SPECIAL EVENT PERMIT
COMPLETE APPLICATION MUST BE RECEIVED

THIS IS APPROXIMATELY A 60 DAY PROCESS

Please call (303) 271-8167 or 8166 for all the important details specific to your Special Event.

_____ PLANNING & ZONING SIGN-OFF GIVING PERMISSION FOR SPECIAL EVENT(AN **ADDITIONAL** EVENT PERMIT MAY BE NEEDED)

_____ APPLICATION (DR8439)

_____ SCHOOL AFFADAVIT (MUST BE PROVIDED EACH YEAR)

_____ LETTER FROM OWNER (WHERE EVENT IS BEING HELD, GIVING PERMISSION TO HOLD THE EVENT AND PERMISSION TO SERVE LIQUOR)

_____ LETTER FROM APPLICANT STATING THAT FOOD AND SNACKS WILL BE AVAILABLE AT THE EVENT DURING THE ENTIRE TIME ALCOHOL WILL BE SERVED AND APPROXIMATELY HOW MANY PEOPLE WILL BE ATTENDING.

_____ MAP - AREA (GEOGRAPHICAL) - MAPQUEST IS ACCEPTABLE

_____ DIAGRAM OF AREA TO BE LICENSED (NOT LARGER THAN 8 ½" BY 11") REFLECTING BARS, WALLS, PARTITIONS, INGRESS, EGRESS AND DIMENSIONS.
ALSO, INDICATE WHERE BE SERVED AND CONSUMED OUTLINED IN MARKER OR HIGHLIGHTER.
***NOTE: if the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.**

_____ CERTIFICATE OF GOOD STANDING - FROM THE STATE OF COLORADO (DATED WITHIN THE LAST TWO YEARS)

_____ **IF CHARTER** - CHARTER & ARTICLES OF INCORPORATION OF NATIONAL ORGANIZATION

_____ **IF POLITICAL CANDIDATE** - ATTACH COPIES OF REPORTS AND STATEMENTS THAT WERE FILED WITH THE SECRETARY OF STATE. (CANDIDATE AFFIDAVIT)

_____ ANY WRITTEN AGREEMENTS WITH SPONSOR OF THE EVENT

_____ FEES PAID:
CHECK(S) FOR $100.00 PER EVENT FOR **3.2% FERMENTED MALT BEVERAGE** or **MALT, VINOUS AND SPIRITUOUS LIQUORS** MADE PAYABLE TO **JEFFERSON COUNTY.**

3.2% FMB CAN BE SERVED FROM 5:00 A.M. - MIDNIGHT
MALT, VINOUS AND SPIRITUOUS LIQUORS CAN BE SERVED
FROM 7:00 AM UNTIL 2:00 A.M. AND MIDNIGHT ON SUNDAYS.

If a hearing is required, you will be notified