City of Centennial

[Administrative]

PROCEDURE FOR APPLICANTS OF SPECIAL EVENT PERMITS

3.2% BEER or BEER, WINE & LIQUOR

This procedure is designed to assist you in complying with the State of Colorado and the City of Centennial licensing requirements. If you have any questions during the application period, please call the License Clerk, 303-754-3371.

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It is recommended that applications for Special Event Permits be filed with the City Clerk at least 30 days prior to the event, to ensure enough time for filing.

1.* Fill out State Application DR8439 (print or type), and return to the License Clerk with two copies of the following documents and fees:

a. Special Events Permit fee (payable to the City of Centennial):
   a) **3.2% Beer** - $100.00 per event. (An event is defined as one to five consecutive days as listed on one application).
   b) **Beer** (malt liquor only, 3.2 beer may not be served under this permit), **Wine and Liquor** - $100.00 per event

b. $8^1/_2$" x 11" diagram showing where liquor will be served and consumed.

c. Certificate of Good Corporate Standing (non-profit) issued by Secretary of State within last two years. (Churches are exempt from this requirement).

d. Copy of deed, lease or written permission of owner for use of premises.

e. If political candidate, copies of reports and statements that were filed with Secretary of State.

f.* Special Event Permit Questionnaire and Affidavit, notarized.

2. THE APPLICATION WILL BE CONSIDERED TO HAVE BEEN "RECEIVED" WHEN ALL REQUIRED DOCUMENTS AND NECESSARY INVESTIGATIONS ARE PRESENTED TO THE CITY CLERK FOR CONSIDERATION.

3. *The following is the policy of the City of Centennial for the expeditious processing of Special Events Permits*:

- *The application will be considered to be "received" on the date all required forms and fees are received by the City Clerk..*

- *The City Clerk's office is required to access the website of the state licensing authority to determine whether the organization applying is eligible and has not exceeded the fifteen day per calendar year restrictions on special event permits.*

- *If the application is approved, it will be approved pending a ten-day posting of the property. The License Clerk will provide a poster to be posted conspicuously on the proposed premises.*

- *The applicant must submit a completed and notarized Proof of Posting Affidavit to the License Clerk by no later than the 11th day after initial posting.*

- *A public hearing date will be set at the time the application is considered by the City Clerk. Per State Statute, if a public hearing is held, the hearing date must be at least 10 days after* ***initial*** *posting of the proposed premises, and, therefore, is set for the nearest meeting of the Liquor Licensing Authority that meets that requirement. At the time the public hearing is set, neighborhood boundaries will be designated.*

- *If, during the ten-day posting, a written protest is received by the City Clerk, a notice of the public hearing will be sent to the applicant and any person who has filed a protest, pursuant to §12-48-107(3). The notice will be mailed at least 5 days prior to the public hearing.*

- *If the Authority approves the application at the public hearing, the City Clerk will issue the special event permit.*

- *Notice of this permit will be sent to the State within ten days of the issuance.*

[Clerk's note: The ten-day posting of the property must commence the day after the City Clerk finds the application to be complete.]

4. If written protests to the issuance of the permit are not received by the City Clerk during the ten-day posting of the property, the City Clerk will, upon receipt of the notarized Affidavit of Posting, issue the special events permit and notify the State.

Special Events Permits

Permit holders are reminded that they are responsible for the payment of state and city sales taxes on the sales of alcoholic beverages and any food items. (Application must be made to the state for the sales tax licenses.) The City Clerk will not issue a special events permit unless the applicant has a Colorado Sales Tax Account.

Additional Permits may be needed from the City or Local Fire Departments depending on each event. Please check with the Centennial Building Division and Centennial Community Development Department regarding the types of permits required.

The permit that you receive from the City of Centennial must be posted on the licensed premises at all times during the event.

An appropriate Minor Warning Sign must be conspicuously displayed during the event. The sign will be provided by the City.

State of Colorado Sales Tax License must be posted on the property during the event.

Alcohol purchased to resell at the event may be purchased from a retailer or wholesaler and must be stored on the licensed premises.

Alcohol donated to the event must be served for hospitality purposes only and may not be sold. It may be included in the ticket price that includes dinner, drinks, etc.

12-48-105 (5) - Sandwiches or other food snacks shall be available during all hours of service of malt, spirituous or vinous liquors, but prepared meals need not be served.

12-48-105 (3) - A special event permit may not be issued to any organization for more than fifteen (15) days in one calendar year.

Beer
Only 3.2 percent beer can be sold under the Fermented Malt Beverage permit. Likewise, only beer containing more than 3.2 alcohol by weight (or 4.0 percent by volume) can be served under a malt, vinous and spirituous liquor permit.

Beer and alcohol must be sold by the drink only. It may not be sold in sealed containers.

*Form provided by City and available via the City's web site.