



Town of Castle Rock

Special Event Liquor Permit Questionnaire

EVENT

CONTACT: _____ **email:** _____ **phone:** _____
Name of Event: _____
Sponsor: _____
Date of Event: _____ Times: _____
Location (attach permission or street closure if applicable): _____
Description of Event and Activities: _____

ATTENDEES

Anticipated Number of Attendees: _____
 Public Event Sign up for Event/Class Invitation Only
 Children Under 21 21 and Over

SECURITY (*At discretion of the Town – attach copy of contract)

Security at the event to ensure adequate controls of alcohol and to deter or handle any disruptions (attach contract): None Needed* Off Duty Police Contract Other: _____

COST OF EVENT

Free event
 Ticketed event: \$_____ resident/member or \$_____ non-resident/member Other: _____
Ticket includes: _____

FOOD & NON-ALCOHOLIC BEVERAGES

Food (will/ will not) be available at (no charge/ for purchase)
Non-Alcoholic Beverages (will/ will not) be available at (no charge/ for purchase)

EXPERIENCE HOLDING EVENTS

The applicant (has not held an event before/ has held events of this nature in the past
List any issues: _____

ALCOHOL/CONTROL

Alcohol will be Sold Complimentary BYOB between _____ - _____pm
 The attached diagram shows the points of entry and exit, where alcohol stored, served, consumed.
For Public Events or Invitation Only Events where persons under age 21 are in attendance:
ID: Asked for ID Provided a Wrist Band Hand Stamp Permitted Entry
 Perimeter marked and no alcohol allowed beyond that point.

SERVERS

Serving/Selling the alcohol will be handled by _____
who is/are over 21 years old and will supervise any servers that are between the ages of 18-20.
Servers have received formal TIPS training are experienced in serving alcohol

OTHER COMMENTS

I affirm that the above information is true and accurate to the best of my knowledge, and that I have read and understand and accept my responsibilities and liability for serving alcohol, ensuring that no one under the age of 21 is served and that no one is over-served.

Applicant

Date