

Northglenn Liquor Licensing Authority Special Private Occasion Permit August 6, 2012	Applicant: Donna Woodson
	Event Date: August 18, 2012
	Event Location: E.B. Rains, Jr. Memorial Park – Ponderosa Pavilion

Request Summary:

The applicant is requesting the issuance of a Special Private Occasion Permit to allow 6% beer and wine to be possessed and consumed on August 18, 2012 from 10:00 a.m. to 10:00 p.m. at E.B. Rains, Jr. Memorial Park, Ponderosa Pavilion.

Administrative Findings:

The application is complete and includes a diagram detailing where the alcohol will be served.

A background check was conducted on the applicant, Ms. Donna Woodson, through the Colorado Bureau of Investigation (CBI), resulting in no record of arrest or conviction.

The applicant is aware of the security requirement and has submitted a designated security representative affidavit.

The applicant has not yet provided an adequate certificate of liability insurance coverage. The City Clerk’s Office would like to suggest that Authority approval be made contingent upon a certificate being provided by the applicant at least 24 hours prior to the event.

E.B. Rains Park will be open to the public during the event; however, no other parties are scheduled for the Ponderosa Pavilion.

Action Needed:

- Approve the application
- Deny the application

Sample Language for Motions:

- To approve the application: “I move to approve the application for a Special Private Occasion Permit filed by Donna Woodson for an occasion to be held on August 18, 2012. This approval is contingent upon a certificate of insurance being provided to the City Clerk’s Office at least 24 hours prior to the event.”
- To deny the application: “I move to deny the application for a Special Private Occasion Permit filed by Donna Woodson for an occasion to be held on August 18, 2012.”

Attachments:

Special Private Occasion Permit Application
Diagram
Section 18-2-8.5 of the Municipal Code

12/14
8/6



SPECIAL OCCASION PERMIT APPLICATION

For the Possession and Consumption of
Alcohol Beverages on Public Property

\$10.00 application fee for 3.2% beer
\$25.00 application fee for malt and vinous beverages

NAME OF APPLICANT Donna Woodson		DATE OF BIRTH 7/17/56	DATE SUBMITTED 7/31/12
ADDRESS 12275 Claude Ct. #712		DRIVER'S LICENSE NO. 95-035-0547	ISSUE STATE CO
EXP. DATE 7/17/2016			
CITY Northglenn	STATE CO	ZIP 80241	FACILITY BEING USED E.B. Rains Park - Ponderosa
ORGANIZATION NAME Marshr McLennan		TYPE OF EVENT Retirement Party	
APPLICANT'S ROLE IN ORGANIZATION Employee		PHONE NUMBER 303-300-4190	
DATE OF EVENT 8/18/12	NUMBER OF PEOPLE ATTENDING 70	RANGE OF AGES OF GUESTS 5-60	
DURATION OF ALCOHOL SERVICE: 10 a.m. to 10 a.m.	CHECK ALL TYPES OF ALCOHOL TO BE SERVED: <input type="checkbox"/> 3.2% BEER <input checked="" type="checkbox"/> 6.0% BEER <input type="checkbox"/> WINE	TYPE OF ENTERTAINMENT PROVIDED none	

The applicant must have an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit, which is currently \$600,000 per occurrence, established by the Colorado Governmental Immunity Act, Title 24, Article 10, C.R.S., as amended, and the City is named as an additional named insured. Please attach a copy of the insurance policy to this application.

Please attach a diagram showing the area where alcohol beverages will be served and consumed. The drawing does not have to be to scale, but should show control such as boundaries, ropes, walls, etc.

Please complete the following questions as thoroughly as possible. Attach additional sheets as needed.

1. Alcohol must remain in the general area of the event as defined in the permit. How do you plan to accomplish this? Keep it contained in our reserved shelter.

2. How do you plan to secure the area and inform guests that alcohol beverages must be kept in the designated area? Notify guests to stay in designated shelter when consuming beer.

3. How will you supervise the participants during the event? managers from company are attending and will ~~manage~~ supervise attendees

4. Do you or any of the event supervisors have alcohol server experience or training?
one employee does

5. Are you familiar with the appearance of minor and adult IDs issued by the State of Colorado?
yes

6. If minors will be attending, how will you make sure they do not possess or consume any alcohol beverages?
Parents will be responsible for their minor children

7. How will you control service of alcohol beverages to members of the public or other persons who are not invitees?
we will not allow anyone not invited to enter the shelter area

8. Will you be issuing "drink tickets" or wristbands to attendees to help control alcohol service?
no

9. How will you ensure that visibly intoxicated persons are not served alcohol?
we are limiting everyone to 2 beers only

10. Depending on the number of attendees at the event, a designated security representative or private security will be required. How do you plan to provide security for the event?
our security representative will be our finance center manager.

11. The applicant or one of the event supervisors is required to attend a meeting of the Liquor Licensing Authority to answer questions the Authority may have about the application and event. Will you or one of the event supervisors be able to attend a meeting?
I will be attending

List names and ages of all individuals who will help supervise the event (attach a separate sheet if necessary):

Name	Dave Cohen	Age	45	Name		Age	
Name	Colley Mae	Age	40	Name		Age	
Name	Greg Brown	Age	45	Name		Age	



**Special Private Occasion Liquor Permit
Designated Security Representative Affidavit**

I hereby affirm that I am 21 years of age or older and the information I have provided herein is true and complete to the best of my knowledge.

I have been designated as a security representative at an event for which a Special Private Occasion Permit has been issued to allow for the possession and consumption of beer and wine on public property;

I will be present for the duration of the of the function;

I will be responsible for controlling the consumption of alcohol in compliance with City and State regulations;

I will check IDs of anyone whose age is not known and will not allow minors to possess or consume alcohol beverages;

I will not allow service or consumption of alcohol beverages to members of the public or other persons who are not invitees;

I will ensure that visibly intoxicated persons are not served alcohol;

I will notify the Northglenn Police Department (911) of any alcohol related disturbances;

I have read and understand the Alcohol Beverage Serving Guidelines on the back of this affidavit; and I understand and accept this responsibility.

David Cohen

Printed Name

[Handwritten Signature]

Signature

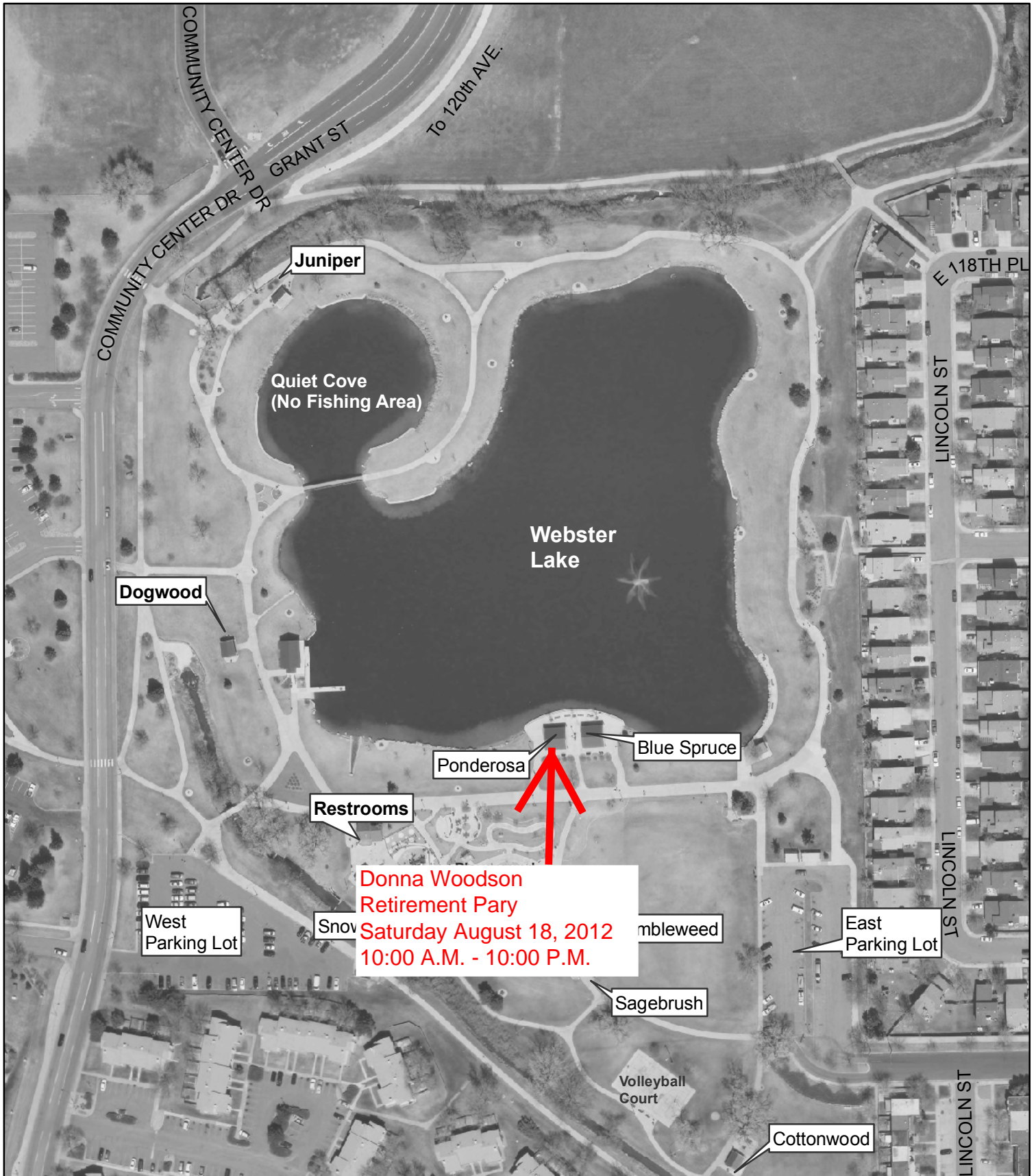
7/31/12

Date

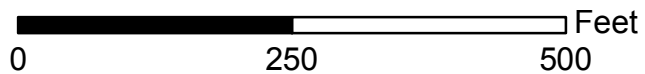


E.B. Rains Jr. Memorial Park Facilities

11801 Community Center Dr., Northglenn



Lake Trail Loop:
 Outer Loop = .54 miles
 Outer Loop over bridge = .5 miles
 Quiet Cove Loop = .21 miles



Northglenn Municipal Code – Sections 18-2-8.5(a) and 18-2-8.5(b)

Section 18-2-8.5(a). Special Private Occasion Permit. Upon approval by the Liquor Licensing Authority, the City Clerk may issue a special private occasion permit for the possession and consumption of alcoholic beverages in all public places within the City of Northglenn, except for City Parks, and shall provide a copy of such permit to the Northglenn Police Department upon issuance, provided the applicant can demonstrate to the satisfaction of the Liquor Licensing Authority that:

- (1) The application is filed at least 30 days prior to the date of the event, and is accompanied by an application fee in an amount determined by the licensing authority.
- (2) The applicant is 21 years of age, or older;
- (3) Alcoholic beverages will remain in the general area of the event as specifically defined in the permit;
- (4) Alcoholic beverages will not be provided to or served to members of the general public or any persons who are not invitees of the event;
- (5) The time, location and duration of the function are not likely to significantly interfere with public services;
- (6) The number and concentration of participants at the function are not likely to result in crowds exceeding limitations in the City fire code, or other significant inconvenience to the residents of the surrounding neighborhoods;
- (7) Under-age persons and persons under the influence of alcohol will not obtain alcoholic beverages served at the function, and the precautions proposed are likely to secure and supervise the area and the participants during the function;
- (8) The applicant agrees to be personally responsible for cleaning, trash disposal or repairs necessary as a result of the event for which the permission was granted, and the applicant shall deposit an amount determined by the Liquor Licensing Authority to secure such clean-up;
- (9) The applicant agrees to indemnify and hold harmless the city, its employees and agents for all liability claims arising out of the event;
- (10) The applicant has an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit established by the Colorado Governmental Immunity Act, Title 24, Article 10, Colorado Revised Statutes, as amended, and the City is

named as an additional named insured. Nothing herein shall be construed as a waiver by the City of any defenses or provisions of the Governmental Immunity Act; and

(11) The special occasion is a wedding, corporate or club picnic, or similar event of a social, fraternal, patriotic, political or athletic nature.

(12) Service of alcoholic beverages shall be limited to beer and wine.

(13) No Special Private Occasion Permit shall be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307.

(14) The City Clerk may consult with the Police Department regarding the need for security and, where appropriate, may require the provision of private security or the provision of a designated security representative, as those terms are defined below, at the applicant's expense as a condition to the issuance of a Special Private Occasion Permit.

(a) For purposes of this subsection (14), it shall be presumed that a designated security representative be sufficient, where appropriate, for events with less than one hundred (100) people in attendance. For events of one hundred (100) people or more, the applicant shall provide private security at a ratio of at least one private security officer per one hundred (100) attendees.

(b) If private security is required, the private security shall be provided by an off-duty City of Northglenn Police Officer, and it shall be the responsibility of the applicant to make arrangements with the Northglenn Police Department for such private security.

(c) If a designated security representative is required, the representative shall, prior to the event, submit a signed statement to the City Clerk indicating that he or she understands and accepts the responsibility to monitor the perimeter of the permitted area, to safely undertake crowd control efforts, and to call the police for assistance when appropriate.

A permit may be denied, or conditions imposed, on the grounds that approval would be detrimental to the public safety, health, morals, order or welfare by reason of the nature of the event, the likelihood that the event would create a public nuisance or result in the consumption of alcoholic beverages by minors, its location within the community, or the failure of the applicant to conduct a past event in compliance with applicable laws and regulations.

The request may also be denied if another event has previously been scheduled for that location on the same day and time, or if the event would unreasonably interfere with normal activities and customary and general use and enjoyment of the facility.

[Source: 1409, 2005; 1424, 2006; 1448, 2006; 1534, 2009]

Section 18-2-8.5(b). City Park Exceptions. The possession and consumption of alcoholic beverages in City Parks is prohibited, except that a Special Private Occasion Permit may be issued by the Liquor Licensing Authority pursuant to Section 18-2-8.5(a) for enclosed structures located in City Parks, and the general vicinity of such enclosed structures, but never further than a 50-foot radius from the exterior of such enclosed structures, including but not limited to the Thede Farmhouse (also known as the Stonehocker House), which is located at 10950 Fox Run Parkway in the City of Northglenn, 80233.

[Source: Ord. 1409, 2005]