

## CITY OF BOULDER

### SPECIAL EVENT LIQUOR PERMIT - ONLINE SUBMITTAL INSTRUCTIONS

Due to the on-going public health concerns and our desire to protect the health of our community and employees, city offices are currently closed to the public until Protect Our Neighbors-level Green status is achieved in Boulder County in an effort to help limit the spread of coronavirus, but all Regulatory Licensing Office staff members are still working and continuing to provide services via email and by phone. We are providing you with the instructions for the online submission and payment for your application and city fees as well as the online payment portal for the State fee below.

Please begin the application process by visiting <https://tinyurl.com/cobapplication> and filling out the form. You will then be contacted by Licensing Staff to upload your application using a secure folder. Please make sure you upload the entire application packet documents just like you would if you were mailing or hand delivering it to us as a PDF.

Once your application has been submitted, License Staff will contact you to set up a virtual intake meeting. Staff will also provide you with a digital invoice of city application fees to be paid online using the Customer Self Service Portal. You may pay by Credit/Debit card or via e-Check. Credit/Debit card transactions will incur a 2.85% transaction fee, however the e-Check option has no transaction fee. Please log in or create an Customer Self Service Portal account at [https://energovcss.bouldercolorado.gov/EnerGov\\_Prod/SelfService](https://energovcss.bouldercolorado.gov/EnerGov_Prod/SelfService)

Once you pay this way, please make sure to forward us the payment confirmation once you have received it so we can note it in your application.

Please let us know if you have any questions regarding your application at [licensingonline@bouldercolorado.gov](mailto:licensingonline@bouldercolorado.gov) . If you have any questions regarding the online CSS process please email our staff member Jon Yslas at [yslasj@bouldercolorado.gov](mailto:yslasj@bouldercolorado.gov)

**City of Boulder**  
**Information and Appointments**  
**for**  
**Special Event Liquor Permits for Non-Profit Organizations**

**\*Please Note the New Application Appointment Timeline Requirements Below\***

Pursuant to State Liquor Code and City of Boulder regulations, anyone that is selling and/or serving alcohol at an event (1) to which members of the general public have access, and/or (2) that has been posted to social media platforms or otherwise publicly announced are required to obtain a Special Event Liquor Permit. Nonprofit organizations are the only entities that qualify as an applicant. Each applicant is limited to fifteen (15) days per calendar year for special event permits.

You must submit BOTH the city & a state application, including all required documents according to the application checklists and a completed premises diagram, at your scheduled intake appointment with city licensing staff. Do not send the application directly to the State Liquor Division. At the appointment we will provide a poster that you will post at the event location for a minimum of 10 days for the required Public Comment period.

City staff requests that you call or email to schedule your intake appointment **no less than 40 days prior** to your event date, as per liquor code regulations, a legally complete application must be accepted no less than thirty (30) days prior to the event date, there are no exceptions to the 30 day deadline\*

Please contact the Licensing Division at 303-441-4192 and select the Special Event option or email us at [LicensingOnline@bouldercolorado.gov](mailto:LicensingOnline@bouldercolorado.gov) making sure to put 'Special Event Liquor Permit' in the Subject Line.

Please note that the Licensing Division's goals for return voicemails is 48 business hours and return emails is 96 business hours due to customer volume and current license processing, so we ask that you plan your appointment requests accordingly.

*\*At this time, all intake appointments are conducted virtually and will be scheduled once the application documents are submitted per the instructions on page 1 of this packet*

# Finance Department; Tax and License Division

## PUBLIC CITY PROPERTY SPECIAL EVENT LIQUOR PERMIT FOR NON-PROFITS CHECKLIST OF REQUIRED DOCUMENTS PACKET

FOR NON-PROFITS ONLY AND ONLY IF A COMPLETE APPLICATION AND REQUIRED DOCUMENTS ARE SUBMITTED IN A PRE-SCHEDULED IN-PERSON CITY LICENSING MEETING AT LEAST 30 DAYS PRIOR TO EVENT DATE. PLEASE CONTACT A LICENSING STAFF MEMBER FOR YOUR APPOINTMENT BY CALLING 303-441-4192 AND SELECT THE 'LIQUOR' OPTION.

### CITY LICENSING LIQUOR PERMIT DOCUMENTS:

- Application for a Special Event Permit (State form- DR8439) - In most cases, a special event liquor permit cannot be issued on an already liquor licensed premise (no double licensing). Special event liquor permits are only available to non-profits that are:
  - **properly formulated with the Colorado Secretary of State's Office** as non-profit corporation,
  - **meets one of the 11 permissible types listed on the state form** of non-profit designations,
  - **has required state sales tax or tax exemption number from CO Department of Revenue** for non-profits, (this is different than FEIN number for a 501(C) 3), and
  - **AT LEAST 30 DAYS PRIOR TO EVENT DATE** files the state and city applications and fees with the City's Licensing Office ahead of the event (more time is better and there are no exceptions) so that the legal notice poster can be prepared for the event space.
- Certificate of Good Standing from the Colorado Secretary of State's website listing in text "**non-profit corporation**" in the text of the applicable non-profit's certificate.
- Exempt City Sales and Use Tax License applied for or already issued license for non- profit with Boulder Sales Tax area. Application available at <https://bouldercolorado.gov/tax-license/exempt-buisness-license-application>
- City Special Event Liquor Permit Application - please complete three page form and sign last page.

### PRIOR APPROVED CITY MAIN SPECIAL EVENT APPLICATION DOCUMENTS PER WEBSITE AT: <https://bouldercolorado.gov/city-manager/boulder-special-events>

- CITY APPROVED final answers to city event application alcohol questions describing number of people expected, security plans, service training, control fencing, and general characteristics of event. Please Note that Non-profits must have sandwiches and light snacks available for duration of alcohol permitted event.
- CITY APPROVED Dimensioned event diagram indicating square footage of entire event space with food and bar locations, exits/entrances of event space, and perimeter of alcohol service area & tables marked.
- CITY APPROVED Letter of Permission signed by city event coordinator which provide possession of city property to the non-profit as indicated by reference to non-profit's legal name for calendar date and time duration of the proposed event.

### Fees:

- \$50 city check for each event day payable to "City of Boulder" for liquor permits of 250 people or less.
- \$100 city check for each event day payable to "City of Boulder" for liquor permits of 251 people or more.

Application Process: Licensing will:

- i) special event liquor permit applications, including both state form, city form, required attachments, and necessary fees can only be submitted in-person via a prescheduled 30 minute meeting with Licensing staff.
- ii) At submittal meeting, proper public notice poster will be prepared by city to include non-profit's legal name, event location address, event day of week, event date, and event time duration, non-profit mailing address and non-profit event coordinator contact person's name, and 10 day posting end day of week and date. Non-profit representative must know the date that the poster will be put up, that is will be a conspicuous posting within public view, and that the poster will remain up for a 10 day period at the event location.
- iii) Licensing staff will add to yearly permit tally list, add event details to yearly special event list, e-route event application to city special event committee members, and add calendar tickler for end of 10 day posting period.
- iv) When 10 day posting period has ended, licensing staff must receive a completed affidavit of posting from non-profit indicating completion of legal posting.
- v) If no negative public comment is received during the 10 day public period which would trigger a Beverage Licensing Authority (BLA) hearing, then Licensing staff will add a status to yearly special event list indicating application mailing to state, check the state events list on the state website, and locally approve the state and city permit application. If neighborhood or enforcement comment is received that indicates a BLA hearing, then non-profit must be notified in writing, application hearing must be added to BLA hearing agenda, and event location must be posted for a 10 day period for the public hearing.
- vi) Licensing staff will issue city permit confirmation form in the temporary license database, including event duration as the issued date and the expiration date, the day of week, date and time duration of the event, and the event coordinator's name and contact cell phone number at the event.
- vii) Licensing staff will update yearly special event list indicating that the date that the permit is final issued.
- viii) Licensing staff will make a copy of the following and prepare window envelope including the originals of: city confirmation, MJC requirements letter, and minor warning sign on regular office paper. These 3 items should be posted behind the main bar at the event location by the non-profit.
- ix) If there is sufficient time for mailing, then licensing staff will mail the window envelop and call or email non-profit event coordinator to let them know that packet will arrive in the mail. If there is insufficient time for mailing before event date then Licensing staff will put the event coordinator's name on the envelope and put envelope at front desk for pick up.
- x) Licensing staff will then submit for deposit the city permit fee and attach the permit application packet, including city permit confirm, state application copy, city application original, all city special event committee emails on application from e-routing, and affidavit of posting.

# Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You **Must Be Nonprofit** 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"/> Of A National Organization Or Society | <input type="checkbox"/> Municipality Owning Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution                 |                                                              |

LIAB Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage (3.2 Beer) \$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)
-----------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
4. Pres./Sec'y of Org. or Political Candidate			
5. 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 premises now licensed under state liquor or beer code? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

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
-----------	-------	------

**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.**
- The premises to be licensed must be posted at least ten (10) days before a hearing can be held. (44-5-106 C.R.S.)**
- An approved application must be received by the liquor enforcement division at least ten (10) days prior to the event.**
- Check payable to the Colorado Department Of Revenue**

(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.

If an event is cancelled, the application fees and the day(s) are forfeited.

Please apply for City Business Licenses via on-line application at the Tax and License Division webpage at:

[www.bouldercolorado.gov/tax-license](http://www.bouldercolorado.gov/tax-license)

and under Business License & Sales /Use Tax heading,

then select “Exempt Business License Application”



**CITY OF BOULDER  
SPECIAL EVENT  
LIQUOR LICENSE APPLICATION**

This application must be filed in your intake appointment with the Licensing Office of the City of Boulder. Please call 303-441-4192 to schedule your appointment. ALL INFORMATION MUST BE PRINTED LEGIBLY IN INK OR TYPEWRITTEN.

Name of Applicant(s): \_\_\_\_\_  
(This must be a non-profit organization on file with Colorado Secretary of State; Non-profit's phone number: \_\_\_\_\_)

Mailing address: \_\_\_\_\_

Name of Special Event: \_\_\_\_\_

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

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

Property Owner: \_\_\_\_\_ Phone Number (local): \_\_\_\_\_

Event Organizer Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Event Organizer Contact Person's Email: \_\_\_\_\_

Alcohol Service Manager: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_  
(This person must be on-site at alcohol area and cell phone number must be operating for the duration of the event)

The applicant(s) hereby applies to the City of Boulder Beverages Licensing Authority for the following local license and tenders the following fees:

**Type of Application (fee) (Make Checks payable to the City of Boulder):**

- |                          |                                |                                                      |
|--------------------------|--------------------------------|------------------------------------------------------|
| <input type="checkbox"/> | Fermented Malt Beverage (3.2%) | { } \$50 a day application fee (250 people or less)  |
|                          |                                | { } \$100 a day application fee (251 people or more) |
| <input type="checkbox"/> | Beer, Wine & Liquor            | { } \$50 a day application fee (250 people or less)  |
|                          |                                | { } \$100 a day application fee (251 people or more) |



**OATH OF  
APPLICANT**

**Please initial each of the following  
statements:**

\_\_\_\_\_ I understand that as the promoter of the event, that both the non-profit and the server can be criminally held liable for alcohol violations under permit. I also understand that the non-profit can be held responsible for any tax liabilities generated by the alcohol permitted event.

\_\_\_\_\_ I understand that I must allow open access to all city personnel (i.e., Police, Fire, Bldg., etc.) at this event, even if it is deemed a private function. Further, due to health and safety concerns, I understand that other city departments, as a result of circulation of this city application, may have additional requirements resulting in other costs for my special event.

\_\_\_\_\_ I understand that if this permit is denied, the City of Boulder assumes no liability for expenses incurred by the applicant.

\_\_\_\_\_ I understand that, if during the course of the event, the city determines there is a public safety hazard or if there is a violation of any permit condition, the event will be terminated immediately. The City of Boulder is not responsible for any expenses incurred by the permit holder. Failure to meet the requirements of this permit may provide basis for denial of future permits for a given event, event manager, or sponsor.

\_\_\_\_\_ I understand that only Non-profit entities that are properly formulated with the State of Colorado may apply for special event liquor permits, and they may only apply if both city and state permit applications and all attachments are filed at least 30 days before the event per state law. In addition, non-profits are required to have: i) state sales tax number from Colorado Department of Revenue, ii) Certificate of Good Standing for their non-profit from Colorado Secretary of State's office, and iii) City of Boulder business license and city sales tax number from Sales Tax area of City's Finance Department.

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor and Beer Code and Regulations and all City of Boulder rules, regulations, ordinances and codes which affect my license.

---

Authorized Signature

Date

---

Print Name & Title

---

**Date on which City will review Application for approval/denial and proper posting:** \_\_\_\_\_

---

---





**EXAMPLE ONLY:** This example may reflect some, but not all, of the possible amenities, structures, staffing and/or services.



Special Event  
Liquor Permit  
Outdoor  
Diagram  
EXAMPLE

**Legend**

- Alcohol Service (10'x10').....
- 10'x10' Tent (No alcohol).....
- Food Vendor.....
- Security.....
- Medical.....
- Volunteer.....
- Parking, ADA.....
- Porta Potties, ADA.....
- Fencing (6' tall).....
- Zero Waste (Trash, Recycle, Compost).....
- Water Connects.....
- Power Outlets (120v only).....
- Power - Full Electrical Box (120v & 220v).....

**Scale**



Special Event  
Liquor Permit  
Indoor Diagram  
EXAMPLE

