## SPECIAL EVENT LIQUOR PERMIT – TOWN OF KIOWA

Please submit the following documents:

- 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: Email to:

Town of Kiowa Town Hall Kiowa sdavidson@townofkiowa.com

PO Box 237 404 Comanche ST Kiowa, CO 80117 Kiowa, CO 80117

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 2<sup>nd</sup> 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

DR 8439 (08/12/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

# 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

Ev	ent Manager							
Da	te of Birth (MN	M/DD/YY)	Phone Number					
Ev	Event Manager Home Address							
Cit	у			State	ZIP Code			
Em	nail Address o	FEvent Manager						
1.	Is the plac	e to have the Special Event located o	on State-owned property?					
	Yes	No						
2.	Has Applic	t Perm	nit this					
	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 be Licens	Applicant Have Possession or Writ ed?	ten Permission for the Use of	The	Premises to			
	Yes	No						
5.		bers of Commerce - Each member ercising the privileges of the retail est		•	-			
	Yes	No						
6.	For Cham	bers of Commerce - Please list all	members participating in the	SEP.				

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### List Below the Exact Date(s) for Which Application is Being Made for Permit Date Date From: To: From: To: Date Date From: To: To: From:

DR 8439 (08/12/24) Page 3 of 5

## **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)

City County

Telephone Number of City/County Clerk

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

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## **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 that 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.

DR 8439 (08/12/24) Page 5 of 5



# **Elbert County Fairgrounds Special Event Liquor Request Form**

<b>Brief Description of Event</b>			
Name of the Event			
Name of Organization or Individual			
Mailing Address			
Name of Lead Contact			
Phone Number of Lead Contact			
<b>Email Address of Lead Contact</b>			
Rental Date(s)			
Signature of Responsible Party			
Information Regarding Alcohol Request:			
Alcohol will be: (Please circle all that apply	) Sold	Complimentary	
How will age identification be controlled?			
Who will be serving/monitoring alcoholic b	everages consumed?		
Approved by Elbert County: Yes No			
Approval Signature		Date	_

# 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,(Print name of Property C	owner of the property located at:
(Property Address)	, give permission to the following:
(Name of Applicant/Applicants	, to sell and/or serve alcohol on my property,
for the following event:	(Wedding, Birthday Party, Etc.)
on the following date/Times:	(Date of Event and Start/Finish Times)
Signed,	
(Signature of Prope	erty Owner)



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

tn	s certificate does not confer rights t	o tne	cert	ifficate nolder in lieu of su			) <b>.</b>			
PROD	UCER				CONTAC NAME:	СТ				
				PHONE						
			E-MAIL ADDRESS:							
					ADDRE		LIDED(S) AEEOD	DINC COVERACE		NAIC#
				INSURER(S) AFFORDING COVERAGE No.			NAIC#			
INSU	RED				INSURE	RB:				
					INSURE	RC:				
					INSURE	RD:				
					INSURE	RE:				
					INSURE	RF:				
COV	'ERAGES CER	TIFIC	CATE	NUMBER:				REVISION NUMBER:		
IN CE	THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						WHICH THIS			
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	3	
	COMMERCIAL GENERAL LIABILITY					(	·····	EACH OCCURRENCE	\$	
	CLAIMS-MADE OCCUR							DAMAGE TO RENTED	\$	
								(_0,000,000,000,000,000,000,000,000,000,	\$	
								` ' ' '	\$	
	GEN'L AGGREGATE LIMIT APPLIES PER:								\$	
	POLICY PRO- JECT LOC							PRODUCTS - COMP/OP AGG	\$	
	OTHER:								\$	
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO							BODILY INJURY (Per person)	\$	
	OWNED SCHEDULED AUTOS AUTOS							· /	\$	
	HIRED NON-OWNED AUTOS ONLY							PROPERTY DAMAGE (Per accident)	\$	
								' '	\$	
	UMBRELLA LIAB OCCUR							EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$	
	DED RETENTION \$								\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER OTH- STATUTE ER		
	ANYPROPRIETOR/PARTNER/EXECUTIVE							E.L. EACH ACCIDENT	\$	
	OFFICER/MEMBEREXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLOYEE	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$	
DESC	RIPTION OF OPERATIONS / LOCATIONS / VEHICI	LES (A	ACORD	0 101, Additional Remarks Schedul	e, may be	e attached if more	space is require	rd)		
CEF	TIFICATE HOLDER				CANC	ELLATION				
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						
					AUTHORIZED REPRESENTATIVE					

July 25, 2023

TOWN OF KIOWA P.O. Box237 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.

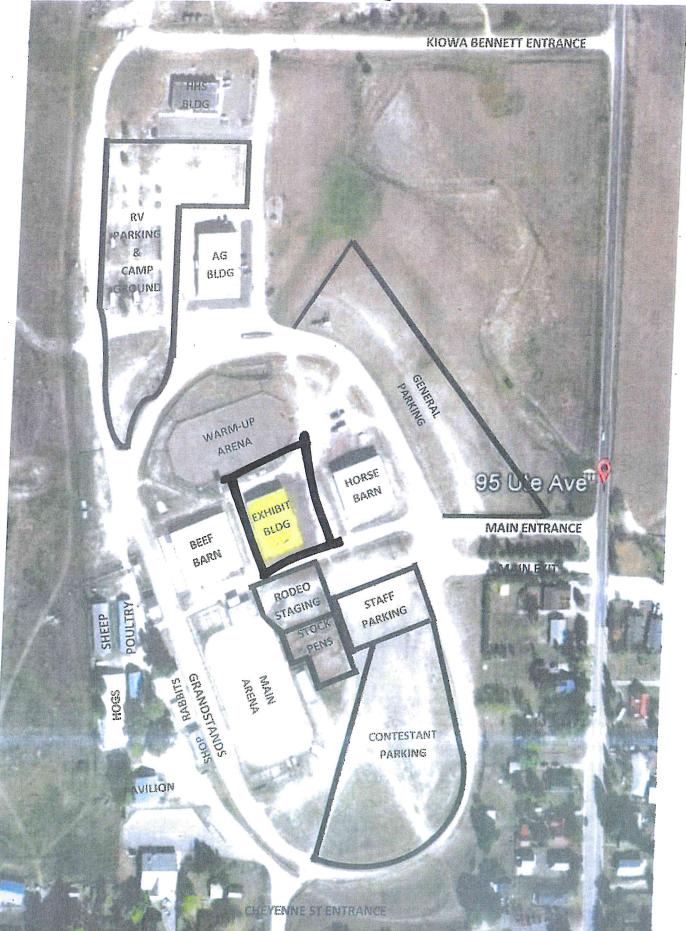
Please find these enclosed documents with this letter -

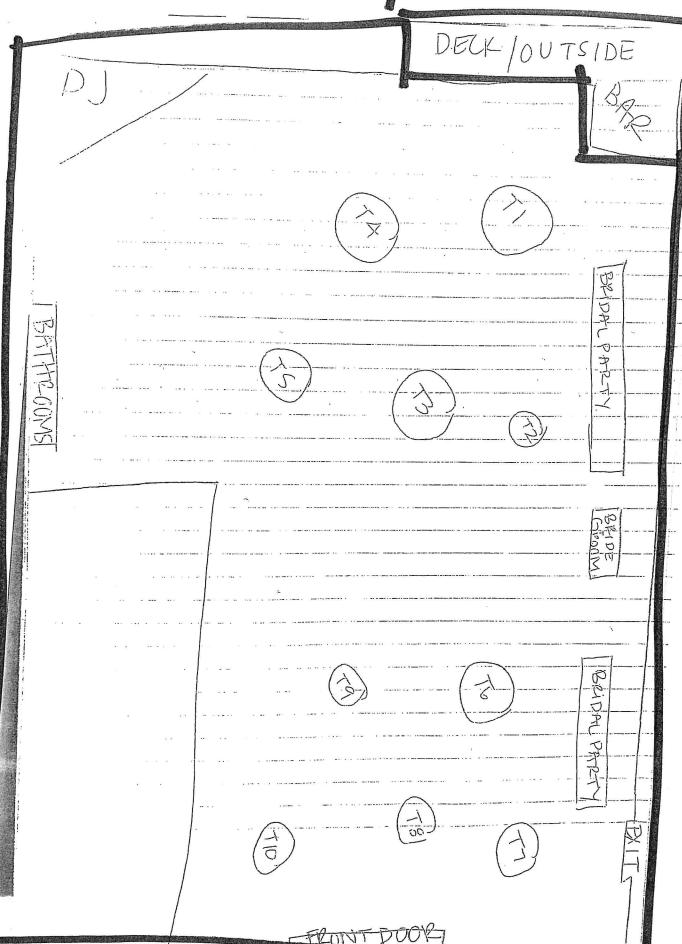
- 1. Permission Request
- 2. Insurance for the Venue
- 3. Form DR8439
- 4. Map/Diagram of the location to be licensed.

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 ELBERT COUNTY FAIR GROUNDS \* Liquor Sales LICENSE ENTIRE FAIRGROUNDS NORTH ARENA EXHIBIT ( Shirlay) ENTER EXIT CONTESTANT MAIN Stando





# 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.

#### XXXXXXXXX

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.



Secretary of State of the State of Colorado

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, <a href="http://www.sos.state.co.us/biz/CertificateSearchCriteria.do">http://www.sos.state.co.us/biz/CertificateSearchCriteria.do</a> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. <a href="Confirming the issuance of a certificate">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, <a href="http://www.sos.state.co.us/click">http://www.sos.state.co.us/click</a> "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

### Payment Receipt Confirmation

Your payment was successfully processed.

Description	<sup>'</sup> Amount				
Town of Kiowa Payment					
	,,,				
"					

The following amounts will be remitted back to the agency.

SKIJ	Description	Unit Price	Quantity	Amount
Special Event Liquor License	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

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.

ITIS 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.