

Town of Gypsum



Special Events Application Packet

ATTACHMENT A



Special Event Permit Application Process at a Glance

- Step 1 Obtain a Special Event Permit Application Packet from the Town Clerk's office and Review.*
- Step 2 Complete Special Event Permit Application Packet using Policies and Guidelines*
- Step 3 Submit completed Special Event permit Application Packet in duplicate to the Town Clerk's office for processing at least 30 days prior to be licensed.*
- Step 4 Town Clerk's office notifies applicant in writing to post Public Notice, (prepared by Town Clerk's office), on premises proposed to be licensed (within five (5) days from date of application submittal).*
- Step 5 Town Clerk's office processes Special Event Permit Application, utilizing Towns Administrative Review Team and provides applicant with the Town's findings.*

Town of Gypsum
Special Events Permit

Special Event Permit Application
Procedural/Document Checklist

Licensee: _____

Date Submitted: _____

- Applicable fees (See Fee List)
 - Possessory Document (Lease, letter of permission)
 - Floor diagram of premises to be licensed
 - Certificate of Good Corporate Standing for Secretary of State (w/ in 2 years)
 - State Sales Tax number provided
 - Application fee \$25.00 Town of Gypsum
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To be completed by Town Staff:

- Route completed application to review team
- Create permit file if needed
- Set administrative approval date
- Notify applicant to post public hearing sign/prepare sign (immediately upon application submittal if possible, post for 10 days to allow for period of protest and hearing if needed.
- Affidavit of posting by applicant submitted
- Findings and Decision prepared and mailed to applicant by certified mail
- Town and State permits issued by Town Clerk Office



Town of Gypsum
Special Event Permit

Special Event Permit Questionnaire and Affidavit

1. What type of an event is planned (i.e. annual, quarterly, benefit, etc.)?
2. Explain in detail the nature of your organization, its' function, and who or what benefits from its' operations.
3. Who or what organization will be the recipient of funds derived from this event?
4. How many attendees are expected at the event?
5. Describe the premises at which this event will take place.
6. What type of security will be provided at this event?
7. How many security personnel will be on hand?
8. How will security personnel be identified?
9. If this event is being held outdoors, how will the exterior boundaries be marked (i.e. roped, fenced, etc.)?
10. What type of entertainment will be provided, if any for this event?
11. What method will be used in checking identification for proper age of attendees (i.e. at the door, at the bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e. stamp or mark on the hand, wrist bands)?
12. How will the conduct and level of intoxication of attendees be monitored and by whom?
13. Have volunteers or members of your organization been trained in the sale/service of alcohol beverages? If yes, what training did they receive and by whom?



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14. What types of alternate beverages and food/snacks will be available?

15. Has a State and City Sales tax number been initiated by you or a member of your organization? If so, provide those numbers in the space provided.

16. Explain how this event will be marketed and the targeted recipients.

I hereby certify, under penalty of perjury, that the information provided to the Town of Gypsum Liquor Authority contained in the affidavit is true and accurate to the best of my knowledge.

Applications Signature

Date

STATE OF COLORADO)
COUNTY OF EAGLE)
TOWN OF GYPSUM)

Subscribed and sworn to before me this _____ day of _____, 20____.

Witness my hand and official seal.

Notary Public

My Commission Expires



APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

**IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT
 AND ONE OF THE FOLLOWING (See back for details.)**

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS
FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:	DO NOT WRITE IN THIS SPACE
2110 <input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY	LIQUOR PERMIT NUMBER
2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY	

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE	State Sales Tax Number (Required)
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2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP)	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP)
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NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE			
5. EVENT MANAGER			

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____
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8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? Yes No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date	Date	Date	Date	Date
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To .m.	To .m.	To .m.	To .m.	To .m.

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.

SIGNATURE	TITLE	DATE
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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 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK
SIGNATURE	TITLE	DATE

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION			
License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$.

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.

- APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**
- THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)**
- AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.**
- CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE**

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 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.

If an event is cancelled, the application fees and the day(s) are forfeited.