

SPECIAL EVENTS PERMIT

A Special Event Permit allows nonprofit organizations to sell malt, vinous or spirituous liquors by the drink only during a special event. A nonprofit organization seeking a Special Event Permit in the City of Lakewood may obtain an application from the City Clerk's Office pursuant to [Chapter 5.38.120](#) of the Lakewood Municipal Code and [Title 44, Article 5 C.R.S., as amended](#).

The Special Event Permit Application must be submitted to the City Clerk's Office a minimum of 30 days prior to the date the event will be held.

ADDITIONAL DOCUMENTS REQUIRED WITH APPLICATION

- Diagram of the area to be licensed outlined in RED (not larger than 8 ½" by 11") reflecting bars, walls, partitions, ingress, egress, food service and dimensions. Note: if the event is to be held outside, please submit evidence of intended control, i.e. fencing, ropes, barriers, etc.
- Control Plan relating to event and licensed service/event
- Copy of deed, lease, or written permission from owner for use of the premises.
- Certificate of Good Corporate Standing (NONPROFIT) issued by the Colorado Secretary of State Office within the 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 Colorado Secretary of State Office.
- City sales tax license (not tax-exempt number)
- If the event is to be held on City property, a Certificate of Insurance must be approved by the City of Lakewood's Risk Manager and name the City of Lakewood as an additional insured.

Please type or print all information in black ink.

CITY FEES REQUIRED

- | | |
|--|------------------|
| • Fermented Malt Beverage Fee | \$100.00 per day |
| • Malt, Vinous and Spirituous Liquor Fee | \$100.00 per day |

Please make checks payable to "City of Lakewood"

Visa/MasterCard/Discover accepted at City Clerk's front counter

If you have any questions, please call the City Clerk's Office 303-987-7080.



APPLICATION FOR A SPECIAL EVENTS PERMIT

To qualify for a Special Events Permit, you MUST be a Nonprofit and one of the following (check one):

Social Athletic Philanthropic Institution Fraternal Educational
 Chartered Branch, Lodge or Chapter National Organization or Society Political
 Political Candidate Patriotic Religious Institution Municipality
 Chamber of Commerce

Type of Special Event Applicant is applying for:

Fermented Malt Beverage \$100/day Malt, Vinous and Spirituous Liquor \$100/day

1. Name of applicant organization or political candidate:

2. Mailing address of organization or political candidate: _____

City: _____ State: _____ Zip: _____

3. Address of place to have Special Event: _____

City: _____ State: _____ Zip: _____

4. Email address: _____

5. Name of event: _____

6. Authorized Representative of Qualifying Organization or Political Candidate:

Name: _____ Date of birth: _____

Mailing Address if different that address from question 2: _____

City: _____ State: _____ Zip: _____

Phone number: _____

7. Event manager information:

Name: _____ Date of birth: _____

Home address (city, state, zip): _____

Phone number: _____ Email Address: _____

8. Has applicant organization or political candidate been issued a Special Event Permit this calendar year? ___ Yes or ___ No If yes, how many days? _____

9. Is premises now licensed under state liquor or beer code? ___ Yes or ___ No
If yes, to whom? _____

10. Does the applicant have possession or Written Permission for the use of the Premises to be licensed? ___ Yes or ___ No. If yes, provide proof of possession or permission.

11. 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 or ____ No

12. For Chambers of Commerce – Please list all members participating in the SEP.

13. List below the exact date(s) and time(s) for which application is being made for permit. For example: Friday, June 7, 2024, from 11am to 8pm. Make sure to include am or pm.

Date: _____ Hours: From _____, To _____



City of Lakewood

City Clerk's Office

SPECIAL EVENT LIQUOR LICENSE CONTROL PLAN GUIDELINES

Controlling the service and consumption of alcohol at a special event is the responsibility of the applicant. The City of Lakewood requires the submittal of an Event Control Plan, in addition to the other required documents and fees, to approve and issue Special Event Liquor Licenses.

Lakewood Liquor Authority in no way requires the exact same control measures laid out in this example, but each area of the control plan detailed below should be addressed in the plan.

Control Plan:

Hours of Operation: Licensee details the hours of operation for the extended premises taking in to account any limitation put in place by local authorities.

Boundary: Licensee details the type of boundary that will be utilized on the modified premises. It should mark the area and be more than markings on the ground. An example of an acceptable barrier would be a rope or temporary fencing that clearly marks the service area.

Ingress and Egress: How will the Licensee control people coming in and out of the temporary service area? Will there be an employee or volunteer stationed there to make sure alcohol is not taken off the premises. Where will ID's for liquor service be checked, at the entrance or at the bar? Will the event use some sort of bracelet or stamp to identify the patron as over 21 and able to be served alcohol?

Signage: Details the "No alcoholic beverages beyond this point" signage and its locations on the temporary premises and ideally includes the ingress/egress points.

Responsible Service: Details the role that staff of the event will play in preventing sale of alcohol to minors or visibly intoxicated persons. This section can also list staff qualification such as training and experience.

We hope this document assists you in drafting a control plan for the application process.