



City of Cañon City

PO Box 1460 - 128 Main Street - Cañon City, CO 81215-1460
7193269.9011 - Fax: 719.269.9017

LIQUOR PERMIT APPLICATION FOR SPECIAL EVENTS

Name of Applicant Organization: _____

Event Point of Contact: _____

Applicant Mailing Address: _____

Phone: _____

Email: _____

2. Premises/Event Information:

Event Name: _____

Event Location: _____

Date and Time of Event:

Date/time Start: _____

Date/time End: _____

3. Sales/Use Tax License:

Do you have a current City of Cañon Sales/Use Tax License? ___Yes ___No

4. Signed Declaration

I declare under penalty of perjury that this application and all attachments are true, correct and complete to the best of my knowledge and that I have read and will adhere to and will require my employees to adhere to all regulations set forth herein and within the Colorado Liquor Code, Colorado Revised Statutes, and the Cañon City Municipal Code

Full Name Printed

Full Name Signature

Date:

Title:

Liquor Permit for Special Events General Information

Liquor Permits for Special Events allow qualified non-profits or political candidates to sell, serve, or distribute alcohol beverages for on-premise consumption. Sandwiches or snack food must be made available during all hours of liquor service.

A Special Event Liquor Permit may be issued to an organization which:

- ◆ Has been incorporated under the laws of this state for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain, OR
- ◆ Is a regularly chartered branch, lodge, or chapter of a national organization, or society organized for such purposes and being nonprofit in nature, OR
- ◆ Is a regularly established religious or philanthropic institution, AND
- ◆ To any political candidate who has filed the necessary reports and statement with the secretary of state pursuant to article 45 of title 1, C.R.S.

What to know before submitting an application for a Liquor Permit for Special Events.

- ◆ For questions about this application or the process, please contact the City Clerk's Office at 128 Main Street or by calling 719.269.9011.
- ◆ The application process must be **submitted at least 30 days prior** to a proposed event, but no earlier than 6 months.
- ◆ Permit holders are expected to know, understand and comply with the Colorado Liquor and Beer Code. Copies of the Colorado Liquor/Beer Code are available on the State of Colorado Department of Revenue website at: <https://www.colorado.gov/pacific/enforcement/liquor>.
- ◆ A statewide maximum of 15 Liquor Permits for Special Events per year per non-profit applicant is allowed.
- ◆ If an event is cancelled, the application fees and day(s) are forfeited.

Please remember the following for your Special Event:

- ◆ EVERYONE should be carded before entering the event.
- ◆ Alcohol may not leave the blocked off area for the Special Event.
- ◆ Individuals must be 21 years of age or older before they can be served.
- ◆ Make sure you know how your customers will be marked that ARE legal to drink and how they will be marked if they are NOT legal to drink.
- ◆ Don't forget, it is against the law to serve someone who is demonstrating visible signs of intoxication. If in doubt, don't serve!
- ◆ You always have the right to withhold service to any customer.

Checklist of Requirements:

_____ Completed Application

_____ A fee in the amount of \$100.00 per day of event. Check or Cash only.

_____ A detailed diagram or drawing of the premises to be licensed (not larger than 8.5x11) reflecting where the liquor service areas will be, fences, egress and dimensions.

_____ Current Certificate of Good Standing (non-profit) from the Secretary of State.

_____ If applicant is a political candidate: Reports and statements that were filed with the Secretary of State's Office.

_____ Ten (10) days after application is filed, pick up Public Notice at City Hall. You must post this notice at the location you plan to host the event. (This must be 15 days prior to the event.)

_____ Post notice at location

_____ Take photo of the posted item and email it to the City Clerk at cityclerk@canoncity.org NO later than 10 days prior to the event.

(see DOR Liquor Code 44.3.311 for further information)

Failure to complete any of the above listed items, will result in a denied Liquor Permit.

_____ Five (5) days prior to the event, the Special Event Liquor License Permit can be picked up at City Hall, 128 Main Street. It will be left at the front counter with the event name listed on the envelope.