



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		DATE OF BIRTH		DATE SUBMITTED
ADDRESS		DRIVER'S LICENSE NO.	ISSUE STATE	EXP. DATE
CITY	STATE	ZIP	FACILITY BEING USED	
ORGANIZATION NAME			TYPE OF EVENT	
APPLICANT'S ROLE IN ORGANIZATION			PHONE NUMBER	
DATE OF EVENT	NUMBER OF PEOPLE ATTENDING		RANGE OF AGES OF GUESTS	
DURATION OF ALCOHOL SERVICE: a.m./p.m. to a.m./p.m.	CHECK ALL TYPES OF ALCOHOL TO BE SERVED: <input type="checkbox"/> 3.2% BEER <input type="checkbox"/> 6.0% BEER <input type="checkbox"/> WINE		TYPE OF ENTERTAINMENT PROVIDED	
<p>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.</p>				
<p>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.</p>				
<p>Please complete the following questions as thoroughly as possible. Attach additional sheets as needed.</p>				
<p>Alcohol must remain in the general area of the event as defined in the permit. How do you plan to accomplish this?</p>				
<p>How do you plan to secure the area and inform guests that alcohol beverages must be kept in the designated area?</p>				
<p>How will you supervise the participants during the event?</p>				
<p>Do you or any of the event supervisors have alcohol server experience or training?</p>				
<p>Are you familiar with the appearance of minor and adult ID's issued by the State of Colorado?</p>				

If minors will be attending, how will you make sure they do not possess or consume any alcohol beverages?			
How will you control service of alcohol beverages to members of the public or other persons who are not invitees?			
Will you be issuing “drink tickets” or wristbands to attendees to help control alcohol service?			
How will you ensure that visibly intoxicated persons are not served alcohol?			
The City Clerk may require the applicant to obtain private security for the event. If private security is required, how would it be provided?			
List names and ages of all individuals who will help supervise the event (attach a separate sheet if necessary):			
Name	Age	Name	Age
Name	Age	Name	Age

Please read the following carefully, and sign and date the application.	
<p>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 am applying for a permit to possess and consume alcohol on public property as indicated on this application. I will be present for the duration of the function and understand and agree to the following:</p> <ol style="list-style-type: none"> 1. I will be responsible for controlling the consumption of alcohol in compliance with City and State regulations. 2. I will check I.D.’s of anyone whose age is not known and will not allow minors to possess or consume alcohol beverages. 3. I agree to be personally responsible for cleaning, trash disposal or repairs necessary as a result of the event for which the permit was granted. 4. I hereby agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event. 5. I understand that no Special Occasion Permit will be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307, and my moral character may be investigated by the City of Northglenn for the purpose of processing this permit application. 	
Signature	Date



SPECIAL OCCASION PERMIT APPLICATION *Instructions*

All documents must be properly executed. Please type or print legibly in black ink.

Please read Section 18-2-8.5(a) and 18-2-8.5(b) of the Northglenn Municipal Code (attached) prior to completing the application for a Special Occasion Permit to possess or consume alcohol beverages, limited to beer and wine, on certain public property. Please note that this permit is for possession and consumption only, not for the sale of alcohol.

The Special Occasion Permit may be issued for special occasions, such as weddings, corporate or social club picnics, or other similar social events.

Submit the completed forms and diagram along with the appropriate fees to the City Clerk's office no later than 30 days prior to the event. The application fee for a Special Private Occasion Permit where only 3.2% beer will be served is \$10.00. The application fee is \$25.00 for permits where malt (beer containing more than 3.2% alcohol by weight) and vinous alcohol (wine) will be served.

Please notify the City of a cancellation five (5) days prior to the event.

All questions on the application should be answered and completed with as much detail as possible. Please attach additional sheets as necessary.

The applicant or one of the event supervisors will be required to attend a meeting of the Liquor Licensing Authority to answer questions about the event and application. The Authority meets on the 1st and 3rd Monday of each month at 9:00 a.m. in City Hall Council Chambers.

Submit a detailed diagram showing where alcohol will be served and, if in a park area, include how you plan to segregate the alcohol from the general public (i.e. roped off, barriers, etc.). Please note that alcohol cannot be taken out of this designated area.

Special Occasion Permits will not be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307. The City of Northglenn may investigate applicants for the purpose of determining an individual's moral character.

The applicant must have an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit (\$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.

Alcohol beverages cannot be provided to or served to members of the general public who are not invitees of the event.

Measures must be taken to prevent minors from possessing or consuming alcohol. In addition, it is illegal to serve alcohol beverages to a visibly intoxicated person.

The applicant agrees to be personally responsible for cleaning, trash disposal or repairs necessary as a result of the event for which permission was granted. The Liquor Licensing Authority will determine a deposit amount to secure such cleanup.

The City may require the applicant to obtain private security, at the applicant's expense, for the event.

Please contact the Northglenn Recreation Center at 303-450-8800 if you are interested in renting a banquet room or other facilities. If you are interesting in having a block party, you will need to contact Jenni Murphy, Customer Solutions Coordinator, at 303-450-8994 for additional requirements.

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, 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 at the applicant's expense as a condition to the issuance of a Special Private Occasion Permit.

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: Ord. 1409, 2005; 1424, 2006; 1448, 2006]

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.



SPECIAL PRIVATE OCCASION PERMITS GUIDELINES AND REGULATIONS

These Special Private Occasion Permit guidelines have been developed by the Northglenn City Clerk's Office to assist your organization in obtaining a permit for alcohol beverage service at your event. Many of the provisions are regulated by law.

A Special Private Occasion Permit authorizes the possession and consumption of alcohol beverages on public property. An event qualifying for this type of permit may be conducted on public property such as City-owned property or park facilities. A special occasion is defined as a wedding, corporate or club picnic, or similar event of a social, fraternal, patriotic, political or athletic nature. Only 3.2% beer, 6.0% beer or wine may be possessed and consumed at the event. No spirituous, or hard liquor, is allowed.

Application Requirements:

The following items must be submitted to the Northglenn City Clerk's Office at least 30 days prior to the event:

- Special Private Occasion Permit Application
- Appropriate Fees
 - \$10.00 for permits where 3.2% beer will be served
 - \$25.00 for permits where malt (beer containing more than 3.2% alcohol by weight) and vinous alcohol (wine) will be served
- Diagram of the event area shown on 8 ½" X 11" paper – this should show where the alcohol beverages will be served and consumed, and all entrances and exits
- Copy of certificate of liability insurance document showing that 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. The City of Northglenn must be named as an additional named insured on the policy.

Upon submittal of a complete application, the City Clerk's Office will schedule the application for consideration by the Northglenn Liquor Licensing Authority at the next available meeting. The Liquor Licensing Authority meets on the first and third Monday of each month at 9:00 a.m. The applicant or one of the event supervisors is required to attend the meeting to answer questions about the event and application. The City Clerk may require private security for the event. The City Clerk's office will notify the applicant if security is required. Upon approval by the Liquor Licensing Authority, a permit will be issued to the applicant, and such permit must be posted at the event. The Liquor Authority will also determine a deposit amount to secure the cleanup of the event premises. The applicant is personally responsible for cleaning, trash disposal, and repairs necessary as a result of the event.

The event must be held on the date and time and at the location specified in the application and may not be changed. Please notify the City Clerk's office at least five days prior to the event date if an event is cancelled.

Alcohol Beverage Serving Guidelines

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

It is illegal to serve a person who is under the age of 21 years.

Anyone appearing to be under the age of 21 should be asked for a valid picture identification. The following types of identification may be used to verify a patron's age:

- An operator's, chauffeur's or similar type driver's license containing a picture, and date of birth, issued by any state, Canada, Mexico or a United States Territory.
- Identification card containing a picture, issued by any state for the purpose of proof of age in accordance with C.R.S. 42-2-402.
- Military identification card.
- Passport.
- Alien registration card.
- A valid employment authorization card containing a picture and date of birth issued by the U.S. Department of Justice, Immigration and Notarization service.

It is illegal to serve a visibly intoxicated person.

Within the Colorado Liquor, Beer and Special Event Codes, there are specific prohibitions against providing alcohol beverages to intoxicated parties. Specifically the law states that it is unlawful for any person to sell, serve, give away, dispose of, exchange, or deliver or permit the sale, serving, giving, or procuring of any alcohol beverage to . . . a visibly intoxicated person. [C.R.S. 12-47-901(1)(a)]

Event organizers should not knowingly allow guests to enter the event if obviously intoxicated, or allow guests to become intoxicated at the event. Serving an intoxicated person can subject the server to both civil and criminal liability. Those responsible for serving alcohol beverages 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. Your determination of whether another person is intoxicated is to be based on a combination of factors related to his or her physical actions and appearance.

Some reactions to watch for include:

- slurred speech
- inappropriate volume of speech
- bloodshot or glassy eyes
- poor coordination
- swaying or drowsiness
- spilling drinks or food
- inability to sit up straight
- walking into people
- aggressiveness

It is imperative that minors and visibly intoxicated individuals are not served alcohol at your event. It is the responsibility of the permit holder to obey all State and local laws regarding the service of alcohol. The above information is meant only as a guideline provided as a courtesy by the City of Northglenn. It does not relieve the license holder from any responsibility of obeying all applicable liquor codes, statutes or regulations.

Please contact the City Clerk's office at 303-450-8757 with any questions you may have regarding the Special Private Occasion Permit application process.