



## **SPECIAL EVENT PERMIT PACKET**

This packet contains the necessary application forms and information to apply for a special event permit in the Town of Fraser. Please review the packet and contact the Town Clerk with questions.

All forms should be typed or printed legibly. The application and documents along with any applicable fees must be submitted to the Town Clerk.

**Incomplete applications will not be accepted.**

Should you need any additional information or have any questions, please contact me.

Sincerely,

Antoinette McVeigh  
Fraser Town Clerk  
[amcveigh@town.fraser.co.us](mailto:amcveigh@town.fraser.co.us)  
970-726-5491 ext. 201  
[www.frasercolorado.com](http://www.frasercolorado.com)

# SPECIAL EVENT PERMIT APPLICATION PACKET

## Process and Guidelines

**Qualifications:** Alcohol may not be served at special events without a permit – if alcohol will be served at the event, the applicant must meet the qualifications below and complete the appropriate form. An event is exempt from the alcohol permit requirements, if the event is taking place at a location that is already licensed by the local licensing authority and State of Colorado to serve alcohol.

**Liquor Permit Qualification:** Applicants must be non-profit and registered with the Colorado Secretary of State for purposes of social, fraternal, patriotic, political or athletic nature, and not for monetary gain; or which is a regularly chartered branch, lodge or chapter of a national organization or society; or which is a regularly established religious or philanthropic institution; or a political candidate who has filed the necessary reports and statements with the Colorado Secretary of State.

**Limitations:** Organizations may have no more than fifteen (15) Special Events Liquor Permits per calendar year. Applications must be received by the Town Clerk no later than thirty (30) days prior to the event.

**Fees:** A \$150 per day Special Event Permit Fee is required by the Town of Fraser. No fee is required if the event meets the requirements for administrative review. If the applicant is applying for a Special Events Liquor License, there is a \$100.00 fee payable to the Town of Fraser. A local Business License is required, a \$20.00 fee is payable to the Town of Fraser. A \$TBD Security Deposit; based on size and scale of the event. (Applicable only if event is held on Town property)

**Application Process:** Submit the completed application packet to the Town Clerk; please utilize the checklist to ensure the application package is complete. Incomplete application packets will not be accepted.

The application is reviewed by Town Staff and recommendations are forwarded to the Town Board for consideration at a public hearing. The Town Clerk will notify the applicant of the date for the public hearing and request that the applicant or a representative be present. The premises where the event is to be held will be posted with a Notice of Application by the Applicant not less than ten (10) days prior to the hearing. At the public hearing, the application will be considered and be either granted/denied by the Town Board.

If a special event will have minimal impact to the community, as determined by the Town Manager, the special event permit application may be reviewed for approval by Town staff at an administrative level (i.e. community block party, memorial service). The application form and additional information detailed in Sec. 6-6-30 are still required; however Sections 6-6-40 and 6-6-50 do not apply.

**Premises:** Proof of possession or evidence of permission to use the premises must be provided to the Town as part of the application. By submitting an application, the applicant agrees to the following conditions:

1. Crowd must be orderly.
2. No staking or trenching is allowed on public property without prior approval.
3. Area must be cleaned and all trash removed at completion of event.
4. Vehicles must stay off grass and walkways.
5. Applicant is responsible for and will be charged for any damage incurred during the event, including during set-up and clean-up.
6. Applicant and event participants will comply with all Town rules, regulations and ordinances.
7. Premises must be secured with adequate fencing.
8. Sale, consumption or dispensing of alcoholic beverages on public property without a license is prohibited by the State.

**Security:** Applicant must provide a safe and secure environment for the event. Security personnel must wear visible identification at all times; if professional security personnel are to be used, applicant must provide their contact information with the application.

Larger events may be required to have police services and associated costs shall be the responsibility of the applicant. The Chief of Police reserves the right to place officers at events as deemed necessary in the interest of public safety.

**Sanitation and Recycling:** Applicant is responsible for proper disposal of waste and garbage from the event. Such a failure may result in denial of any future Special Event Permits.

**Amplified Noise Notification:** Amplified noise can only be created between 7:00 a.m. and 10:00 p.m.; the arrangement of speakers and or instruments should be such that it minimizes the disturbance of others beyond the immediate event area. If it is proposed the event will extend outside these set times, please include a written request for a variance of the noise restrictions in the application packet.

**Parking and Transportation:** Applicants are responsible for providing adequate and accessible parking and traffic mitigation for their event. Please include details on the site/premise diagram.

**Business License:** A local Special Events Vendor License and/or Business License is required of any person(s) or entity engaged in the sale of products or services within the town limits, regardless of actual business location. If there will be independent vendors at your event (i.e. food, retail) each vendor is required to have a license.

An alternative is for the event sponsor to act on behalf of all vendors as to congregate and submit all taxes (additional reporting requirements apply in this situation) a Special Events Vendor License would be required for the sponsor or a normal town Business License. It is your responsibility to inform vendors of this requirement.

## SPECIAL EVENT PERMIT APPLICATION PACKET CHECKLIST

### Application Information Checklist

- \_\_\_\_\_ Completed Town of Fraser Special Event Permit Application
- \_\_\_\_\_ Completed Colorado Department of Revenue Form DR 8439
- \_\_\_\_\_ Applicable Fees\*
  - \_\_\_\_\_ \$150 per day Local Special Event Permitting Fee (Not Applicable if permit meets the requirements for administrative approval).
  - \_\_\_\_\_ \$100 Special Event Liquor License Application Fee (**Please note State fees are not applicable**).
  - \_\_\_\_\_ \$20 Special Event Business License
  - \_\_\_\_\_ \$TBD Security Deposit; based on size and scale of the event. (Applicable only if event is held on Town property)
- \_\_\_\_\_ Diagram of the area or site map to be licensed reflecting bars, walls, partitions, 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 the Secretary of State within last two years; **or**
- \_\_\_\_\_ If not incorporated a NONPROFIT charter
- \_\_\_\_\_ Current certificate of liability insurance and endorsement naming the Town as an additional insured

**APPLICATION MUST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY AT LEAST FOURTEEN (14) DAYS PRIOR TO THE EVENT.**

**THE PREMISES TO BE LICENSED MUST BE POSTED BY THE APPLICANT AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.) POSTER TO BE SUPPLIED BY TOWN CLERK**