



SPECIAL EVENTS PERMIT Checklist and Instructions

City Clerk's office 303-538-7230
9500 Civic Center Drive
Thornton, Colorado 80229-4326

- **COMPLETE PACKETS MUST BE SUBMITTED** (Incomplete packets will be returned)
- One (1) original packet of required forms in order of the checklist below – **Single-Sided – No Staples Please**
- A duplicate set of documents will be required after initial review.
- All documents need to be submitted on **8-1/2 x 11 size paper**.
- ALL documents must be properly executed and correspond with name of applicant exactly.
- Clear copies of all other information may be submitted. Please type or print legibly in BLACK ink.

CHECKLIST

	\$100.00 Investigation/processing fee to City of Thornton.
	\$10.00 per day (Fermented Malt Beverage) or \$25.00 per day (Malt, Vinous, and Spirituous) to both the City of Thornton and Colorado Department of Revenue.
	State Form DR-8439 - Special Events Permit Application (complete appropriate sections and sign).
	Floor Plan of Premises (Maximum Size 8-1/2" x 11") showing where liquor will be served and consumed (outline "licensed premises" in RED ink).
	If Corporation, Certificate of Good Standing (non-profit) issued within the past two years. (Not applicable if a church)
	If political candidate, reports and statements that were filed with the Secretary of State.
	Affidavit explaining what the nature of the event will be.
	Deed, Lease (also assignment of lease if applicable) properly executed and signed by all parties involved or written permission of property owner for use of the premises.
	City Sales Tax Application - submitted to Sales Tax Division 303-538-7400.
	Picture of posted hearing sign due ten days before the hearing.
	Temporary Use Permit if applicable from City Development 303-538-7295.

INSTRUCTIONS

- Complete application packets must be returned to the City Clerk's office no later than 45 days prior to the proposed event.
- Contact Lucille Miller, Deputy City Clerk at 303-538-7215 to make an appointment to review your completed application.**
- The Local Licensing Authority generally meets on the third Wednesday of each month. The applicant must attend the meeting in order to answer any questions the Authority might have.
- At least 10 days prior to the public hearing the applicant will need to post the public notice prepared by the City Clerk's office on the proposed premises. The Posting Verification Affidavit (supplied by the City Clerk's office) will need to be completed stating the date posted, exact location, and daily log used to check the condition of the sign. The applicant will also need to submit a picture of the sign at least ten days prior to the hearing. If criteria listed in Thornton City Code Section 42-131 are met, the City Clerk's office will inform you if the application can be administratively approved.
- Drinks must be sold for consumption on the premises only and sandwiches or snack foods must be available during all hours of service of liquor.
- Premises upon which liquor is to be sold may not be located within 500 feet of any school--not applicable during those hours in which no school classes are scheduled.