



Town of Castle Rock Special Event Liquor Permit Checklist

(Submit at least 30 days prior to event)

A **Special Event Permit** authorizes the sale or serving of alcohol to the public by the drink.

- REQUIRED: Open to the public or publicly advertised – selling or complimentary
- REQUIRED: Selling alcohol by the drink (or if ticket includes alcohol).
- NOT REQUIRED: Private invitation-only on private property and liquor is complimentary

The following is required to help prevent issues with your event, however the Applicant accepts full responsibility and liability for their event:

- Alcohol must be purchased or donated from a licensed wholesaler, retail liquor store, liquor licensed drug store, brewpub, distillery pub or vintner's restaurant
- Net profits of liquor sales after expenses must be retained by the applicant
- Food or snacks must be available for purchase or complimentary
- Each non-profit is limited to 15 events per year in the State of Colorado
- Raffles require a Bingos and Raffles license from the Colorado Secretary of State
- Cannot sell alcohol in sealed containers including gift baskets at auctions

Those who qualify for Special Event Permits must be one of the following:

- Non-profit incorporated pursuant to Colorado law for purposes of a social, fraternal, patriotic, political, or athletic nature
- Regularly non-profit chartered branch, lodge or chapter of national organization or society
- Regularly established religious or philanthropic institution
- Political candidate who has filed the necessary reports with the Colorado Secretary of State
- Municipally-owned arts facilities at which productions of an artistic or cultural nature are held

Must Submit to Town Clerk (forms also on website):

- [Special Event Permit Application](#)
- [Fee Payable to Town of Castle Rock](#) (\$25 for malt, wine and liquor / \$10 for fermented malt beverage)
- [Diagram 8 ½"x11"](#) showing dimensions, exits, outlining boundaries, type of boundary/signs
- [Copy of contract to use of premise](#)
- [Questionnaire](#)
- [Certificate of Good Standing](#) for Non-Profit issued by Secretary of State
- [If political candidate](#), copies of reports and statements that were filed with the Secretary of State

If on public street, park or property - Must also apply on-line www.crgov.com/specialevents

- [Copy of Contract with Peak Beverage](#) (if held at Miller Park)
- [Copy of Security Contract](#) – Contact Community Policing at 303-663-6100
- [Copy of Insurance with Liquor rider with Town added as an insured](#)
- [Copy of TIPS certification](#) – Servers must be 21 or older
- [Street Closure Approval](#) (if applicable)



Town of Castle Rock Special Event Liquor Permit Questionnaire

Name of Event: _____

Contact: _____ email: _____

Day of Event Contact and Number: _____

Applicant/Non-Profit: _____

Date of Event: _____ Times: _____

Location: _____

Description of Event and Activities: _____

Number of Attendees: _____ Cost of Event: Free \$_____ Includes: _____

Public Event Sign up for Event/Class Invitation Only

Children Under 21 21 and Over

Food free for purchase

Non-Alcoholic Beverages free for purchase

Alcohol Sold Complimentary BYOB (private events only)

ATTACH PERMISSION to use Premise/Streets attached **(Attach)**

ATTACH DIAGRAM – Show exits, where alcohol stored, served, and consumed. **(Attach)**

Description of Boundary delineation and controls (barricades, signage, staff, etc.):

CONTROLS for Liquor Asked for ID Provided a Wrist Band Other

NAMES OF SERVERS: _____

ATTACH TIPS CERTIFICATIONS for servers **(Attach)**

If on Public Streets, Parks or Facilities, Complete application: www.crgov.com/specialevents AND:

ATTACH: Streets Approval Fire Approval Insurance Police Contract

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