



Local Licensing Authority

SPECIAL EVENT APPLICATION

Information & Checklist

Description:

Special Event Permits allow qualified non-profit entities or political candidates to sell, serve, or distribute alcohol beverages for on-premises consumption only in connection with fund raising events. **Sandwiches or snack foods must be made available during all hours of liquor service.**

A special event permit may be issued to an organization which:

- has been incorporated under the laws of this state for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain, OR
- is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature, OR
- 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 or the City of Longmont pursuant to article 45 of title 1, C.R.S.

The special event permit holder may obtain a maximum of fifteen (15) Special Events Permits per calendar year. Each permit is valid for one day only. An event lasting between one and five days may be applied for on one application, but each day counts toward the maximum of fifteen total days per year.

The Colorado Nonprofit Association's webpage is a good resource for information on nonprofits and events with alcohol: <https://www.coloradononprofits.org/knowledge/faq/can-my-organization-serve-or-auction-alcohol-our-fundraising-event>

What to know before submitting an application:

- ✓ For questions about this application or the process, please contact the City Clerk's Office at 350 Kimbark St. or (303) 651-8649. Please note that we cannot provide you legal advice.
- ✓ Complete **Applications (one copy)** must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. Incomplete application packets will not be accepted.
- ✓ Please **do not staple** pages.
- ✓ Please **use the checklist below** to compile your application.
- ✓ Applications should be submitted **at least 60 days prior to your event**. If you are closer than that, please call our office.
- ✓ **ALL documents must be 8 ½" x 11"** and be typed or legibly printed.
- ✓ The applicant is required to post a Notice sign provided by the City and to submit pictures of the sign posted and file a notarized affidavit. You will be advised of the deadline to post and submit the pictures and affidavit after your application has been accepted.

Use the following checklist to prepare your Special Event application:

APPLICATION (STATE FORM DR 8439)

- ___ Complete in all appropriate sections
- ___ #1 must match the organization's name exactly as stated on the Certificate of Good Standing
- ___ #2 mailing address must be current mailing address on file for organization listed in #1
- ___ Signed and dated by officer or representative of applicant organization

FEES (checks only)

- ___ \$100 per application payable to City of Longmont

POSSESSION/PERMISSION

- ___ Deed or lease or rental agreement or written permission from the property owner for use of the premises (must be signed)
- ___ **Lease or permission or rental agreement must match the organization's name exactly as stated on the Certificate of Good Standing and on #1 of the application**

DIAGRAM

- ___ An 8 ½" by 11" diagram or drawing of the premises to be licensed **OUTLINED IN BOLD BLACK** (a **VERY bold line please!**) and *MUST* include:
 - Dimensions of the premises (approximate)
 - Entrances and exits
 - Nearest cross streets or North direction or point of geographic reference
 - Bar or areas of alcohol service
 - Alcohol storage location(s)
 - Type of barrier surrounding the premises if outdoors, or walls and partitions if indoors

PROOF OF ELIGIBILITY

- ___ If Corporation: Certificate of Good Standing (nonprofit) from Secretary of State, issued within two years
- ___ If not incorporated, copy of non-profit Charter
- ___ If political candidate: reports and statements that were filed with the Secretary of State's Office

DESCRIPTION OF ALCOHOL SERVICE/SALE AND CONTROL

- ___ Affidavit or letter explaining alcohol service, alcohol control and food requirements that **MUST** include:
 - how applicant will ensure no sale to minor
 - how applicant will handle inebriated individuals description of sales, storage, service, and control of event
 - description of light snacks and sandwiches available on premise during entire event