



**TOWN OF BASALT
SPECIAL EVENTS LIQUOR PERMIT
APPLICATION INFORMATION AND CHECKLIST**

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

1. _____ Contact the Town's Planning Department to determine if your event will require a Special Event Activity Permit in addition to the Special Event Liquor Permit.
 2. _____ Copy of deed/lease ***and written permission of owner*** for use of the premises.
 3. _____ Copy of Certificate of Good Corporate Standing (Non-Profit) issued by the Secretary of State within last two years; or if not incorporated, a copy of the organization's Non-Profit Charter;
 4. _____ If a political Candidate, attach copies of report and statements that were filed with the Secretary of State.
 5. _____ Attach to the application a diagram of the area to be licensed (not larger than 8-1/2" by 11" reflecting location of bars, walls, partitions, entry/egress and dimensions).
 6. _____ Explain or diagram how the applicant will maintain control and contain the alcohol within the licensed premises – fencing, ropes, barriers, signage, monitors, etc.
 7. _____ If the event is to be held outside, please submit report of intended control, i.e., security, fencing, ropes, barriers, signage, etc.
 8. _____ Explain how the applicant will insure that only those individuals 21 and over can obtain alcohol.
 9. _____ Explain how the applicant will provide for the service of sandwiches and light snacks or other food offerings during the service of alcohol. (If food/snacks are prepared on premise, you may need to obtain State Health Department approvals.)
 10. _____ Secure servers: TIPS or Responsible Serving of Alcohol (RSOA) Certified individuals to serve. (You should plan to have at least one Certified individual at your event to oversee alcohol service).
 11. _____ Attach appropriate fee:
_____ Special Events Permit (Liquor) per event - payable to Town of Basalt \$100.00
_____ Special Events Permit (3.2%) per event - payable to Town of Basalt \$100.00
- **THE APPLICATION MUST BE SUBMITTED TO LOCAL LICENSE AUTHORITY AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**
 - **THE PREMISES TO BE LICENSED MUST BE VISIBLY POSTED AT LEAST 10 DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)**
 - **IF AN EVENT IS CANCELLED, THE APPLICATION FEES AND THE DAY(S) ARE FORFEITED.**



TOWN OF BASALT, COLORADO

SPECIAL EVENT PERMIT APPLICATION

BASALT

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU **MUST** BE NON-PROFIT ORGANIZATION, AND ONE OF THE FOLLOWING:

<input type="checkbox"/> SOCIAL	<input type="checkbox"/> ATHLETIC	<input type="checkbox"/> PHILANTHROPIC INSTITUTION
<input type="checkbox"/> FRATERNAL	<input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER	<input type="checkbox"/> POLITICAL CANDIDATE
<input type="checkbox"/> PATRIOTIC	<input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY	<input type="checkbox"/> MUNICIPALITY
<input type="checkbox"/> POLITICAL	<input type="checkbox"/> RELIGIOUS INSTITUTION	

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:	LIQUOR PERMIT NUMBER
<input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$100 PER DAY	
<input type="checkbox"/> FEMMENTED MALT BEVERAGE (3.2 BEER) \$100 PER DAY	

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE	STATE SALES TAX NUMBER (REQUIRED)
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2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY	3. ADDRESS OF SPECIAL EVENT
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NAME	DATE OF BIRTH	EMAIL ADDRESS	PHONE NUMBER
4. PRES/SEC'Y OF ORG. OR POLITICAL CANDIDATE:			
5. EVENT MANAGER:			

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES CURRENTLY LICENSED UNDER STATE LIQUOR OR BEER CODES? <input type="checkbox"/> NO <input type="checkbox"/> TO WHOM? _____
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8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED?
 NO YES HOW MANY DAYS? _____

LIST BELOW THE EXACT DATES(S) FOR WHICH PERMIT APPLICATION IS BEING MADE:

DATE HOURS FROM M TO M	DATE HOURS FROM M TO M	DATE HOURS FROM M TO M	DATE HOURS FROM M TO M
Purpose and # of attendees:	Purpose and # of attendees:	Purpose and # of attendees:	Purpose and # of attendees:

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
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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 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

SIGNATURE	TITLE	DATE
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LOCAL LICENSING AUTHORITY	ATTEST
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