



# Administrative Services Department

## INSTRUCTIONS FOR SPECIAL EVENT LIQUOR PERMIT APPLICATIONS IN UNINCORPORATED BOULDER COUNTY

Special event permits are available to non-profit organizations. Applications must be submitted in a pre-scheduled appointment at least 45 days prior to the event date. Please see below for a checklist of documents that must be submitted with the application. Applications will only be accepted if they are complete and include the required documents.

To schedule an appointment, please call the Licensing Clerk at 303-441-3829 or email [liquorlicensing@bouldercounty.org](mailto:liquorlicensing@bouldercounty.org). Appointments are held in downtown Boulder at 1325 Pearl Street, Boulder, CO 80302. At that time, the applicant will receive a public notice poster that must be posted at the proposed licensed premises for 10 days. At the end of that period, the applicant must return a signed affidavit stating the public notice has been properly posted.

### Special Event Permit Fees

- Beer, Wine & Liquor -- \$25.00 (per day) to Boulder County Treasurer
- Fermented Malt Beverages only -- \$10.00 (per day) to Boulder County Treasurer
- No fees are required for the Colorado Department of Revenue

### Application Forms

The Boulder County Special Event Permit Application consists of a series of questions regarding the event and how the alcohol will be controlled. In addition to the county application, the applicant must also submit a state application, Certificate of Good Standing, detailed diagram of the proposed licensed premises, and written permission to use the premises such as a letter of permission, lease, rental agreement, or deed.

### Timeline

After a complete application is accepted by the Licensing Clerk, referrals are sent to various county departments including Land Use, Sheriff, Transportation, and Public Health. If the Licensing Clerk does not receive any negative referrals or comments, the application is submitted to the Local Licensing Authority for review. If negative referrals or comments are received, the Local Licensing Authority will decide whether a public hearing should be held. If a hearing should be held, the Licensing Clerk is required to post another public notice for 10 days prior to the hearing. It is recommended to submit the application early in order to allow sufficient time to schedule a hearing if necessary.

## **Fairgrounds Contract**

For events held at the Boulder County Fairgrounds, the written permission may be a letter from the Fairgrounds staff to use the premises. The applicant must still complete the lease process with Fairgrounds staff, but the special event liquor permit may be processed by the Licensing Clerk while the lease agreement is in process.

### **Checklist of required documents:**

1. Fee (made payable to Boulder County Treasurer)
2. Boulder County Special Event Permit Application
3. Colorado Department of Revenue form DR8439
4. Certificate of Good Standing
  - a. Issued by Colorado Secretary of State within last two years
  - b. Certificates can be obtained from the Colorado Secretary of State website at <http://www.sos.state.co.us/>
5. Diagram of area to be licensed
  - a. Diagram must be on 8 ½ x 11” paper
  - b. Any area where alcohol will be served, stored, or consumed must be outlined in bold black
  - c. Identify entrances and exits, bars, tables, stages, and food areas
  - d. Note how the licensed area will be controlled (such as walls, fencing, ropes, barriers, etc.)
6. Written permission to use premises
  - a. Copy of deed, lease, or letter of permission from property owner
  - b. Written permission must be in name of nonprofit applicant
7. If a parking plan is necessary, submit parking diagrams and written permission to use the parking areas if they are not included on the event venue’s property.

### **CONTACT INFORMATION:**

Liquor Licensing Clerk  
303-441-3829  
1325 Pearl Street, Boulder, CO 80302  
P.O. Box 471, Boulder, CO 80306  
Hours: 8:00 a.m. - 4:00 p.m. M-F