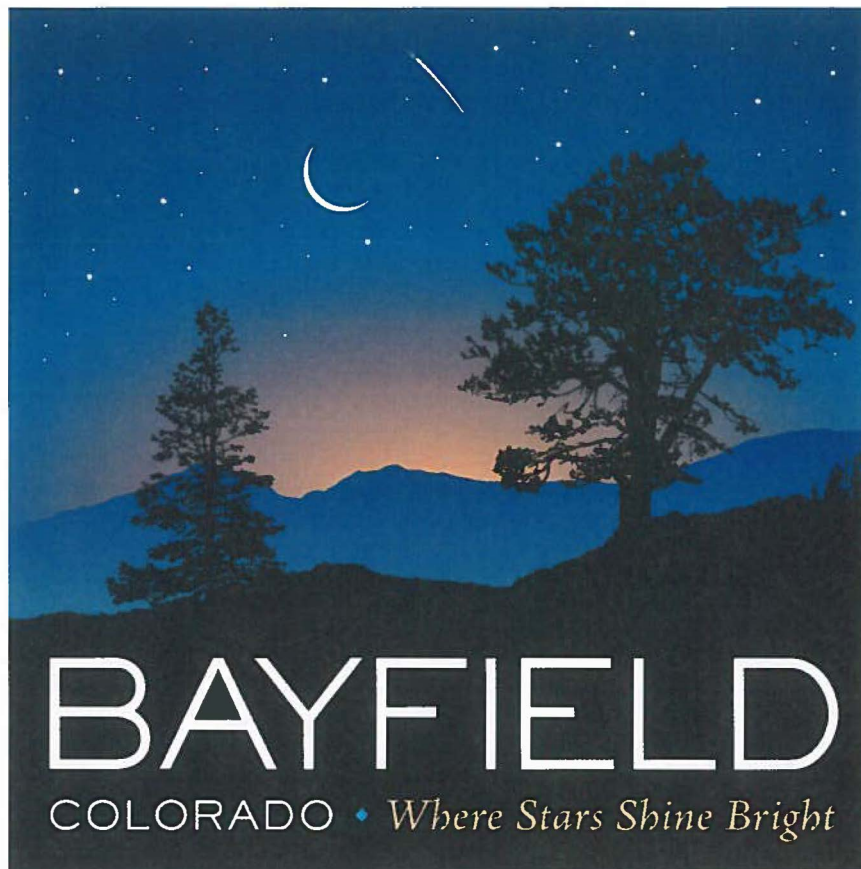


***Special Event Permit  
Application  
Packet***



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## ***Special Event Permit Application Process At A Glance***

- Step 1** Obtain Special Event Permit Application Packet From Town Clerk's Office & Review.
- Step 2** Complete Special Event Permit Application Packet Using Policies & Guidelines
- Step 3** Submit completed Special Event Permit Application Packet in duplicate to the Town Clerk's Office for processing at least 45 days prior to the scheduled event, (keep an additional copy for your records).
- 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 and schedules the approval hearing with the Liquor Licensing Authority (Bayfield Town Board).
- Step 6** Upon approval of application by the Liquor Licensing Authority, application is forwarded to State Liquor Enforcement Division for consideration
- Step 7** Upon approval of application by the State Licensing Authority, a State Special Event Permit will be issued by the Town Clerk's Office. Licenses can be picked up by applicant, emailed or mailed by the Town Clerk's Office to the applicant.

## Special Event Permit Policies & Guidelines

These policies and guidelines have been established by the Town of Bayfield Liquor Licensing Authority to assist your organization in having a successful event and to assure that it is run in an efficient manner enabling you to obtain permits for future events.

### Qualifications:

In order to qualify for a special event permit, an applicant must be a non-profit organization and registered with the Secretary of State for purposes of 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; 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.

Organizations can not obtain more than ten (10) special event permits in one calendar year.

### Application:

- Submit a fully completed application, either typewritten or printed in black ink, and signed.
- Complete Special Event Permit Questionnaire and sign
- Attach 8 ½" x 11" (maximum) diagram showing where liquor and /or beer will be served and consumed and indicating entrances and exits.
- Attach Certificate of Good Corporate Standing (non profit), dated within the last two (2) years.
- If a political candidate, attach reports and statements filed with the Secretary of State.
- Attach deed, lease, or written permission to use premises in applicant's name.

In an effort to process applications more efficiently for the applicant, incomplete applications can not be accepted.

### Fees:

Fees must be submitted in two separate checks, one to the Colorado Department of Revenue and one to the Town of Bayfield.

- **Fermented Malt Beverage (3.2%)**  
State: \$10 per day      City: \$10 per day
- **Malt, Vinous, & Spirituous Liquor**  
State: \$25 per day      City: \$10 per day

### Posting:

The Town Clerk's Office will provide a notice of application, which the applicant will be required to post at the premises where the event is to be held not less than ten (10) days prior to consideration of an application by the Town Clerk's Office. The applicant will also be required to sign an Affidavit of Posting.

### Premises:

- Applicant shall provide security personnel. It is suggested that one for every 100 expected attendees be provided. Security, are required to wear a tag identifying them as security personnel.
- For events held outdoors, a double snow fence boundary or some other mutually acceptable and clearly marked boundary will be required.

### Other Conditions:

- Alternate beverages and light snacks shall be provided by the applicant.
- Event organizers shall market event in such a manner as to promote responsible alcohol consumption and help ensure that excessive consumption does not occur.
- Certified seller/server training is strongly encouraged for all volunteers involved in the distribution of alcohol beverages.

Good luck with your Event! Should you have any questions or need additional information, please feel free to contact the Town Clerk's Office, 1199 Bayfield Parkway, Bayfield, CO 81122, (970) 884-9544.

## ALCOHOL BEVERAGE SELLING SERVING GUIDELINES

The dispensing of alcohol beverages is a highly-regulated venture and merits awareness of the laws and practices governing these beverages. The two key areas are serving to underage individuals and serving to intoxicated individuals.

Recognizing the responsibility and liability associated with serving an alcohol beverage, those responsible for selling/serving alcohol beverages should:

- Not serve to a person who is under the age of 21 years:  
Anyone appearing to be under the age of 21 should be asked for a picture identification, preferably a valid driver's license, before being served.
- Not serve to a person who appears to be intoxicated:  
Responsible consumption is encouraged and event organizers should not knowingly allow guest to enter the event if obviously intoxicated, or allow a guest to become intoxicated at the event.

Serving an intoxicated person is illegal and can subject the seller to both civil and criminal liability.

Those responsible for selling/serving should monitor the amount of alcohol consumed by guests and should be aware of any behavior changes that may occur as a result of drinking alcohol. Some reactions to watch for include:

- Slurred or irregular speech
- Poor coordination
- Dazed/glassy look in eyes
- Aggressiveness
- Inability to complete sentences
- Swaying or drowsiness
- Spilling drinks or food
- Walking into people
- Inability to sit up straight
- Stumbling into objects
- Bloodshot eyes
- Inappropriate laughter
- Inappropriate volume of speech

It is the responsibility of the license holder for a special event to obey all State and local laws regarding the service of alcohol. The above-mentioned information is meant only as a guideline provided as a courtesy by the Town of Bayfield. It does not relieve the license holder from any responsibility of obeying all applicable liquor codes, statutes, or regulations.

# Town of Bayfield Special Events Permit Application

This application form is required in addition to the state application form. Both forms, along with required attachments, must be submitted to the Town Clerk's office a minimum of 45 days prior to the event. Use a separate form for each day request, even if multiple days are request on the state form.

Date of Event: \_\_\_\_\_

Time of Event: Beginning at \_\_\_\_\_ and ending at \_\_\_\_\_

Location of Event: \_\_\_\_\_

The application is to serve: (choose one)

\_\_\_\_\_ Malt, Vinous, & Spirituous Liquor (Town Fee is \$10.00 per day + State fee of \$25.00 per day)

\_\_\_\_\_ 3.2% Beer (Town Fee is \$10.00 per day + State fee of \$10.00 per day)

The purpose of the event is: \_\_\_\_\_

\_\_\_\_\_

The number of people expected is: \_\_\_\_\_

If your event is to take place on Town Property: You will have to get approval from the Town Board prior to submittal to the Town Clerk to hold your event on Town property.

During the event, please be reminded that you are required to post the Special Events Permit and the Minor Warning Sign.

By signing this application you are certifying that no existing liquor-licensed facilities exist that will meet the needs of this event pursuant to C.R.S. 12-48-103.

Would you like to receive your permit by email? If so, please provide email address:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Special Event Permit Application Questionnaire and Affidavit**  
**Please Type Or Print Legibly**

1. What type of an event is planned (i.e. annual, quarterly, benefit, etc)?

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2. Explain in detail the nature of your organization, its' function, and who or what benefits from it's operations (attach separate sheet if necessary)

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3. Who or what organization will be the recipient of the funds derived from this event?

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4. How many attendees are expected at this event? \_\_\_\_\_

5. Describe the premises at which this event will take place.

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6. What type of security will be provided at this event?

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7. How many security personnel will be on hand? \_\_\_\_\_

8. How will security personnel be identified?

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9. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e. roped, fenced, etc)?

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10. What type of entertain will be provided, if any, for this event

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11. What method will be used in checking identification for proper age of attendees (i.e. at the door, t the bar, etc) and how will underage patrons be identified so as not to be served alcoholic beverages (i.e. stamp or mark on the back of the hand).

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12. How will the conduct and level of intoxication of attendees be monitored and by whom?

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13. Have volunteers of members of your organization been trained in the sale/service of alcoholic beverages? If yes, what training have they received and by whom?

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

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15. Has a State Sales Tax Number been initiated by your or a member of your organization? If so, provide those numbers in the space provided.

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16. Explain how this event will be marked describing what kinds of advertising materials will be distributed and the targeted recipients of such materials.

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# Application for a Special Events Permit

**In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. 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"/> National Organization or Society   | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution              |   |

<b>LIAB</b> <b>Type of Special Event Applicant is Applying for:</b>	<b>DO NOT WRITE IN THIS SPACE</b>
2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor      \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage      \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate		State Sales Tax Number (Required)	
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)	
4. Authorized Representative of Qualifying Organization or Political Candidate		Date of Birth	Phone Number
Authorized Representative's Mailing Address (if different than address provided in Question 2.)			
5. Event Manager		Date of Birth	Phone Number
Event Manager Home Address (Street, City, State, ZIP)		Email Address of 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 the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input type="checkbox"/> No <input type="checkbox"/> Yes    License Number _____	

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 44, Article 5, 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.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

### Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 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.