the "Public Notice Poster" PDF file on 11" X 17" paper. Fill in your event information and post on location
- Deed, Lease, or written Authorization to use the premises as proposed for the event
- 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 8.5" X 11" paper, *one page per floor*.
  - Dimensions of the area proposed to be licensed
  - Directional orientation (show North arrow) 
  - Label the street closest to the main entrance of the event
  - The name of the Applicant AND the address where the event will be held
  - Clearly show ALL entrances and exits
  - Describe the type and height of boundary barriers – if held outdoors
  - **Outline the perimeter of the premises in which alcohol will be consumed, served and stored, in red ink**, also indicate on the diagram the location where alcohol will be stored. The perimeter MUST BE A CONTIGUOUS space within the red line.
  - Food vendors must be located within proposed premises: ALL Mobile Food Vendors must be licensed with the City of Loveland **at least 10 days before the event**.

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

<b>Local Licensing Authority Meeting Dates</b>	<b>45 Day Submittal Deadline aka File by Date</b>
Thursday, January 16, 2025	<b>Tuesday, December 3, 2024</b>
Thursday, February 20, 2025	<b>Tuesday, January 7, 2025</b>
Thursday, March 20, 2025	<b>Tuesday, February 4, 2025</b>
Thursday, April 17, 2025	<b>Tuesday, March 4, 2025</b>
Thursday, May 15, 2025	<b>Tuesday, April 1, 2025</b>
Wednesday, June 18, 2025	<b>Monday, May 5, 2025</b>
Thursday, July 31, 2025	<b>Tuesday, June 17, 2025</b>
Thursday, August 21, 2025	<b>Tuesday, July 8, 2025</b>
Thursday, September 18, 2025	<b>Tuesday, August 5, 2025</b>
Friday, October 24, 2025	<b>Wednesday, September 10, 2025</b>
Thursday, November 20, 2025	<b>Tuesday, October 7, 2025</b>
Thursday, December 18, 2025	<b>Tuesday, November 4, 2025</b>
Thursday, January 15, 2026	<b>Tuesday, December 2, 2025</b>
Thursday, February 19, 2026	<b>Tuesday, January 6, 2026</b>
<b>Friday, March 27, 2026</b>	<b>Tuesday, February 10, 2026</b>
Thursday, April 16, 2026	<b>Tuesday, March 3, 2026</b>
Thursday, May 21, 2026	<b>Tuesday, April 7, 2026</b>
Thursday, June 18, 2026	<b>Tuesday, May 5, 2026</b>
Thursday, July 16, 2026	<b>Tuesday, June 2, 2026</b>
Thursday, August 20, 2026	<b>Tuesday, July 7, 2026</b>
Thursday, September 17, 2026	<b>Tuesday, August 4, 2026</b>
Thursday, October 15, 2026	<b>Tuesday, September 1, 2026</b>
Thursday, November 19, 2026	<b>Tuesday, October 6, 2026</b>
Thursday, December 17, 2026	<b>Tuesday, November 3, 2026</b>



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## **SPECIAL EVENT LIQUOR PERMIT QUESTIONNAIRE**

**Organization and Event Name** (Line 1 of DR8439/Application): \_\_\_\_\_

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

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

3. Explain the purpose of this event:

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

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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?

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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:

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

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



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10. Has the organization held a Special Event Liquor Permit for more than 15 days in a calendar year (including pending permit days)?

**YES / NO** *If yes, how many days in the last calendar year: \_\_\_\_\_*

11. Has a Local Event Permit (through LPD's eapproval system) under LMC Chapter 12-26 been applied for?

**YES / NO** *If yes, attach the application*

12. Were there any ***compliance or safety issues*** at past events for which a Special Event Liquor Permit had been issued?

**YES / NO** *If yes, explain on a separate piece of paper what happened and what changes have been made to rectify those issues for this event, and future events.*

13. Will Food Carts, Trucks, or Trailers/Mobile Food Vendors participate in the event?

**YES / NO** *If yes, ATTACH a list of proposed food vendors/trucks – All Mobile Food Vendors MUST be licensed with the City at least 10 days before the event – approved list available at: <https://www.lovgov.org/city-government/city-clerk>*

14. What is the estimated number of people who will attend? \_\_\_\_\_

15. If there is an entry fee, how much will the fee be and how will it be collected?  
\_\_\_\_\_  
\_\_\_\_\_

16. 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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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18. Where will the alcohol come from and how is it being obtained (bought, donated)?

*a. Attach proof of alcohol purchase, donation letter, receipts of other documentation with application.*

19. List the *type* and *amount* of volunteers/staff/Security/Police Officers that will be at this event:

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

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21. If approved, where will you post the Special Event Liquor Permit *and* Minor Warning sign?

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**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 Event Liquor Permit, it is my responsibility to comply with the Colorado Revised Statutes – Title 44, the Local Licensing Authority Rules of Procedure and any other conditions placed on the issuance of the permit. I will ensure that all volunteers and participants also comply with all State and City of Loveland liquor laws.**

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**Signature of Officer**

**Title (Authorized Officer)**

**Date** \_\_\_\_\_

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Printed Name

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

## Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

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="radio"/> Social	<input type="radio"/> Athletic	<input type="radio"/> Philanthropic Institution
<input type="radio"/> Fraternal	<input type="radio"/> Chartered Branch, Lodge or Chapter	<input type="radio"/> Political Candidate
<input type="radio"/> Patriotic	<input type="radio"/> National Organization or Society	<input type="radio"/> Municipality Owned Arts Facilities
<input type="radio"/> Political	<input type="radio"/> Religious Institution	<input type="radio"/> Chamber of Commerce

**LIAB Type of Special Event Applicant is Applying for:**

2110	<input type="checkbox"/> Malt, Vinous And Spirituous Liquor	\$25.00 Per Day
2170	<input type="checkbox"/> Fermented Malt Beverage	\$10.00 Per Day

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

Mailing Address of Organization or Political Candidate

City

State ZIP Code

Address of Place to Have Special Event

City

State ZIP Code

Authorized Representative of Qualifying Organization or Political Candidate

Date of Birth (MM/DD/YY)

Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

City

State ZIP Code

Event Manager

Date of Birth (MM/DD/YY)	Phone Number
Event Manager Home Address	
City	State ZIP Code
Email Address of Event Manager	

1. Is the place to have the Special Event located on State-owned property?

Yes  No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

No  Yes, How many days?

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3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

No  Yes, License Number

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4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

Yes  No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

Yes  No

6. For Chambers of Commerce - Please list all members participating in the SEP.

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List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Date
<input type="text"/>	<input type="text"/>
From:	To:
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>
From:	To:
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>
From:	To:
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>
From:	To:
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>
From:	To:
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>
From:	To:
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>
From:	To:
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>
From:	To:
<input type="text"/>	<input type="text"/>

## 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.

Title

Signature

Date (MM/DD/YY)

### **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 44, Article 5, C.R.S., as amended.

**Therefore, this Application is Approved.**

Local Licensing Authority (City or County)

 City  County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

**Do Not Write in this Space - For Department of Revenue Use Only**

### **Liability Information**

License Account Number

Liability Date

State

  

Total

-750 (999)

\$

.00

# 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.

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- 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

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(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.



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**ALL 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.*

**Posting Instructions:** Complete the blank sections listed on the Notice Poster (page 10). Post the notice on location in a clearly visible place and return photo evidence to the Clerk's Office by the established deadline; the affidavit of posting must be completed by the deadline.

Applicants must place this in a conspicuous location in the event space and must not be obstructed by other signage. Applicants must ensure that public notice posters are maintained in good order and protected from the elements during the posting period. Photographs of the poster must be emailed to [clerk@cityofloveland.org](mailto:clerk@cityofloveland.org) or submitted in person and the attached affidavit of posting must be notarized.

**Posting instructions:**

- The attached 'NOTICE' must be posted on 11" X 17" paper, viewable to the public (*i.e. outside facing window/door*) for 10 consecutive days, prior to the liquor licensing hearing at the location of your event.

The person who posts the 'notice' must complete the attached 'Affidavit of Posting', and sign in front of a notary. The City Clerk's office can notarize your signature free of charge, please bring a government issued ID.

- Provide a picture of the posting via email to [Clerk@cityofloveland.org](mailto:Clerk@cityofloveland.org)

Posting the Notice to the public is a requirement for the application you've submitted to the Liquor Licensing Authority (LLA). If this is not completed, as the law requires, your application will be moved to the next available LLA meeting. C.R.S 44-3-301

- Call the City Clerk's office with any questions – 970-962-2396 or 970-962- 2000 Option 9



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## 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 Event Liquor 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

# **NOTICE**

## **PURSUANT TO THE LIQUOR LAWS OF COLORADO**

**TO ALL INTERESTED PERSONS:**

**YOU ARE HEREBY GIVEN NOTICE THAT THE LOCAL LICENSING  
AUTHORITY HAS RECEIVED AN APPLICATION FOR A SPECIAL EVENT  
LIQUOR PERMIT IN THE NAME OF:  
(insert name of organization)**

\_\_\_\_\_  
\_\_\_\_\_

**TO BE HELD AT THE FOLLOWING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ON THE FOLLOWING DATE(S) \_\_\_\_\_**

**BETWEEN THE HOURS OF \_\_\_\_\_ A.M./P.M. TO \_\_\_\_\_ A.M./P.M.**

**PROTESTS RELATING TO THE PERMIT SHALL BE FILED IN  
THE OFFICE OF THE CITY CLERK, 500 EAST THIRD STREET, LOVELAND,  
COLORADO, NO LATER THAN 9:00 AM ON \_\_\_\_\_ (hearing date)**

**HEARING ON APPLICATION TO BE HELD AT:**

**500 EAST THIRD STREET  
LOVELAND, CO 80537**

**TIME & DATE: \_\_\_\_\_ @ \_\_\_\_\_.**

**DATE OF APPLICATION: \_\_\_\_\_**

**Permit Applicants:**

\_\_\_\_\_  
\_\_\_\_\_

**Petitions and protests must be filed with the City Clerk at 500  
East 3rd St., STE 230, Loveland, CO 80537**