



Board of County Commissioners

INFORMATION ABOUT SPECIAL EVENT LIQUOR LICENSE PERMITS IN BOULDER COUNTY

Only nonprofit organizations are eligible to apply. Please submit a Colorado Department of Revenue Form DR 8439 and a Boulder County questionnaire. Both forms must be filed with the Licensing Clerk at the Administrative Services' Office at 2025 14th St. in downtown Boulder. **Applicants must call make an appointment with the Licensing Clerk (liquorlicensing@bouldercounty.org or 303-441-3829) to drop off the application.** At that time, you will receive a poster that must be posted at your proposed licensed premises for 10 days. At the end of that period, you will return a signed affidavit stating the poster has been properly posted.

The Boulder County Licensing Clerk will accept your application no later than 30 days in advance. Please note that 45 days or more in advance is recommended. If you file your application only 30 days in advance, that may not allow enough time for the various processing steps. **APPLICATIONS WILL NOT BE ACCEPTED UNLESS THEY ARE COMPLETE AND FILED 30 DAYS PRIOR TO THE EVENT.**

Fees

3.2 % Beer -- \$10.00 (Per Day) to Boulder County Treasurer
Beer Over 3.2%, Wine & Liquor -- \$25.00 (Per Day) to Boulder County Treasurer

Forms

The County Questionnaire consists of a series of questions regarding the event and how the alcohol will be controlled. The state special event application form asks for attachments such as a Certificate of Good Standing for nonprofit corporations, a detailed diagram of the licensed premises, and written permission to use the proposed premises such as a lease or deed. The State Form DR8439 must be signed by an officer of the organization.

Timeline

Referrals are sent to various county departments. If no negative referrals or comments are received from the county departments during the referral process or from the public as a result of the poster (see above), the application is put before the Local Licensing Authority for approval. If negative comments are received, the Local Licensing Authority will decide whether a public hearing should be held. If a hearing must be held, the premises will have to be posted again for 10 days prior to the hearing. Please file your application early to allow plenty of time to schedule a hearing if necessary.

Fairgrounds Contract

For events held at the Boulder County Fairgrounds, we will accept a letter from the Fairgrounds staff to fulfill your requirement of permission to use the premises. You still need to go through the lease process with the Fairgrounds staff although we can begin processing your liquor permit while that is in process.

Checklist:

1. Colorado Application for a Special Event (must be signed by an officer of the non-profit entity)
2. Boulder County Special Event Questionnaire
3. Certificate of Good 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. Certificates of Good Standing can be obtained from the Colorado Secretary of State website at <http://www.sos.state.co.us/>
4. Diagram of Proposed Licensed Premises (on 8 ½ x 11" paper; any area where alcohol will be served or consumed should be outlined in bold black; note how area is controlled, i.e. with walls, permanent fences, temporary fences, natural barriers, etc.; denote entrances and exits, bars, tables, stages, and food areas)
5. Written permission to use the proposed premises (deed, lease, letter of permission, etc. – must be in name of applying organization)
6. If a parking plan is necessary, please submit diagrams along with written permission to use those parking areas if they are not on the event venue's property.

CONTACT INFORMATION: Liquor Licensing Clerk
303-441-3829
2025 14th St., Boulder
PO Box 471, Boulder, CO 80306
Hours: 8:00 a.m. - 4:30 p.m. M-F