

ART GALLERY PERMIT APPLICATION

2341 ART GALLERY PERMIT \$71.25	<input type="checkbox"/> NEW	<input type="checkbox"/> RENEWAL
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1. Applicant Name (i.e. ABC Gallery Inc.)	State Sales Tax Number of Applicant
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2. Trade Name of Establishment (DBA)

3. Address	Phone Number
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City	County	State	ZIP Code
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4. Mailing Address (Number and Street)	City or Town	State	ZIP Code
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- Attach a copy of a deed or lease in the exact name of the applying entity only, reflecting possession of the permitted area for at least the minimum duration of this permit (1 year from date of issuance).
- Attach a diagram of the premises which accurately reflects the area where alcohol beverages will be stored, served, possessed or consumed.

Pursuant to 12-47-422, C.R.S., Applicant hereby states that it qualifies for an Art Gallery Permit, in order to serve complimentary alcohol beverages, and certifies to the State Licensing Authority and Local Licensing Authority:

_____ That it does not sell alcohol beverages by the drink.

_____ That it will not serve alcohol beverages for more than 4 hours in any one day, no more than 15 days per year as follows:

Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:
Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:
Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:

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/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 applicable provisions of Title 12, Articles 46 and 47, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)	Date filed With Local Authority
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Signature	Title	Date
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REPORT OF STATE LICENSING AUTHORITY

The foregoing has been examined and complies with the filing requirements of Title 12, Article 47, C.R.S., as amended.

Signature	Title	Date
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DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information					
County	City	Industry Type	License Account Number	Liability Date	License Issued Through (Expiration Date)
				FROM	TO
Cash Fund 2341-100 (999)	City 2180-100 (999)		County 2190-100 (999)		
				TOTAL	



City of Manitou Springs Art Gallery Permit Application

An Art Gallery Permit permits complimentary alcohol beverage service by an art gallery whose primary business is to exhibit and offer for sale works of fine art. Alcohol beverage service is limited to fifteen (15) days per year and for no more than four hours per day.

The application process includes the following:

- 1) Complete State Form DR 8443 (Art Gallery Permit Application). The application should include a list of **dates and times** throughout the year when liquor will be served. Up to 15 days will be permitted with liquor being served no more than 4 hours at a time.
- 2) Submit a copy of a deed or lease in the exact name of the applying entity;
- 3) Submit a diagram of the area to be licensed that shows where alcohol will be stored, served, possessed or consumed.
- 4) Submit payment of \$103.75 to the City of Manitou Springs
- 5) Submit payment of \$71.25 to the Colorado Department of Revenue

Note: All required documentation and fees are to be submitted to the City Clerk's office.

When issued, the permit will list all the dates the applicant has been approved to serve alcohol. The applicant must include on the DR 8443 Application Form at least one, and not more than 15, date(s) in which alcohol will be served. If the applicant does not list all 15 dates on the initial application, additional dates may be provided at a later time; at which time the permit will be revised to include those dates. Another option is for the applicant to provide all 15 days when making application with the understanding that the dates can be revised later in the year with a minimum of 15 days notice to the City Clerk. Whenever the dates are revised, the permit must also be revised.

Unlike when applying for a liquor license, the following are not required when applying for an art gallery permit:

- 1) Background checks;
- 2) Establishment of needs and desires;
- 3) Inspection of diagramed premises; and
- 4) Public hearing

Although a public hearing is not required, the applicant must appear before the Local Liquor Licensing Authority for approval.

Once issued, the permit is good for one year. The year begins on the date the permit is issued (not a calendar year).

Things applicant should be aware of:

- 1) Food may be served but is not required.
- 2) A maximum of 250 people can be served alcohol at one event.
- 3) Liquor must be complimentary. Also, no entrance fee can be charged during the time that liquor will be served.
- 4) Permit holders must ensure that patrons consuming alcohol remain inside the diagramed area of their building or premises. Alcohol can be served and consumed outside ONLY IF that is part of the approved diagramed premises.