



Local Licensing Authority

ART GALLERY PERMIT APPLICATION

Information & Checklist

What is an Art Gallery Permit?

- These permits are for art galleries as defined in 12-47-422 C.R.S. (establishments whose *primary* purpose is the display and sale of fine art or precious or semi-precious metals or stones).
- With this permit, galleries may offer complementary malt, vinous, or spirituous liquors for consumption only on the licensed premises.
- Art Gallery Permits are valid for one year from the date of issuance.
- **Galleries may serve alcohol beverages for no more than four hours per day, no more than 15 days per permit year.** The specific dates and times are indicated on the application form.
- Galleries cannot change the days without at least fifteen (15) days prior notice to the local and state licensing authority.
- No food service is required at the time of alcohol beverage service.
- If only beer or wine will be served, the server must be at least eighteen years of age. If spirits will be served, the server must be at least 21.
- Galleries may not charge an entrance fee or cover charge.
- Galleries may not intentionally allow more than 250 people to be on the premises at any one time while alcohol beverages are being served.
- Galleries must purchase their inventory *only* from licensed wholesalers. ***Donations of alcohol beverages are prohibited.***
- Galleries must display their permit in a visible location.

How can I apply?

To apply, please submit the following items to the City Clerk's Office at 350 Kimbark Street **at least sixty days prior** to the first date of alcohol beverage service noted on your application:

- Art Gallery Permit Application (DR 8459), completed in black ink, signed, and dated
- Local fee of \$103.75 payable to the City of Longmont
- State Fee of \$93.25 payable to the Colorado Department of Revenue
- A copy of the deed or lease for the property ***in the exact name of the applying entity only*** (same as line 1 of the application) reflecting possession of the permitted area for at least the minimum duration of this permit (1 year from date of issuance).
- An 8 ½ x 11 diagram of the premises **outlining in black** the area where alcohol beverages will be stored, served, possessed or consumed.
- For questions about this application or the process, please contact the secretary to the Local Licensing Authority, the Deputy City Clerk, at 350 Kimbark St. or (303) 651-8647.

What happens next?

1. Upon submittal of an application, the Deputy City Clerk will review your packet and, if complete, will place it on an upcoming agenda of the Local Licensing Authority (LLA) for consideration. The Local Licensing Authority meets at 10:00 a.m. on the third Friday of each month in Courtroom A of the Safety & Justice Center, 225 Kimbark St.
2. The Deputy City Clerk will notify you of the date your application will be reviewed. You may also check the web for the most recent agenda at: <http://longmontcolorado.gov/departments/boards-committees->

and-commissions/local-licensing-authority

3. The applicant must be present at the time the application is reviewed by the Authority.
4. If approved by the LLA, your application will be forwarded to the State for review.
5. Once approved by the State, the permit will be sent to the Longmont City Clerk's Office and the Deputy City Clerk will issue the permit.
6. You can expect the entire process to take *approximately* 60 days from the date you submit your application.