

ALCOHOL PERMITS

If you would like to apply for an Alcohol Permit, please read the instructions, complete the application and submit it with other applicable documents to the facility where you plan to hold the function:

- Community Center for Parks, 2211 Eppinger Boulevard, 303-255-7830
- Margaret Carpenter Recreation Center, 11151 Colorado Boulevard, 303-255-7800
- Thornton Active Adult Center, 9471 Dorothy Boulevard, 303-255-7850
- City Clerk's Office for Block Parties, 9500 Civic Center Drive, 303-538-7230



ALCOHOL PERMIT APPLICATION Instructions

ALL Documents must be properly executed.

Please type or print legibly in BLACK ink.

- Please read Administrative Directive 1-11 (attached) prior to completing the Application for Permit to Serve and Consume Alcohol on City Property and Permit to Use City Owned Facilities. Please note that this permit is for service and consumption only, not the sale of alcohol.
- Submit the completed forms along with the diagram to the appropriate facility where you wish to have the function.
- If applying for a block party you will need to apply for a street closure permit from Infrastructure 720-977-6476 and submit it with your application to the City Clerk's office 303-538-7230.
- **Per City Code Section 42-27(f)(2)(a) the Application, deposit, and/or fee shall be filed not later than 30 days prior to the date of the event.**
- The City must be notified of a cancellation five days prior to the event. Otherwise, a 25% processing fee of the alcohol damage deposit will be retained by the City.
- If time allows, your approved permit will be mailed to you prior to the date of the activity, otherwise, you will need to pick it up.
- All questions on the Permit to Serve and Consume Alcohol on City Property should be answered and completed with as much detail as possible. For example, you should include that you will check I.D.'s before serving alcohol if you are uncertain of the age of your guest, and how you plan to keep alcohol separate from other beverages and keep consumption within a designated area (roped off if in a park pavilion).
- The name of the permit holder should be the individual completing the application. If the permit is for a company include the name of the company under group name.
- 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). Please note that alcohol can not be taken out of this designated area.
- If the permit is for an outdoor event involving a park or street closure (block party) only beer may be consumed within the designated area.
- Street barricades must be easily removable by fire personnel and canopies over 400 square feet in area will require a permit from the Fire Department.
- For commercial entities (i.e. company picnics) submit a Certificate of Insurance naming the City of Thornton as the additional insured for subject event on the specific date of use (see 3.1.7 of Administrative Directive 1-11 for amounts).
- Include names and ages of the individuals who will be supervising and serving the alcohol.
- Be sure to include a phone number of a contact person if City staff has any questions.



ALCOHOL PERMIT APPLICATION

TO SERVE AND CONSUME ALCOHOL ON CITY PROPERTY

Page 1

NAME OF APPLICANT			PHONE NUMBER DAY: ()			DATE SUBMITTED
			PHONE NUMBER EVENING: ()			
ADDRESS			DRIVER'S LICENSE NO.	ISSUE STATE	EXP. DATE	DATE OF BIRTH
CITY	STATE	ZIP	FACILITY BEING USED			
TYPE OF ACTIVITY			GROUP NAME (See Insurance Requirements – for Commercial Entities)			
DATE OF USE	NUMBER OF PEOPLE ATTENDING			RANGE OF AGES OF GUESTS		
TIME ALCOHOL WILL BE SERVED AND CONSUMED LIMITED TO FOUR (4) CONTINUOUS HOURS BETWEEN NOON AND 11:00 P.M.	FOR OUTDOOR EVENTS - ONLY BEER ALLOWED – PARK AREAS/ STREET CLOSURES <input type="checkbox"/> BEER I acknowledge by checking the box that I understand ONLY beer is allowed for this event.		FOR INDOOR EVENTS – CHECK TYPES OF ALCOHOL TO BE SERVED: <input type="checkbox"/> BEER <input type="checkbox"/> WINE <input type="checkbox"/> SPIRITUOUS LIQUOR		ENTERTAINMENT PROVIDED: YES NO	
					DESCRIBE:	
					WHAT FOOD OR FOOD SERVICE WILL BE PROVIDED:	
START:						
END:						
<p>PLEASE ATTACH A DIAGRAM DEPICTING THE AREA WHERE ALCOHOL OR BEER WILL BE CONSUMED.</p> <p>If the activity will be in a park, <u>only beer</u> can be served and consumed in a roped off and posted area, segregated from the general public.</p>						
Alcohol needs to be kept separate from other beverages. How do you plan to accomplish this?						
How do you plan to secure the area and inform guests that alcohol consumption must be kept in a designated area?						
How will you supervise the participants during the function?						
If minors will be attending, how do you plan to make sure they do not obtain or consume alcoholic beverages?						
Will you be checking I.D.'s if you are not sure of someone's age?						
How will you keep alcohol from those persons under the influence of alcohol?						
List names and ages of all individuals who will help supervise the function (use separate sheet if necessary):						
Name		Age		Name		Age
Name		Age		Name		Age
NOTE: PLEASE READ INFORMATION ON PAGE 2, THEN SIGN AND DATE APPLICATION						



NAME OF PERMIT APPLICANT:

APPLICABLE EXCERPTS FROM COLORADO REVISED STATUTES

Alcoholic Beverages

12-47-901 Unlawful acts – exceptions. (1) Except as provided in section 18-13-122, C.R.S., it is unlawful for any person:

- (a) To sell, serve, give away, dispose of, exchange, or deliver or permit the sale, serving, giving, or procuring of any alcohol beverage to or for any person under the age of twenty-one years, to a visibly intoxicated person, or to a known habitual drunkard;
- (c) To possess alcohol beverages in any store, in any public place, including public streets, alleys, roads, or highways, or upon property owned by the state of Colorado or any subdivision thereof, or inside vehicles while upon the public streets, alleys, roads, or highways when such person is under twenty-one years of age;
- (d) To knowingly, or under conditions that an average parent or guardian should have knowledge of, suffer or permit any person under twenty-one years of age, of whom such person may be a parent or guardian, to violate the provisions of paragraph (b) or (c) of this subsection (1).

INSURANCE REQUIREMENTS

COMMERCIAL ENTITIES SHALL BE REQUIRED TO PROVIDE A CERTIFICATE OF INSURANCE EVIDENCING LIABILITY COVERAGE. ADDITIONALLY, THE CERTIFICATE SHALL NAME THE CITY OF THORNTON AS AN ADDITIONAL INSURED FOR THE SUBJECT EVENT. THE CITY'S RISK MANAGER WILL NEED TO APPROVE THIS CERTIFICATE.

<p>I am 21 years of age or older and the information I have provided herein is true and correct to the best of my knowledge. I hereby apply for a permit to consume alcohol on City property as indicated on this application form. 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 proper traffic control and maintaining order at the facility, inside the building and/or on the grounds, including street closure events. 2. I will control the consumption of alcohol in compliance with City and State regulations. 3. I will check I.D.'s of anyone whose age is not known and not allow minors to consume alcohol. 4. I will not allow alcoholic beverages to be consumed in glass containers. 5. I hereby agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event and, if required, to provide general liability insurance, with minimum limits equal to that established by the Colorado Governmental Immunity Act, to guarantee indemnification. 	

APPLICANT'S SIGNATURE:	DATE:
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STAFF REVIEW AND COMMENT

RISK MANAGER (if applicable):	DATE:
FIRE CHIEF (if applicable):	DATE:
APPROVAL (Executive Director for Community Services for City Facilities or Deputy City Manager of Infrastructure for Block Parties):	
CITY MANAGER OR DESIGNEE	DATE

ALCOHOL PERMITS FOR CITY PROPERTY

1.0 Purpose:

- 1.1 The purpose of this directive is to establish the procedures for obtaining permission to consume any malt, vinous or spirituous liquor, or fermented malt beverage on City owned property.

2.0 Scope:

- 2.1 This policy applies to the issuance of alcohol permits at all City facilities and property including, but not limited to, the Civic Center, Active Adult Center, Margaret W. Carpenter Recreation Center, Community Center, Community Building, Infrastructure Maintenance Center, Thornton Arts and Culture Center and certain City Parks.

- 2.2 Pursuant to Section 42-27(e) of the Thornton City Code, the City Manager, or designee, has authority to grant permission to persons to consume any malt, vinous or spirituous liquor, or fermented malt beverage on City-owned property for the following special functions:

Athletic events
Artistic events
Cultural events
Receptions (Family Events)
Street closure events
Civic events

- 2.3 Alcohol permits will only be allowed at the Civic Center, Active Adult Center, Community Center, Margaret W. Carpenter Recreation Center, Trail Winds Recreation Center, Community Building, Community level parks (Carpenter Park, Community Park, Woodglen Park, and Trail Winds Park), Infrastructure Maintenance Center, Thornton Arts and Culture Center and streets located within residentially-zoned areas of the City.

3.0 Policies:

3.1 Alcohol Permit

a) Permission to Use Facilities

Arrangements to use the facilities for the consumption of alcohol for non-City sponsored events must be made at least 30 days in advance.

b) Permit Holder

The permit holder must be an individual of at least 21 years of age.

c) Permit Hours and Usage

There is a 4-hour limit on alcohol consumption permits and no permit shall authorize alcohol consumption before noon nor end later than 11:00 p.m.

d) Security

Security is required for indoor rentals which allow malt, vinous and spirituous liquor. An additional fee is charged for any Community Services Department facility rental that includes an alcohol permit. This fee is required to hire an off-duty police officer or security contractor (2-hour minimum/4-hour maximum). No alcohol is allowed to be served after 11:00 p.m.

e) Type of Permit

Only fermented malt beverage (beer) will be permitted at the designated area of an outdoor event involving City facilities or street closures. A permit for malt, vinous, or spirituous liquor or fermented malt beverage will be permitted at the designated area of indoor facilities.

f) Rules of Conduct

- 1) The permit holder shall be responsible for posting the area as may be required and maintaining order at the facility both inside any building and on the grounds. The City assumes no responsibility for maintenance of order.
- 2) Persons using the facilities are responsible for complying with City, County, State, and facility regulations. The permit holder shall remain on the premises at all times.
- 3) There will be no loud noise or violent conduct that would infringe on the reasonable privacy of individuals in the park or the surrounding neighborhood.
- 4) The permit holder shall be responsible for ensuring that the activities conducted in the park are contained within a posted area which is roped off to exclude the general public.

- 5) Glass containers for alcoholic beverages are not allowed in any of the permitted areas excluding the Carpenter Recreation Center Multipurpose Room.
- 6) The permit holder shall provide sandwiches and/or other snacks at the permitted site during the time alcohol consumption is allowed.
- 7) The facility shall be left in a state of cleanliness and good repair.

g) Permit Approval

- 1) The Executive Director for Community Services, or designee, has the authority to review and approve requests for alcohol permits for City facilities and parks.
- 2) The Executive Director for Infrastructure, or designee, has the authority to review and approve requests for alcohol permits for street closures.

h) Liability Coverage

The permit holder agrees to indemnify and hold harmless the City, its employees, and agents for all liability claims arising out of the event. In addition, Commercial entities shall be required to provide general liability insurance in an amount consistent with the Colorado Governmental Immunity Act.

i) Damage Deposit

The permit holder must pay an alcohol damage deposit as specified in the Community Services Department Facility Rental and Deposit schedule for the specific facility in addition to any facility damage deposit. In the event the permit holder does not notify the City of cancellation five days prior to the event, a 25% processing fee of the alcohol damage deposit will be retained by the City.

3.2 Other License Requirements

The alcohol permit set out in paragraph 3.1 only grants express permission from the City to persons to consume alcohol on City-owned property for selected events. Any licenses or special use permits which are otherwise required under State law or City ordinance must also be obtained in addition to the permit set out in this Directive.

Signed by Kevin S. Woods
Kevin S. Woods City Manager

3/29/19
Date

RENTAL FEES - THORNTON COMMUNITY CENTER

Category	Teen Center	Conference Room	North Classroom	Dance Room	Gymnasium Full Court	Community Building
Resident Non-Profit Groups						
Open Hour Fees	Not Available	FREE	FREE	FREE	FREE	FREE
After Hour Fees	\$14/hr.	\$14/hr.	\$14/hr.	\$14/hr.	\$28/hr.	\$14/hr.
Damage Deposit	\$100	\$100	\$100	\$100	Not Allowed	\$100
Req. w/Alcohol						
Resident						
Open Hour Fees	Not Available	\$16/hr.	\$16/hr.	\$16/hr.	Not Available	\$16/hr.
After Hour Fees	\$28.50/hr.	\$28.50/hr.	\$28.50/hr.	\$28.50/hr.	\$32/hr.	\$28.50/hr.
Damage Deposit	\$100	\$100	\$100	\$100	Not Allowed	\$100
Req. w/Alcohol						
Non-Residents						
Open Hour Fees	Not Available	\$20/hr.	\$20/hr.	\$20/hr.	Not Available	\$20/hr.
After Hour Fees	\$34/hr.	\$34/hr.	\$34/hr.	\$34/hr.	\$40/hr.	\$34/hr.
Damage Deposit	\$100	\$100	\$100	\$100	Not Allowed	\$100
Req. w/Alcohol						

All after-hour rentals must be a minimum of 2 hours

<p>SECURITY REQUIRED Security required for Indoor Rentals which allow malt, vinous and spirituous liquor. An additional fee is charged for any Community Service Department facility rental that includes an alcohol permit. This fee is required to hire an off-duty police officer or security contractor (2 hour minimum/4 hour maximum). No alcohol served after 11:00 p.m., must be out of the facility by midnight.</p>	Resident Non-profit \$45	Resident \$45	Non-Resident \$54
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RENTAL FEES - CARPENTER RECREATION CENTER

AREA TO BE RENTED		RESIDENT-NON-PROFIT	RESIDENT	NON-RESIDENT	AFTER HRS RES	AFTER HRS NON-RESIDENT
Multi-Purpose Room - ABC (vinyl floor) ♣ ♦ ⊗ ♥ •	No Refreshments	\$69/hour	\$77/hour	\$92/hour	\$125/hour	\$150/hour
	Refreshments	\$90/hour	\$100/hour	\$120/hour	NA	NA
Multi-Purpose Room – A ♣ ⊗ (vinyl floor)	No Refreshments	\$25/hour	\$27.50/hour	\$33/hour	\$50/hour	\$60/hour
	Refreshments	\$36/hour	\$40/hour	\$48/hour	NA	NA
Multi-Purpose Room – B ♥ ⊗ (vinyl floor)	No Refreshments	\$25/hour	\$27.50/hour	\$33/hour	\$50/hour	\$60/hour
	Refreshments	\$36/hour	\$40/hour	\$48/hour	NA	NA
Multi-Purpose Room - C (vinyl floor)	No refreshments	\$25/hour	\$27.50/hour	\$33/hour	\$50/hour	\$60/hour
	Refreshments	\$36/hour	\$40/hour	\$48/hour	NA	NA
Gymnasium, full-court (wood floor) ♠ •		N/A	N/A	N/A	\$66/hour	\$69/hour
Volleyball court, per court (wood floor) ♠		N/A	N/A	N/A	\$22/hour	\$26/hour
Racquetball Court, per court (wood floor) ♠		N/A	N/A	N/A	\$18/hour	\$24/hour
Aerobics/Dance Room (wood floor)		N/A	N/A	N/A	\$18/hour	\$24/hour
Swimming Pools		N/A	N/A	N/A	\$110/hour	\$138/hour
Use of all facilities (except fitness equipment) ⊗ ♣		N/A	N/A	N/A	\$310/hour	\$387/hour

- ♠ If gym or aerobics rental is approved, and chairs are needed, there will be an additional fee.
- ♣ Kitchen available; additional fee of \$100 per use plus \$200 deposit.
- ♦ Alcohol allowed in these areas with permit and \$150 damage deposit.
- ♥ Stage available; no extra charge.
- ⊗ Tables and chairs available at no additional charge; exact number MUST be indicated with reservation.
- Subject to Reservation Deposit Cancellation Charge of \$150.00.

TV/VCR, Slide Projector, Overhead	\$12/day (must be reserved in advance)
Media Projector	\$50/day (must be reserved in advance)
Beer Cooler Usage	\$30/day (must be reserved in advance)
Security required with rentals with alcohol	\$45/hour – residents, \$54 – Non-residents (2 hr. min./4 hr. max.)
	<ul style="list-style-type: none"> • No alcohol served after 11 p.m., must be out of the facility by midnight

RENTAL FEES - OTHER MUNICIPAL FACILITIES

Other City Facilities	Non-Profit	Resident	Non-Resident
<p><u>ACTIVE ADULT CENTER</u> <u>Classroom A</u></p> <ul style="list-style-type: none"> • During Open Hours • After Open Hours • Refundable Deposit (no alcohol or food) • Refundable Deposit (w/alcohol and/or food) <p><u>Library, Classroom B, C & D, Dry Craft Room</u></p> <ul style="list-style-type: none"> • During Open Hours • After Open Hours • Refundable Deposit (no alcohol or food) • Refundable Deposit (w/alcohol and/or food) <p><u>Multi-Purpose Room, Patio</u></p> <ul style="list-style-type: none"> • During Open Hours • After Open Hours • Refundable Deposit (no alcohol or food) • Refundable Deposit (w/alcohol and/or food) 	<p>\$16/Hour \$20/Hour \$50 \$100</p> <p>No Charge \$14/Hour \$50 \$100</p> <p>NA \$45/Hour \$50 \$100</p>	<p>\$20/Hour \$30/Hour \$50 \$100</p> <p>\$16/Hour \$25/Hour \$50 \$100</p> <p>NA \$60/Hour \$50 \$100</p>	<p>\$25Hour \$35/Hour \$50 \$150</p> <p>\$20/Hour \$30/Hour \$50 \$100</p> <p>NA \$65/Hour \$75 \$150</p>
<p>Security required for Indoor Rentals which allow malt, vinous and spirituous liquor. An additional fee is charged for any Community Service Department facility rental that includes an alcohol permit. This fee is required to hire an off-duty police officer or security contractor (2 hour minimum/4 hour maximum). No alcohol served after 11:00 p.m., must be out of the facility by midnight.</p>	<p>\$45</p>	<p>\$45</p>	<p>\$54</p>
<p><u>OUTDOOR SWIMMING POOLS</u></p> <p>Parties of up to 30 People Parties of 31-60 People Parties of 61-100 People Parties of 101-130 People Parties of 131-200 People Parties of 201-250 People</p>	<p>NA NA NA NA NA NA</p>	<p>\$60 \$70 \$80 \$90 \$100 \$120</p>	<p>\$72 \$84 \$96 \$108 \$120 \$144</p>
<p><u>STREET CLOSURES</u> Refundable Deposit (with Beer)</p>	<p>\$50</p>	<p>\$50</p>	<p>\$50</p>

Pavilion Rental Rates* <i>(Full Day Rentals Only)</i>	Resident**	Nonresident**
Carpenter Park – East Pavilion	\$50	\$100
Carpenter Park – West Pavilion	\$120	\$240
Trail Winds Park – East Pavilion <i>(June & July only due to sports field usage)</i>	\$100	\$200
Trail Winds Park – West Pavilion <i>(June & July only due to sports field usage)</i>	\$100	\$200
Community Park	\$100	\$200
Woodglen Park	\$100	\$200
Cherry Park	\$80	\$160
Cherrywood Park	\$50	\$100
Yorkborough Park	\$80	\$160
North Star Park	\$50	\$100
Alcohol Permit Application Fee	\$25	\$25
Damage Deposit Required with all Alcohol Permits	\$100	\$100
Portalet Rental Fees (if required)	\$68 per Reg. Unit \$90 per ADA Unit	\$68 per Reg. Unit \$90 per ADA Unit
Half-Day Rentals are available only on weekdays, <u>excluding holidays</u> . Rates are 50% of the above rates.		
CARPENTER PARK AMENITIES	Resident	Nonresident
<u>BOATHOUSE RENTAL RATES:</u>		
<ul style="list-style-type: none"> • 2-person boats • 4-person boats • 2-person canoes 	\$5 per 30 min. \$7 per 30 min. \$5 per 30 min.	\$7 per 30 min. \$9 per 30 min. \$7 per 30 min.
<u>CAROUSEL RATES:</u>		
<ul style="list-style-type: none"> • Children under 1 year • Everyone Else • Frequent Rider Pass (good for 23 rides) 	FREE \$1 per ride \$20	FREE \$1 per ride \$20
<u>AMPHITHEATER RENTALS:</u> (2 HR. MINIMUM REQUIRED)		
<ul style="list-style-type: none"> • Events not selling tickets • Events selling tickets • Alcohol Permit Fee • Damage Deposit <i>(required with all alcohol permits)</i> 	\$40 \$60 \$25 \$100	\$80 \$120 \$25 \$100

*Rates were previously: \$50 for Resident/full day/ \$100 deposit regardless of location
 \$100 for Non-Resident/\$100 deposit regardless of location

**All pavilion and Carpenter Park fees approved in 2013 by Council but not incorporated into the Administrative Directive