



THORNTON

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

SPECIAL EVENTS PERMIT Checklist and Information

- **ONE COMPLETE SET OF DOCUMENTS MUST BE SUBMITTED FOR INITIAL REVIEW**
- Application packet and Local Licensing Authority (LLA) Rules of Procedure are available on the City Clerk's [Licensing & Permits](https://www.thorntonco.gov/government/city-clerk/licensing-permits/liquor-licensing) website:
<https://www.thorntonco.gov/government/city-clerk/licensing-permits/liquor-licensing>.
- Incomplete application documents will not be accepted.
- Applications will not be deemed received and will not be reviewed until all fees have been received.
- Applications shall be submitted not less than **45 days prior** to the proposed event.
- 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.
- ALL documents must be properly executed and correspond with name of applicant exactly.
- **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

- \$100 investigation/procession fee to the City of Thornton
- Special Events Permit Application
- Floor Plan of Premises (**8-1/2" x 11" size only**)
 - Outline "Licensed Premises" in **BOLD, BLACK INK**
 - Show bars, ingress, and egress
 - Show where liquor will be served and consumed
 - If the event is to be held outside, submit evidence of intended control (fencing, ropes, etc.)
- If Corporation, Certificate of Good Standing (non-profit) issued within the past two years. (Not applicable if a church)
- If not incorporated, a nonprofit charter
- If political candidate, reports and statements that were filed with the Secretary of State.
- Affidavit explaining what the nature of the event will be.
- Deed, Lease (also assignment of lease if applicable) properly executed and signed by all parties involved or written permission of property owner for use of the premises.
- City Sales Tax License
 - Contact the Sales Tax Division at 303-538-7400 to submit City Sales Tax License Application.
- Temporary Use Permit, if applicable
 - Contact City Development at 303-538-7295 or pod.info@thorntonco.gov.
- Picture of posted hearing sign(s) due 10 days before the hearing.

Drinks must be sold for consumption on the premises only and sandwiches or snack foods must be available during all hours of liquor is served.

The premises upon which liquor is to be sold may not be located within 500 feet of any school unless the event is during the hours in which no school classes are scheduled.

Information

In order to qualify for a Special Events Permit, you must be a qualifying organization per 44-5-102 C.R.S. and one of the following below.

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 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 non profit 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.

The City Clerk's office will publish the notice of hearing as required by City Code and State Statutes.

The Applicant will need to post the public notice sign(s) prepared by the City Clerk's office on the proposed premises at least 10 days prior to the public hearing and submit pictures of the posted sign(s) immediately after posting.

The Applicant needs to ensure that the sign(s) remain posted for at least 10 consecutive days prior to the hearing and verify by completing the Posting Verification Affidavit supplied by the City Clerk's office. The Affidavit needs to be notarized and submitted to the Licensing Coordinator after the 10-day posting period.

If protests are received, a public hearing will be held and the Applicant must attend the LLA meeting. The LLA generally meets on the third Wednesday of each month at 6:00 p.m. If you have any exhibits for the LLA to consider, advise the Licensing Coordinator prior to the hearing date

If criteria listed in City Code Section 42-131 is met, the City Clerk's Office will inform you if the application can be administratively approved.

If the City's posting board is used to display the sign, it will need to be returned to the City Clerk's Office the day after the 10-day posting period.

Resources on State and City Liquor and Beer Codes and Rules

- [LLA Rules of Order and Procedure:](https://www.thorntonco.gov/government/city-clerk/licensing-permits/liquor-licensing)
<https://www.thorntonco.gov/government/city-clerk/licensing-permits/liquor-licensing>
- [Chapter 42, Article II of the Thornton City Code:](https://library.municode.com/co/thornton/codes/code_of_ordinances?nodeId=CO_CH42LIPEBU_ARTIIALBE)
https://library.municode.com/co/thornton/codes/code_of_ordinances?nodeId=CO_CH42LIPEBU_ARTIIALBE.
- [Colorado Liquor and Beer Codes and Liquor Rules:](https://sbg.colorado.gov/liquor-enforcement-laws-rules-regulations)
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Special Events Permit Application

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following**

- | | | |
|---------------------------------|--|--|
| <input type="radio"/> Social | <input type="radio"/> Athletic | <input type="radio"/> Philanthropic Institution |
| <input type="radio"/> Fraternal | <input type="radio"/> Chartered Branch, Lodge or Chapter | <input type="radio"/> Political Candidate |
| <input type="radio"/> Patriotic | <input type="radio"/> National Organization or Society | <input type="radio"/> Municipality Owned Arts Facilities |
| <input type="radio"/> Political | <input type="radio"/> Religious Institution | <input type="radio"/> Chamber of Commerce |

Type of Special Event Applicant is Applying for:

- | | |
|---|----------|
| <input type="checkbox"/> Malt, Vinous And Spirituous Liquor | \$100.00 |
| <input type="checkbox"/> Fermented Malt Beverage | \$100.00 |

Name of Applicant Organization or Political Candidate

Mailing Address of Organization or Political Candidate

City

State

ZIP Code

Address of Place to Have Special Event

City

State

ZIP Code

Authorized Representative of Qualifying Organization or Political Candidate

Date of Birth (MM/DD/YY)

Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

City

State

ZIP Code

Event Manager

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State

ZIP Code

Email Address of Event Manager

1. Is the place to have the Special Event located on City-owned property?

☐ Yes ☐ No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

☐ No ☐ Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

☐ No ☐ Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

☐ Yes ☐ No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

☐ Yes ☐ No

6. For Chambers of Commerce - Please attach a list of all members participating in the SEP.

List below the exact date(s) for which application is being made for permit.

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Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature

Title

Date (MM/DD/YY)

Report and Approval of Local Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority

Telephone Number of City Clerk

Signature

Title

Date (MM/DD/YY)