



Town of Johnstown

SPECIAL EVENT PERMIT INFORMATION AND REQUIREMENTS FOR ANY EVENT SERVING OR OTHERWISE PROVIDING ALCOHOL

Special Event Permits may be issued by the local licensing authority to qualifying organizations, permitting the organization to sell by the drink only, fermented malt beverage or malt, vinous and spiritous beverages for a limited number of days at a specific location (Colorado Revised Statute 44-5-101). 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 nonprofit 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.

Special Events Permit Checklist

All Materials Must Be Included To Be Considered

- Complete Special Events Application for Liquor (next page)
- Completed Special Event Questionnaire
- Completed Town of Johnstown Special Events Application
- Check or money order payable to Town of Johnstown for \$100.00 per event
(State fee not required due to local issuance of the permit (per Ordinance No. 2017-146))
- Diagram of premised location where alcohol will be served (labeled with name of event)
 - Dimensions listed, does not need to be to scale
 - Note directional arrow and roads
 - Show all entrances and exits
 - Describe the type and height of boundary barriers
 - Outline in red ink the perimeter of the entire area in which alcohol will be **consumed or served and stored**
- Deed, lease or written authorization to use the premises
- Certificate of Good Standing issued by the Secretary of State within the last two years; if not incorporated-a non-profit charter or if political candidates-a copy of reports filed with the SOS
- Post “**Notice**” and submit photo of posting, and complete Affidavit of Posting (this may be turned in at a later date, noting the posting needs to be posted for 10 days prior to the appeal date)

Permit Conditions:

- Limited to 15 days in one calendar year, days do not need to be consecutive
- For sale, by the drink only, of fermented malt beverage or malt vinous and spiritous beverages
- Sandwiches or other food snacks must be available during all hours of service of stated above alcohol
- Applicant is responsible for posting the notice at the specific location (Town Clerk will provide the poster unless otherwise noted) not less than ten (10) days prior to the appeal date

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

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:

- Social Athletic Philanthropic Institution Fraternal
- Chartered Branch, Lodge or Chapter Political Candidate Patriotic
- National Organization or Society Municipality Owned Arts Facilities
- Religious Institution Political

Name of applicant:

President/Secretary of Organization and contact information:

Mailing Address of applicant:

State Sales Tax Number (required):

Location and Address of Special Event:

Event Manager and contact information:

	Phone	Email	Date of Birth
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Does the applicant have possession or written permission for the use of the premises to be licensed?
 Yes No

Has the applicant organization been issued a Special Event Permit this calendar year?
 Yes No

Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?
 Yes No License Number _____



Town of Johnstown

List the exact date(s) for which the application is being submitted for:

Date _____ Hours From ____ a.m./p.m. To ____ a.m./p.m.	Date _____ Hours From ____ a.m./p.m. To ____ a.m./p.m.	Date _____ Hours From ____ a.m./p.m. To ____ a.m./p.m.	Date _____ Hours From ____ a.m./p.m. To ____ a.m./p.m.
Date _____ Hours From ____ a.m./p.m. To ____ a.m./p.m.	Date _____ Hours From ____ a.m./p.m. To ____ a.m./p.m.	Date _____ Hours From ____ a.m./p.m. To ____ a.m./p.m.	Date _____ Hours From ____ a.m./p.m. To ____ a.m./p.m.

Application must first be submitted to the Local Licensing Authority (town/city or county) at least (30) days prior to the event.

Public notice of the proposed event and procedure for protesting the issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.) The Town Clerk will provide a poster notice to be posted by the applicant no later than ten days before the date determined by the Town Clerk (this date will be decided based on a potential hearing should any public comments be made to the Town Clerk).

OATH OF APPLICATION

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:

Date:

Title:

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.**

Town of Johnstown Local Licensing Authority		Telephone Number of Town Clerk
Signature	Title	Date

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