THORNTON
City Clerk's office 303-538-7230
9500 Civic Center Drive
Thornton, Colorado 80229-4326

ALCOHOL PERMIT
Checklist and Information

Use this permit to serve and consume alcohol at City facilities and parks, and for block parties on streets in residentially-zoned areas. The Application, deposit, and/or fee must be filed **not later than 30 days prior** to the date of the event.

- Submit applications and fees for events at City facilities and parks to the City facility where the event is being held
  - Parks and Recreation website
- Submit application and fees for Block Parties to the City Clerk's Office
  - Street Closure Fee: $50 refundable deposit

- **One complete set of documents must be submitted for initial review**
- Application packet is available on the City Clerk's Licensing & Permits website.
- Review Thornton City Code Section 42-27 – Consumption and Possession Regulated and the attached Administrative Directive.
- The Thornton City Code can be accessed through the City Clerk's website.
- Incomplete application documents will not be accepted.
- Applications will not be deemed received and will not be reviewed until all fees have been received.
- Provide documents in order of the Checklist - **Single-Sided - No Staples Please**
- All documents and copies need to be legible and either typed or printed in **black** ink on **8-1/2 x 11 size paper** only.
- Contact Stacie Flis, Licensing Coordinator, 303-538-7270 or stacie.flis@thorntonco.gov, if you have questions or need assistance

Please complete and submit the following:

- Please read Administrative Directive 1-11 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.
- 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 the completed forms along with the diagram to the appropriate facility where you wish to have the function.
- 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. Please note that alcohol cannot 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.
- For commercial entities (i.e. company picnics) submit a Certificate of Insurance, in an amount consistent with the Colorado Governmental Immunity Act, naming the City of Thornton as the additional insured for subject event on the specific date of use.
- 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.

Additional Information

- If applying for a block party, you will need to apply for a Traffic Control Permit from the Infrastructure Department: 720-977-6490 or infrastructure.permits@thorntonco.gov. The Traffic Control Permit will need to be submitted with your application to the City Clerk's office 303-538-7230.
- If you are applying for a block party or will have canopies, you will need to contact the Fire Department at 303-538-7602 or firedept@thorntonco.gov for permit requirements.

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ALCOHOL PERMIT APPLICATION

Name of Applicant: (corporation, partnership, LLC, Individual, etc.)	Phone:
Address, City, State, Zip Code:	
Driver's License No.: Issue State: Exp Date: Date of Birth:	

Facility Being Used:	
Type of Activity:	
Group Name:	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 11:00pm.	
Start time:	End time:

Select Type of Alcohol being served			
Outside events:	○ Beer		
Indoor Events:	○ Beer	○ Wine	○ Spiritous Liquor

Please attach a diagram depicting the area where alcohol or beer will be consumed.
If the activity will be in a park, only beer can be served and consumed in a roped off and posted area, segregated from the general public.

Entertainment Provided? Yes No If yes, describe:
What food or food service will be provided?
How do you plan to secure the area and inform guests that the alcohol consumption must be kept in a designated area?
How will you secure and supervise the participants during the function?
In 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 a separate sheet if necessary):			
Name:	Age:	Name:	Age:
Name:	Age:	Name:	Age:

Please read the information on Page 2, then sign and date the application.

Alcoholic Beverage – Applicable excerpts from Colorado Revised statutes:

44-3-901 Unlawful acts – exceptions. (1) Except as provided in section 18-13-122, C.R.S., it is unlawful for any person:

- 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;
- 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;
- 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 C.R.S. 44-3-901.

Insurance Requirements

The Applicant agrees to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event, and to provide general liability insurance, with minimum liability limits equal to that established by the Colorado Governmental Immunity Act (C.R.S. § 24-10-101 et seq.), to guarantee indemnification. The City's Risk Manager will need to approve this certificate.

I swear or affirm that I am 21 years of age or older and the information provided herein is true and correct to the best of my knowledge and belief. 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:

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 IDs 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:

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

Docusign Envelope ID: 6D3DE4C2-FD57-4B94-A983-9B57C97FA939

CITY OF THORNTON
Office of the City Manager

ADMINISTRATIVE DIRECTIVE 1-11
February 19, 2026
Supersedes AD 1-11 dated August 15, 2019

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, and Woodglen 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.

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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). One off-duty officer or security officer is required for groups up to 149 people. Two off-duty officers or security contractors are required for groups of 150 people or more. 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.

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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:
Tansy Hayward
C4183544C4E143A...

2/19/2026

Tansy Hayward, City Manager Date