

SPECIAL EVENT LIQUOR PERMIT – TOWN OF KIOWA

Please submit the following documents:

1. Fill out an **APPLICATION FOR SPECIAL EVENTS PERMIT (DR8439)** form. Whoever is serving the alcohol must be **COLORADO TIP CERTIFIED**.
<https://www.gettips.com/online/alcohol-certification-colorado>
2. Wherever the event will be held, you will need a **FAIRGROUNDS PERMISSION REQUEST FORM OR PROPERTY OWNER LETTER OF PERMISSION FORM** signed by an official or owner of the property.
3. We need a copy of the **INSURANCE FOR THE VENUE**.
4. You will need to present a **LETTER OF REQUEST** to the Board stating: Date, Start & End Time, about the event and how the laws will be enforced by contacting the local sheriff's department about the event.
5. Include a **DIAGRAM** of the area to be Licensed outlined in bold.
6. Submit a **CERTIFICATE OF GOOD STANDING** through the secretary of the state on the Corporation/ Organization.
7. Submit 30 Days (or sooner) prior to the event to:

Mail to:
Town of Kiowa
PO Box 237
Kiowa, CO 80117

In Person:
Town Hall Kiowa
404 Comanche ST
Kiowa, CO 80117

Email to:
sdavidson@townofkiowa.com

The special Event Liquor Permit fee is **\$100.00** payable to the Town of Kiowa and needs to be paid at the time the application is submitted. **A fee is also due to the Colorado Department of Revenue in the amount listed below on the Application.**

Once the application is submitted and the fee is paid you will pick up a Public Notice Sign that will need to be posted at the event site 15 days prior to the Board of trustees meeting and removed the day following the board meeting.

The public hearing will be in the Town of Kiowa, Town Hall at the Board of Trustees monthly meeting on the 2nd Tuesday of every month. *Pay attention to the timeline of events so you don't miss a deadline.* The applicant **MUST BE PRESENT at the Board Meeting. **If approved, you will receive your signed license at the meeting and must post it at your event, along with the warning about serving or selling alcohol to persons under the age of 21.****

If your request is denied you will not be able to have liquor at your event.

Please call with any questions: 303-621-2366 or email: sdavidson@townofkiowa.com

Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

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.)**

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

LIAB Type of Special Event Applicant is Applying for:

2110	Malt, Vinous And Spirituous Liquor	\$25.00 Per Day
2170	Fermented Malt Beverage	\$10.00 Per Day

Name of Applicant Organization or Political Candidate State Sales Tax Number (Required)

Mailing Address of Organization or Political Candidate

City State ZIP Code

Address of Place to Have Special Event

City State ZIP Code

Authorized Representative of Qualifying Organization or Political Candidate

Date of Birth (MM/DD/YY) Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

City State ZIP Code

Event Manager

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State ZIP Code

Email Address of Event Manager

1. Is the place to have the Special Event located on State-owned property?

Yes No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

No Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

No Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

Yes No

5. 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 No

6. For Chambers of Commerce - Please list all members participating in the SEP.

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date		Date	
From:	To:	From:	To:
Date		Date	
From:	To:	From:	To:
Date		Date	
From:	To:	From:	To:
Date		Date	
From:	To:	From:	To:
Date		Date	
From:	To:	From:	To:
Date		Date	
From:	To:	From:	To:
Date		Date	
From:	To:	From:	To:

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.

Title

Signature

Date (MM/DD/YY)

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)

Telephone Number of City/County Clerk

City County

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

Total

-750 (999) \$

.00

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.

**Property Owner
Letter of Permission Form
To Serve Alcohol on Premises**

To the Town Clerk
Kiowa, Colorado
404 Comanche St.
Kiowa, CO 80117

Date: _____

I, _____ owner of the property located at:
(Print name of Property Owner)

_____, give permission to the following:
(Property Address)

_____, to sell and/or serve alcohol on my property,
(Name of Applicant/Applicants)

for the following event: _____,
(Wedding, Birthday Party, Etc.)

on the following date/Times: _____.
(Date of Event and Start/Finish Times)

Signed, _____
(Signature of Property Owner)

Example

July 25, 2023

TOWN OF KIOWA
P.O. Box 237
Kiowa, CO 80117

To Liquor Licensing Authority - Requesting Special Permit to Serve Liquor

Dear Mayor,

Re: Special Permit Application

This is to inform you that I am holding my wedding at Elbert County Fair Grounds on XX/XX/XXXX.

We have planned to serve liquor at the wedding. So, we request you to kindly issue us a special sanction for the use of liquor on this occasion. We will do our very best to ensure that all rules and laws are adhered to. All servers will be TIPS Certified.

We will ask all guests attending to always follow the law for our event. We will encourage all individuals to use sound judgement and encourage the sheriff's department and other local law enforcement to issue Citations to any person who does not comply with the law whether it be related to liquor usage or otherwise.

Please find these enclosed documents with this letter -

1. Permission Request
2. Insurance for the Venue
3. Form DR8439
4. Map/Diagram of the location to be licensed.

You can contact me at -----, should you require any additional information. Please inform us when you approve our application.

Thank you very much for your support.

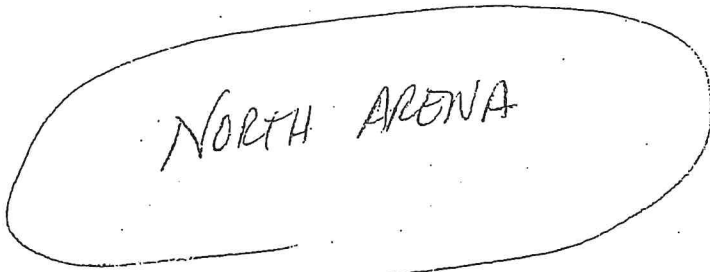
Example

N

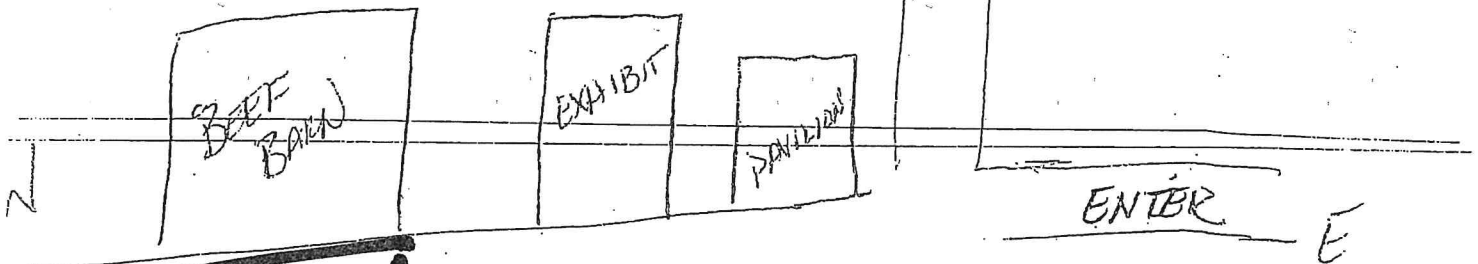
ELBERT COUNTY FAIR GROUND

* Liquor Sales

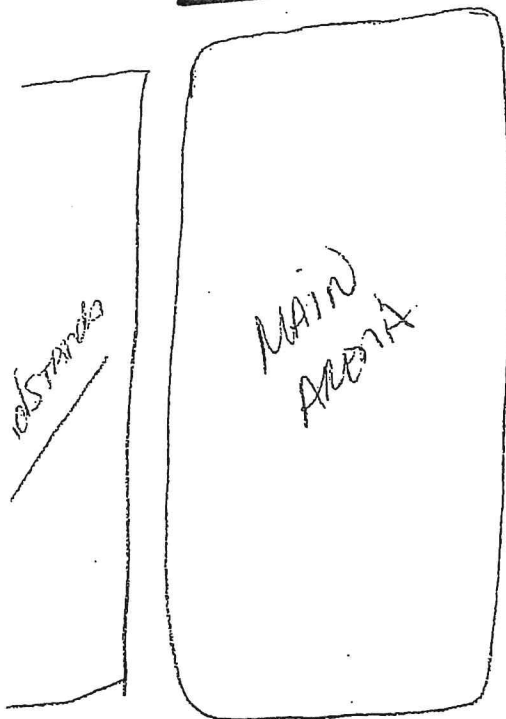
LICENSE ENTIRE FAIR GROUND



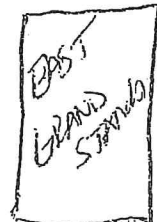
Parking



EXIT

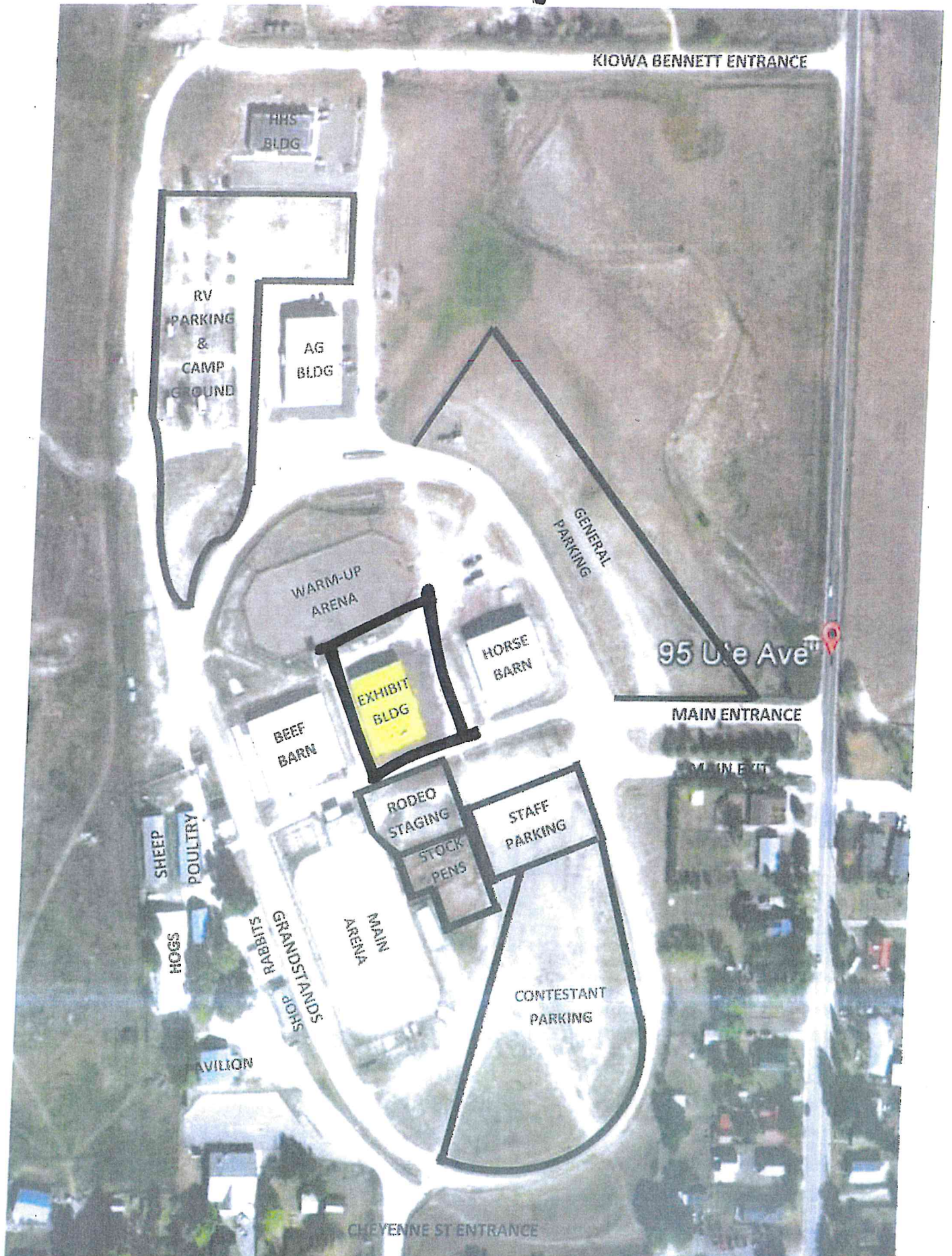


CONTESTANT PARKING

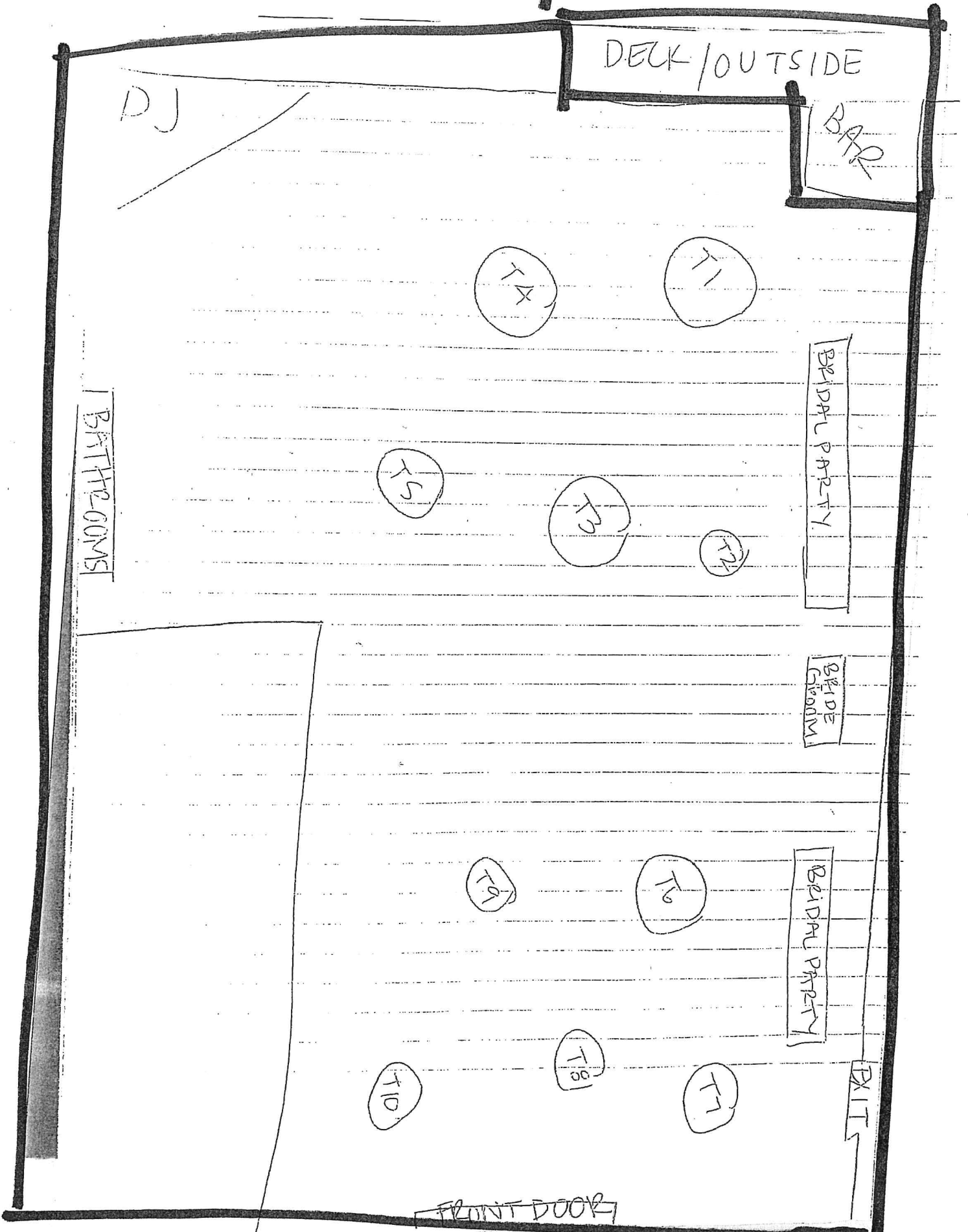


S

Example



Example



OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

XXXXXXXXXX

is a
Corporation

formed or registered on XX/XX/XX under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20201100100 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through XX/XX/XX that have been posted, and by documents delivered to this office electronically through XX/XX/XX@ 10:51:54 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on XX/XX/XX @ 10:51:54 in accordance with applicable law. This certificate is assigned Confirmation Number 4444444444 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

Example

Payment Receipt Confirmation

Your payment was successfully processed.

Description	Amount
Town of Kiowa Payment	\$100.00

The following amounts will be remitted back to the agency.

SKIJ	Description	Unit Price	Quantity	Amount
	Special Event Liquor License	\$100.00	1	\$100.00

This online service is provided by a 3rd party working in partnership with the state of Colorado. The price of items purchased through this service includes revenue used to develop, maintain, and enhance the state's official web portal, Colorado.gov



WARNING

State of Colorado
Department Of Revenue
1881 Pierce Street
Lakewood, Colorado 80215
DR 8471 (09/05/18)

TO COMPLY WITH 44-3-901, C.R.S.

IT IS ILLEGAL TO SELL WHISKEY, WINE, OR BEER TO ANY PERSON UNDER *TWENTY-ONE* YEARS OF AGE AND IT IS ILLEGAL FOR ANY PERSON UNDER *TWENTY-ONE* YEARS OF AGE TO POSSESS OR TO ATTEMPT TO PURCHASE THE SAME.

IDENTIFICATION CARDS WHICH APPEAR TO BE FRAUDULENT WHEN PRESENTED BY PURCHASERS MAY BE CONFISCATED BY THE ESTABLISHMENT AND TURNED OVER TO A LAW ENFORCEMENT AGENCY.

IT IS ILLEGAL IF YOU ARE *TWENTY-ONE* YEARS OF AGE OR OLDER FOR YOU TO PURCHASE WHISKEY, WINE, OR BEER FOR A PERSON UNDER *TWENTY-ONE* YEARS OF AGE.

FINES AND IMPRISONMENT MAY BE IMPOSED BY THE COURTS FOR VIOLATION OF THESE PROVISIONS.