



# TOWN OF MOUNTAIN VILLAGE SPECIAL EVENT LIQUOR PERMIT APPLICATION

This application must be filed with Office of the Town Clerk, 455 Mountain Village Blvd., Mountain Village, Colorado 81435. Contact [mvclerk@mntvillage.org](mailto:mvclerk@mntvillage.org) or 970-369-6429 with questions.

In order to qualify for a Special Events Permit, you must be a nonprofit and one of the following:

<input type="checkbox"/> Social	<input type="checkbox"/> Municipality Owning Arts Facilities
<input type="checkbox"/> Fraternal	<input type="checkbox"/> Religious Institution
<input type="checkbox"/> Patriotic	<input type="checkbox"/> Philanthropic Institution
<input type="checkbox"/> Political	<input type="checkbox"/> Political Candidate
<input type="checkbox"/> Athletic	<input type="checkbox"/> Chartered Branch, Lodge or Chapter of a National Organization/Society

Type of Special Event applicant is applying for:

<input type="checkbox"/> Fermented Malt Beverage (3.2%)   \$100/day	<input type="checkbox"/> Beer, Wine & Liquor   \$100/day
---	--

1. Name of Applicant Organization or Political Candidate	State Sales Tax Number (required)

2. Mailing Address of Organization or Political Candidate	3. Address of Place Special Event to be held

4. President/Secretary of Organization or Political Candidate			
Name	Date of Birth	Home Address	Phone Number

5. Event Manager Name	Date of Birth	Home Address	Phone Number

6. Has applicant organization or political candidate been issued a special event liquor permit this calendar year?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many days?	

7. Are premises now licensed under state liquor or beer code?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, to whom?	

8. Does the applicant have possession or written permission for the use of the premises to be licensed? (Attach to application)			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		

List Below the Exact Date(s) for Which Application Is Being Made For Permit							
Date(s)		to		Date(s)		to	
Hours		to		Hours		to	
Date(s)		to		Date(s)		to	
Hours		to		Hours		to	

**REPORT AND APPROVAL OF TOWN OF MOUNTAIN VILLAGE LOCAL LICENSING AUTHORITY**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended. **THEREFORE, THIS APPLICATION IS APPROVED.**

SIGNATURE	TITLE	DATE



## TOWN OF MOUNTAIN VILLAGE SPECIAL EVENT LIQUOR PERMIT APPLICATION APPLICATION INFORMATION AND CHECKLIST

### THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- Appropriate fee - CHECK PAYABLE TO THE TOWN OF MOUNTAIN VILLAGE \$100/day
- Diagram of the area to be licensed (not larger than 8 ½" x 11" reflecting bar locations, walls, partitions, ingress, egress and dimensions  
**Note:** if the event is to be held outside, please submit evidence and photo 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 be submitted to the Town of Mountain Village **at least thirty (30) days** prior to the event.
- Cover letter explaining the event in detail

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 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 nonprofit 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.



TOWN OF MOUNTAIN VILLAGE  
SPECIAL EVENT LIQUOR LICENSE PERMIT APPLICATION  
ADDENDUM *Please answer all of the following questions.*

**Describe the event and the target market.**

**How many people are you expecting per day?** \_\_\_\_\_

**Will you be serving alcoholic beverages?** \_\_\_\_\_

**Are alcoholic beverages included in the event price?** \_\_\_\_\_

**Will alcohol be sold by the drink?** \_\_\_\_\_

**What type of alcoholic beverages are you planning on selling/serving?** \_

**Will you be selling/serving food items?** \_\_\_\_\_

**What type of food items will be sold or served?**

**Will you be cooking food and if cooking food, will you use propane?**



**TOWN OF MOUNTAIN VILLAGE  
SPECIAL EVENT LIQUOR LICENSE PERMIT APPLICATION  
ADDENDUM** *Please answer all of the following questions.*

**Will you have amplified sound or live music inside or outside?** \_\_\_\_\_

**Will there be tents/awnings?** \_\_\_\_\_

**Describe your security plans for this event.**

**Describe the type of training security personnel will have prior to the event.**

**How will you insure compliance with beer/liquor laws, such as: no service to minors or visibly intoxicated persons, no service outside of designated premises, no service before or after hours designated for the event, etc.**

**Describe or attach an emergency plan for the event.**



TOWN OF MOUNTAIN VILLAGE  
SPECIAL EVENT LIQUOR LICENSE PERMIT APPLICATION  
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 charged criminally 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 town personnel (i.e., Police, Fire, Community Development, etc.) at this event, even if it is deemed a private function. Further, due to health and safety concerns, I understand that other town 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 Town of Mountain Village assumes no liability for expenses incurred by the applicant.

\_\_\_\_\_ I understand that if during the course of the event, the town determines there is a public safety hazard or if there is a violation of any permit condition, the event will be terminated immediately. The Town of Mountain Village 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 the permit application 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) Town of Mountain Village business license and sales tax number from Mountain Village 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 Town of Mountain Village rules, regulations, ordinances and codes that affect my license.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**