

SPECIAL EVENTS PERMIT

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 obtain an application from the City Clerk's Office pursuant to [Chapter 5.38.120](#) of the Lakewood Municipal Code and [Title 44, Article 5 C.R.S., as amended](#).

The Special Event Permit Application must be submitted to the City Clerk's Office a minimum of 30 days prior to the date the event will be held.

ADDITIONAL DOCUMENTS REQUIRED WITH APPLICATION

- Diagram of the area to be licensed outlined in RED (not larger than 8 ½" by 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.
- Control Plan relating to event and licensed service/event
- Copy of deed, lease, or written permission from owner for use of the premises.
- Certificate of Good Corporate Standing (NONPROFIT) issued by the Colorado Secretary of State Office within the 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 Colorado Secretary of State Office.
- 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 and name the City of Lakewood as an additional insured.

Please type or print all information in black ink.

CITY FEES REQUIRED

- | | |
|--|-----------------|
| • Fermented Malt Beverage Fee | \$10.00 per day |
| • Malt, Vinous and Spirituous Liquor Fee | \$50.00 per day |

Please make checks payable to "City of Lakewood"

Visa/MasterCard/Discover accepted at City Clerk's front counter

If you have any questions, please call the City Clerk's Office 303-987-7080.



APPLICATION FOR A SPECIAL EVENTS PERMIT

To qualify for a Special Events Permit, you MUST be a Nonprofit and one of the following (check one):

Social Athletic Philanthropic Institution Fraternal Educational
 Chartered Branch, Lodge or Chapter of a National Organization or Society Political
 Political Candidate Patriotic Religious Institution Municipality

Type of Special Event Applicant is applying for:

Fermented Malt Beverage \$10.00 per day
 Malt, Vinous and Spirituous Liquor \$50.00 per day

1. Name of applicant organization or political candidate:

2. Mailing address of organization or political candidate: _____

City: _____ State: _____ Zip: _____

3. Address of place to have Special Event: _____

City: _____ State: _____ Zip: _____

4. Email address: _____

5. Name of event: _____

6. President, secretary of organization or political candidate information:

Name: _____ Date of birth: _____

Home address (city, state, zip): _____

Phone number: _____

7. Event manager information:

Name: _____ Date of birth: _____

Home address (city, state, zip): _____

Phone number: _____

8. Has applicant organization or political candidate been issued a Special Event Permit this calendar year? ___ Yes or ___ No If yes, how many days? _____

9. Is premises now licensed under state liquor or beer code? ___ Yes or ___ No
If yes, to whom? _____

10. List below the exact date(s) and time(s) for which application is being made for permit. For example: Friday, June 7, 2024, from 11am to 8pm. Make sure to include am or pm.

Date: _____	Hours: _____	From _____, To _____
Date: _____	Hours: _____	From _____, To _____
Date: _____	Hours: _____	From _____, To _____
Date: _____	Hours: _____	From _____, To _____
Date: _____	Hours: _____	From _____, To _____

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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CITY USE ONLY

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY

The forgoing 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: **CITY OF LAKEWOOD**

Signature: _____ Title: _____

Date: _____ Phone Number: _____