

Special Event Liquor Permit- General Information

(as of September 26, 2023)

- **A special event permit may be issued to the following:**
 - Has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, educational, or athletic nature, and not for pecuniary gain
 - Is a regularly chartered branch, lodge, or chapter of a national organization or society organized for the purposes specified in subsection (1)(a)(I) of the Colorado Special Event Liquor Permit Code and is nonprofit in nature
 - Is a regularly established religious or philanthropic institution
 - Is a state institution of higher education
 - A political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1
 - Any municipality, county, or special district
- **Due dates and deadlines to be aware of ahead of time:**
 - The application, supporting documentation, maps, fees, etc. **must be turned into the Clerk's Office no later than 45 days before the event.** If it is late, a letter will need to be included explaining why
 - The location of the event must be posted with our sign **not less than 10 days prior to the public hearing.** This will only be issued once all paperwork has been reviewed and accepted (**keep in mind, public hearings are typically only scheduled the second and fourth Tuesday of each month**)
 - The special event permit must be approved, and notification sent to the State of Colorado (by our office) **at least ten days prior to the event (again, keep in mind that this happens at the public hearing, which only happens twice a month)**

- **Forms and fees that need to be submitted:**

- **DR8439**- Application for a Special Events Permit
 - Needs to be completely filled out- we will not help complete these or fill in blanks
 - forms can be downloaded from:
<https://sbg.colorado.gov/liquor-forms-by-number>
- **Event Coordinator Application**- form is provided by the County and needs to be completely filled out.
- **Diagram** of the area to be permitted- should be on 8 ½ x 11 paper and should reflect bars, walls, partitions, ingress, egress, and dimensions. If it is going to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of **deed, lease, or written permission** of owner for use of premises
- **Certificate of good corporate standing** (nonprofit) issued by the Colorado Secretary of State 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
- A check for **\$100.00**, made payable to Fremont County- **MUST** be a business check, no personal checks accepted. Please disregard the fees listed on the DR8439 application. The only fee due is the \$100.00 to the county
- Once your paperwork is accepted and a public hearing date has been scheduled, you will need to pick up your sign from our office to post on the property (again this **MUST** be done 10 days prior to the meeting). You will need to send us proof of the posting prior to the meeting (pictures of it hanging up)