



## 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
- Alcohol in gift baskets for auctions is allowed

**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](http://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

NOTE: Servers must be 21 to sell, serve or dispense spirituous liquors or 18 if supervised.

NAMES OF SERVERS: \_\_\_\_\_

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

**If on Public Streets, Parks or Facilities, Complete application: [www.crgov.com/specialevents](http://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**