



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:

- | | | | |
|---|--|---|------------------------------------|
| <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"/> Municipality Owned Arts Facilities | <input type="checkbox"/> Patriotic |
| <input type="checkbox"/> National Organization or Society | <input type="checkbox"/> Political | | |
| <input type="checkbox"/> Religious Institution | | | |

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

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 _____

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

Date_____	Date_____	Date_____	Date_____
Hours From _____ a.m./p.m.	Hours From _____ a.m./p.m.	Hours From _____ a.m./p.m.	Hours From _____ a.m./p.m.
To _____ a.m./p.m.	To _____ a.m./p.m.	To _____ a.m./p.m.	To _____ a.m./p.m.
Date_____	Date_____	Date_____	Date_____
Hours From _____ a.m./p.m.	Hours From _____ a.m./p.m.	Hours From _____ a.m./p.m.	Hours From _____ a.m./p.m.
To _____ a.m./p.m.	To _____ a.m./p.m.	To _____ 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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Please submit the below questionnaire with your Special Event Permit.

1. Describe the event (fundraiser, athletic event, auction, dinner, etc)

2. Explain in detail the nature of your organization, its function and who benefits from its operations

3. Who or what organization will be the recipient of funds derived from this event?

4. How many attendees are expected?

5. Describe the premises where the event will take place.

6. What type of security will be provided at this event? How many security personnel will be there?

7. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e. roped, fenced, etc)?

8. What type of entertainment will be provided for this event, if any? *(If entertainment will use a PA system or microphone complete and submit a Live Music Permit application)*

9. What method will be used for checking identification for proper age of attendees?

10. How will the conduct and level of intoxication of attendees be monitored and by whom?

11. Have volunteers or members of your organization been trained in the sale/service of alcohol beverages? If yes, what training have they received and by whom?

12. What type of alternate beverages and food will be available?

13. Does the applicant organization have current state and local sales tax licenses? Please provide those license numbers.



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AFFIDAVIT OF POSTING

I do hereby certify that in accordance with Colorado State Statutes, the premises of the event located at _____ was posted with a 'notice' on this _____ day of _____, 20____; advertising the Local Licensing Authority will consider a Special Events Permit for the applicant _____, to serve malt, vinous or spirituous liquors for consumption on the above-mentioned premises from the date(s) and times listed on the notice and application.

_____. Signature of person posting

STATE OF COLORADO)
COUNTY OF WELD) SS
TOWN OF JOHNSTOWN)

Subscribed and sworn before me by _____ this _____ day of _____, 20____.

SEAL

_____. Notary Signature

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WRODING OF POSTING :

NOTICE

YOU ARE HEREBY GIVEN NOTICE THAT THE LOCAL LICENSING AUTHORITY HAS RECEIVED AN APPLICATION FOR A SPECIAL EVENTS PERMIT IN THE NAME OF **(INSERT NAME AND ADDRESS OF APPLICANT)** WHICH INTENDS TO SELL **(INSERT MALT, VINOUS & SPIRITUOUS LIQUOR OR FERMENTED MALT BEVERAGE)**. THIS EVENT SHALL TAKE PLACE ON **(INSERT DATE, EVENT ADDRESS, AND TIME OF EVENT)**. PROTESTS RELATING TO THE PERMIT SHALL BE FILED IN THE OFFICE OF THE TOWN CLERK, 450 S PARISH, JOHNSTOWN, COLORADO, NOT LATER THAN 5:00P.M. **(INSERT DATE 10 DAYS AFTER DATE ON INITIAL POSTING)**. IF AFTER INVESTIGATION OF THE CONTENTS OF ANY PROTEST FILED BY AFFECTED PERSONS, SUFFICIENT GROUNDS APPEAR TO EXIST FOR DENIAL OF A PERMIT, THE AUTHORITY SHALL SET THE APPLICATION FOR HEARING ON **(INSERT DATE AND TIME OF SCHEDULED HEARING)**. ANY PERSON FILING A PROTEST WITHIN THE REQUIRED TIME MUST APPEAR BEFORE THE AUTHORITY ON **(DATE AND TIME)** AT 450 S PARISH, JOHNSTOWN, WHEN THE APPLICATION IS BEING CONSIDERED.

IF NO PROTESTS ARE TIMELY FILED, OR IF THERE DOES NOT APPEAR TO BE SUFFICIENT GROUNDS FOR DENIAL OF THE PERMIT, THE AUTHORITY MAY APPROVE THE PERMIT WITHOUT A HEARING.