Special Events Permit
Liquor Application Packet

HISTORIC MANITOU SPRINGS
AT THE FOOT OF PIKES PEAK
INCORPORATED JULY 8, 1876

Prepared by:
Manitou Springs City Clerk's Office
606 Manitou Avenue
Manitou Springs, CO 80829
Special Events Permit Policies and Guidelines

These policies and guidelines have been established to assist your organization in having a successful event and to assure that it is run in an efficient manner enabling you to obtain permits for future events. There are two types of Special Events Permits - one allows sale of malt, vinous, and spiritual liquor and the other allows only the sale of 3.2% beer.

Liquor Licensing Board

In Manitou Springs, liquor licensing decisions are made by the City Council acting as the Liquor Licensing Board (herein, the “Authority”). The City Council is a quasi-judicial, seven-member board whose members are elected by the voters of Manitou Springs. The City Clerk is authorized to act as the Local Licensing Authority for the purpose of processing and issuing Special Events Permits provided that there are no parties filing a written objection to said permit.

Applicant Qualifications

In order to qualify for a special events permit, an applicant must be one of the following:

- A Non-profit registered with the Colorado Secretary of State for purposes of social, fraternal, patriotic, political, or athletic nature
- A regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes
- A regularly established religious or philanthropic institution
- Any political candidate who has filed the necessary reports and statements with the Secretary of State.

Steps in the Application Process

1. Obtain the special events permit application packet from the Manitou Springs City Clerk at 606 Manitou Avenue. The Clerk will explain the application process and fees. If you are starting the application process from out of town, please call the Clerk’s Office at 719-685-2554 or contact her at dkast@comsgov.com and she will mail a packet to you.

2. Complete the application. Use the document checklist included in this packet to gather all the required additional documents.

3. Attach a diagram no larger than 8 ½” x 11” showing where liquor and/or beer will be served and consumed, and reflecting bars, walls, partitions, ingress, egress and dimensions. If the event is to be held outside, submit evidence of intended control, i.e., fencing, ropes, barriers, etc.

4. Attach a Certificate of Good Corporate Standing (non-profit) dated within the last two (2) years.
5. If a political candidate, attach reports and statements that were filed with the Secretary of State.

6. Attach a copy of a deed, lease, or written permission of owner for use of the premises. The document must be in the applicant's name.

7. Submit the completed application and all the attachments and fees to the City Clerk. We suggest you keep a copy of your application for your records.

Note: Organizations cannot obtain more than ten (10) special events permits in one calendar year.

Fees

Permit fees are made payable to the City of Manitou Springs. Fees are as follows:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Permit Fee</th>
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<tbody>
<tr>
<td>Special Event - 3.2% Beer</td>
<td>$100.00 single day or consecutive days</td>
</tr>
<tr>
<td>Special Event - Liquor</td>
<td>$100.00 single day or consecutive days</td>
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Pre-Approval Posting

The premises to be licensed must be posted by the City Clerk at least ten (10) days before a hearing can be held. The notice will include the name of the applicant, the date of the event, and the date scheduled for a public hearing. It will also provide notice to the public regarding their right to comment on the application and the deadline for submitting those comments. All comments must be submitted in writing.

If comments are received by the deadline, a public hearing will be held before the City Council acting as the Liquor Licensing Board. (For information regarding procedures followed at a public hearing, please request a copy of the Liquor License Application Packet from the City Clerk.) If no comments are received, the hearing will automatically be cancelled without further notice and the City Clerk will make a decision to either approve or deny the application.

Alcohol Beverage Selling/Serving Guidelines

The dispensing of alcohol beverages is a highly regulated venture. Event organizers must promote responsible alcohol consumption and help ensure that excessive consumption does not occur. The two key areas of concern are serving to underage individuals and serving to intoxicated individuals. Certified selling/server training is strongly encouraged for all volunteers involved in the distribution of alcohol beverages. The following describes two important selling/serving guidelines for alcohol beverages:

- **DO NOT SERVE A PERSON WHO IS UNDER THE AGE OF 21 YEARS**

Anyone appearing to be under the age of 21 years should be asked for picture identification, preferably a valid driver's license, before being served.

- **DO NOT SERVE A PERSON WHO APPEARS TO BE INTOXICATED**

Responsible consumption is encouraged and event organizers should not knowingly allow guests to enter the event if obviously intoxicated, or allow a guest to become intoxicated at the event. Serving an intoxicated person is illegal and can subject the seller to both civil and criminal liability.

Those responsible for selling/serving should monitor the amount of alcohol consumed by guests and should be aware of any behavior changes that may occur as a result of drinking alcohol. Some reactions to watch for include
slurred speech, poor coordination, dazed/glassy look in the eyes, aggressiveness, inability to complete sentences, swaying or drowsiness, spilling drinks or food, walking into people, inability to sit up straight, stumbling into objects, bloodshot eyes, inappropriate laughter, and inappropriate volume of speech.

IT IS THE RESPONSIBILITY OF THE LICENSE HOLDER FOR A SPECIAL EVENT TO OBEY ALL STATE AND LOCAL LAWS REGARDING THE SERVICE OF ALCOHOL. THE ABOVE-MENTIONED INFORMATION IS MEANT ONLY AS A GUIDELINE PROVIDED AS A COURTESY BY THE CITY OF MANITOU SPRINGS. IT DOES NOT RELIEVE THE LICENSE HOLDER FROM ANY RESPONSIBILITY OF OBEYING ALL APPLICABLE LIQUOR CODES, STATUTES, OR REGULATIONS.

Post-Approval Posting

State law (C.R.S. 12-47-901) requires a licensee to display a printed card in a prominent place at all times during a special event, that is a minimum height of fourteen inches and a width of eleven inches with each letter to be a minimum of one-half inch in height, which shall read as follows:

"IT IS ILLEGAL TO SELL WHISKEY, WINE, OR BEER TO ANY PERSON UNDER TWENTY-ONE YEARS OF AGE AND IT IS ILLEGAL FOR ANY PERSON UNDER TWENTY-ONE YEARS OF AGE TO POSSESS OR TO ATTEMPT TO PURCHASE THE SAME.

IDENTIFICATION CARDS WHICH APPEAR TO BE FRAUDULENT WHEN PRESENTED BY PURCHASERS MAY BE CONFISCATED BY THE ESTABLISHMENT AND TURNED OVER TO A LAW ENFORCEMENT AGENCY.

IT IS ILLEGAL IF YOU ARE TWENTY-ONE YEARS OF AGE OR OLDER FOR YOU TO PURCHASE WHISKEY, WINE, OR BEER FOR A PERSON UNDER TWENTY-ONE YEARS OF AGE.

FINES AND IMPRISONMENT MAY BE IMPOSED BY THE COURTS FOR VIOLATION OF THESE PROVISIONS."

You may create the printed card yourself or obtain one from the City Clerk's office, 606 Manitou Avenue, Manitou Springs, CO 80829.

Food Requirement

Alternate beverages and light snacks must be provided at your event if alcohol beverages are to be served.

We wish you every success with your event! Should you have any questions or need additional information, feel free to contact the City Clerk's Office, 606 Manitou Avenue, Manitou Springs, CO 80829. (719) 685-2554
**APPLICATION FOR A SPECIAL EVENTS PERMIT**

**IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT AND ONE OF THE FOLLOWING (See back for details):**

- [ ] SOCIAL
- [ ] FRATERNAL
- [ ] PATRIOTIC
- [ ] POLITICAL
- [ ] ATHLETIC
- [ ] CHARTERED BRANCH, LODGE OR CHAPTER
- [ ] OF A NATIONAL ORGANIZATION OR SOCIETY
- [ ] RELIGIOUS INSTITUTION
- [ ] PHILANTHROPIC INSTITUTION
- [ ] MUNICIPALITY OWNING ARTS FACILITIES

**LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:**
- [ ] 2110 MALT, VINOUS AND SPIRITUOUS LIQUOR
- [ ] 2170 FERMENTED MALT BEVERAGE (3.2 Beer)

**DO NOT WRITE IN THIS SPACE**

**LIQUOR PERMIT NUMBER**

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1. **NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE**

2. **MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE**
   (include street, city/town and ZIP)

3. **ADDRESS OF PLACE TO HAVE SPECIAL EVENT**
   (include street, city/town and ZIP)

4. **PRES./SECRY OF ORG. OR POLITICAL CANDIDATE**

5. **EVENT MANAGER**

6. **HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?**
   - [ ] NO
   - [ ] YES
   - [ ] HOW MANY DAYS?

7. **IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?**
   - [ ] NO
   - [ ] YES
   - [ ] TO WHOM?

8. **DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED?**
   - [ ] Yes
   - [ ] No

**LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT**

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**OATH OF APPLICANT**

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**

**TITLE**

**DATE**

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**REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)**

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 12, Article 48, C.R.S., as amended.

**THEREFORE, THIS APPLICATION IS APPROVED.**

**LOCAL LICENSING AUTHORITY (CITY OR COUNTY)**

- [ ] CITY
- [ ] COUNTY

**TELEPHONE NUMBER OF CITY/COUNTY CLERK**

**SIGNATURE**

**TITLE**

**DATE**

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**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

**LIABILITY INFORMATION**

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<th>License Account Number</th>
<th>Liability Date</th>
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(Instructions on Reverse Size)
APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE IssUED:

- [ ] Appropriate fee.
- [ ] Diagram of the area to be licensed (not larger that 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.
  
  **Note:** If the event is 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 the premises.
- [ ] Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within 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 Secretary of State.

- [ ] APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.
- [ ] THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)
- [ ] AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.
- [ ] CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 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 non profit 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.

If an event is cancelled, the application fees and the day(s) are forfeited.