

TOWN OF SILT SPECIAL EVENTS PERMITS

A Special Event Permit authorizes the sale of alcoholic beverages by the drink to the public. There are two types of Special Event Permits: one allows the sale of malt, vinous, and spirituous liquor, and the other allows only the sale of fermented malt beverages.

These policies and guidelines have been established by the Town of Silt 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. Many of the provisions are regulated by law.

Qualification: Those who qualify for Special Event Permits may or may not currently have a liquor license and must be one of the following:

1. Organizations that are not for profit and have been incorporated pursuant to Colorado law for purposes of a social, fraternal, patriotic, political, or athletic nature;
2. A regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes, which is non-profit;
3. An organization which is a regularly established religious or philanthropic institution;
4. A political candidate who has filed the necessary reports with the Colorado Secretary of State; or
5. A municipality owning an arts facility at which productions of an artistic or cultural nature are held.

There are two types of Special Event Permits:

1. Fermented malt beverage – Allows only the sales of fermented malt beverage from 5 a.m. to 12 midnight on the same day.
2. Malt, vinous and spirituous – Allows for the sales of malt, vinous and spirituous liquors from 7 a.m. to 2 a.m. of the day immediately following.

Your event must be held on the date, time, and location specified in the application and may not be changed. Fifteen event days are allowed per calendar year and may be held separately or in any combination. If an event is canceled, the application fees and the day(s) are forfeited.

Application: The applicant must submit the following documents, among others that may be required, to the Town Clerk at least 30 days prior to the event:

1. A completed Special Event application either typewritten or printed in black ink, and signed;

2. A deed, lease, or written permission to use premises in the applicant's name;
3. An 8 ½" x 11" diagram of the proposed area, showing where liquor or beer will be served and consumed and indicating entrances and exits;
4. Completed Special Event Permit Questionnaire signed and notarized;
5. Certificate of Good Corporate Standing (non-profit), dated within the last two years;
6. If a political candidate, attach reports and statements filed with the Secretary of State; and
7. Appropriate fees paid to the Town of Silt.

Fees: Fees must be submitted to the Town of Silt with a completed application.

Fermented Malt Beverage	Town: \$10 / day
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Malt, Vinous, and Spirituous Liquor	Town: \$25 / day
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Posting: The Town Clerk's office will provide a notice of application, which the applicant will be required to post at the premises where the event is to be held not less than ten days prior to consideration of an application by the Local Licensing Authority. The notice shall remain posted until the local authority has approved the permit.

Other conditions: Seller / server training is strongly encouraged for all volunteers involved in the distribution of alcoholic beverages – Persons 18 years and older may sell and dispense fermented malt beverages and malt and vinous liquors. Those under 21 years must be supervised by someone over 21. No person under 21 may sell, serve, or dispense spirituous liquors.

Alcohol beverages for your special event must be purchased from a licensed wholesaler, brewpub, limited winery, or from a licensed retail liquor store.

The Special Event Permit and an appropriate Minor Warning Sign must be conspicuously displayed during the event.

Good luck with your event! Should you have any questions or need additional information, please feel free to contact the Town Clerk's office at 231 N. 7th Street, Silt, CO 81652, or at (970) 876-2353. Business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

ALCOHOL BEVERAGE SELLING / SERVING GUIDELINES

The dispensing of alcoholic beverages is a highly regulated venture and merits awareness of the law. The two key areas of the law to be mindful of are serving underage individuals and serving to intoxicated individuals.

Recognizing the responsibility and liability associated with serving an alcoholic beverage, those responsible for selling / serving alcoholic beverages should:

- Not serve to a person who is under the age of 21 years

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

- Not serve to a person who appears to be intoxicated

Responsible consumption is encouraged and event organizers should not knowingly allow anyone 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 or irregular speech
- Poor coordination
- Dazed / glassy look in 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
- 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 only a guideline provided as a courtesy by the Town of Silt. It does not relieve the license holder from any responsibility of obeying all applicable liquor code, statutes, or regulations.

SPECIAL EVENT PERMIT QUESTIONNAIRE AND AFFIDAVIT

1. What type of an event is planned (i.e., annual, benefit, etc.).

2. Explain in detail the nature of your organization, its' function, and who or what benefits from its operations.

3. Who or what organization will be the recipient of funds derived from this event?

4. How many attendees are expected at this event? _____

5. Describe the premises at which this event will take place.

6. What type of security will be provided at this event?

7. How many security personnel will be on hand? _____

8. How will security personnel be identified? _____

9. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (ie. roped, fenced, etc.)?

10. What type of entertainment will be provided, if any, for this event?

11. What method will be used in checking identification for proper age of attendees (i.e. at the door, at the bar, etc.), and how will underage patrons be identified so as not to be served alcoholic beverages (i.e. stamp or mark on the hand, etc.)?

12. How will the conduct and level of intoxication of attendees be monitored and by whom?

13. Have volunteers or members of your organization been trained in the sale / service of alcoholic beverages?

14. What types of alternate beverages and food / snacks will be available?

15. Explain how this event will be marketed describing what kinds of advertising material will be distributed and the targeted recipients of such material.

I hereby certify, under penalty of perjury, that the information provided to the Town of Silt Liquor Licensing Authority contained in this affidavit is true and accurate to the best of my knowledge.

Applicant's signature

Date

STATE OF COLORADO)
COUNTY OF GARFIELD) SS.
TOWN OF SILT)

Subscribed and sworn to before me this ____ day of _____, _____.

Witness my hand and official seal.

Notary Public

My commission expires