



**CITY OF LAKEWOOD**

# **SPECIAL EVENTS PERMIT**

## Lakewood Civic Center

A Special Event Permit allows nonprofit organizations to sell malt, vinous or spirituous liquors by the drink only during a special event. A nonprofit organization seeking a Special Event Permit in the City of Lakewood may pick up an application at the City Clerk's Office, Lakewood City Commons, Civic Center South, 480 South Allison Parkway, Lakewood, Colorado.

The following supporting documents must be attached to the application for a permit to be issued:

- a) Appropriate Fees:
 

	<u>City Fees</u>
Fermented Malt Beverage (3.2% Beer)	\$10 per day
Malt, Vinous and Spirituous Liquor	\$50/per day
- b) Diagram of the area to be licensed **outlined in red** (not larger than 8 1/2 " x 11") reflecting bars, walls, partitions, ingress, egress, food service and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e. fencing, ropes, barriers, etc.
- c) Copy of deed, lease, or written permission of owner for use of the premises.
- d) 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.
- e) City sales tax license (**not tax exempt number**).

**If the event is to be held on City Property**, a Certificate of Insurance must be approved by the City of Lakewood's Risk Manager.

**A MINIMUM OF 30 DAYS IS REQUIRED TO PROCESS THE PERMIT**

**PLEASE TYPE OR PRINT ALL INFORMATION IN BLACK INK**

If you have any questions regarding a special event permit, please call the City Clerk's office at 303-987-7080.

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**City Clerk's Office**  
**Lakewood Civic Center**  
**480 S. Allison Parkway**  
**Lakewood, CO 80226-3127**  
**Phone: 303-987-7080**  
**Fax: 303-987-7088**  
**TDD: 303-987-7057**