

ALL Documents must be properly executed.

Please type or print legibly in BLACK ink.

- Please read Administrative Directive 1-11 (attached) prior to completing the Application for Permit to Serve and Consume Alcohol on City Property and Permit to Use City Owned Facilities. **Please note that this permit is for service and consumption only, not the sale of alcohol.**
- Submit the completed forms along with the diagram to the appropriate facility where you wish to have the function.
- If applying for a block party you will need to apply for a street closure permit from Infrastructure 720-977-6476 and submit it with your application to the City Clerk's office 303-538-7230.
- **The Application, deposit and/or fee should be submitted at least 30 days prior to the event.**
- **The City must be notified of a cancellation five (5) days prior to the event. Otherwise a twenty-five percent (25%) processing fee of the alcohol damage deposit will be retained by the City.**
- If time allows, your approved permit will be mailed to you prior to the date of the activity, otherwise, you will need to pick it up.
- **All questions on the Permit to Serve and Consume Alcohol on City Property should be answered and completed with as much detail as possible. For example, you should include that you will check I.D.'s before serving alcohol if you are uncertain of the age of your guest, and how you plan to keep alcohol separate from other beverages and keep consumption within a designated area (roped off if in a park pavilion).**
- The name of the permit holder should be the individual completing the application. If the permit is for a company include the name of the company under group name.
- Submit a Detailed Diagram showing where alcohol will be served and, if in a park area, include how you plan to segregate the alcohol from the general public (i.e. roped off). Please note that alcohol **can not** be taken out of this designated area.
- If the permit is for an outdoor event involving a park or street closure (block party) **only 3.2% beer** may be consumed within the designated area.
- Street barricades must be easily removable by fire personnel and canopies over 400 square feet in area will require a permit from the Fire Department.
- For commercial entities (i.e. company picnics) submit a Certificate of Insurance naming the City of Thornton as the additional insured for subject event on the specific date of use (see 3.1.7 of Administrative Directive 1-11 for amounts).
- Include names and ages of the individuals who will be supervising and serving the alcohol.
- Be sure to include a phone number of a contact person if City staff has any questions.



ALCOHOL PERMIT APPLICATION TO SERVE AND CONSUME ALCOHOL ON CITY PROPERTY

NAME OF APPLICANT			PHONE NUMBER DAY: ()			DATE SUBMITTED
			PHONE NUMBER EVENING: ()			
ADDRESS			DRIVER'S LICENSE NO.	ISSUE STATE	EXP. DATE	DATE OF BIRTH
CITY	STATE	ZIP	FACILITY BEING USED			
TYPE OF ACTIVITY			GROUP NAME (See Insurance Requirements – for Commercial Entities)			
DATE OF USE		NUMBER OF PEOPLE ATTENDING		RANGE OF AGES OF GUESTS		
TIME ALCOHOL WILL BE SERVED AND CONSUMED LIMITED TO FOUR (4) CONTINUOUS HOURS BETWEEN NOON AND 11:00 P.M. START: END:		FOR OUTDOOR EVENTS - ONLY 3.2% BEER ALLOWED – PARK AREAS/ STREET CLOSURES <input type="checkbox"/> 3.2 % BEER		FOR INDOOR EVENTS – CHECK TYPES OF ALCOHOL TO BE SERVED: <input type="checkbox"/> 3.2 % BEER <input type="checkbox"/> 6% BEER <input type="checkbox"/> WINE <input type="checkbox"/> SPIRITUOUS LIQUOR		ENTERTAINMENT PROVIDED: <input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE:
		I acknowledge by checking the box that I understand ONLY 3.2% beer is allowed for this event.		WHAT FOOD OR FOOD SERVICE WILL BE PROVIDED:		

**PLEASE ATTACH A DIAGRAM DEPICTING THE AREA WHERE ALCOHOL OR 3.2% BEER WILL BE CONSUMED.
If the activity will be in a park, only 3.2% beer can be served and consumed in a roped off and posted area, segregated from the general public.**

Alcohol needs to be kept separate from other beverages. How do you plan to accomplish this?

How do you plan to secure the area and inform guests that alcohol consumption must be kept in a designated area?

How will you supervise the participants during the function?

If minors will be attending, how do you plan to make sure they do not obtain or consume alcoholic beverages?

Will you be checking I.D.'s if you are not sure of someone's age?

How will you keep alcohol from those persons under the influence of alcohol?

List names and ages of all individuals who will help supervise the function (use separate sheet if necessary):

Name	Age	Name	Age
Name	Age	Name	Age

NOTE: PLEASE READ INFORMATION ON PAGE 2, THEN SIGN AND DATE APPLICATION

NAME OF PERMIT APPLICANT:

APPLICABLE EXCERPTS FROM COLORADO REVISED STATUTES

Alcoholic Beverages

12-47-901 Unlawful acts – exceptions. (1) Except as provided in section 18-13-122, C.R.S., it is unlawful for any person:

(a) To sell, serve, give away, dispose of, exchange, or deliver or permit the sale, serving, giving, or procuring of any alcohol beverage to or for any person under the age of twenty-one years, to a visibly intoxicated person, or to a known habitual drunkard;

(c) To possess alcohol beverages in any store, in any public place, including public streets, alleys, roads, or highways, or upon property owned by the state of Colorado or any subdivision thereof, or inside vehicles while upon the public streets, alleys, roads, or highways when such person is under twenty-one years of age;

(d) To knowingly, or under conditions that an average parent or guardian should have knowledge of, suffer or permit any person under twenty-one years of age, of whom such person may be a parent or guardian, to violate the provisions of paragraph (b) or (c) of this subsection (1).

INSURANCE REQUIREMENTS

COMMERCIAL ENTITIES SHALL BE REQUIRED TO PROVIDE A CERTIFICATE OF INSURANCE EVIDENCING LIABILITY COVERAGE. ADDITIONALLY, THE CERTIFICATE SHALL NAME THE CITY OF THORNTON AS AN ADDITIONAL INSURED FOR THE SUBJECT EVENT. THE CITY'S RISK MANAGER WILL NEED TO APPROVE THIS CERTIFICATE.

I am 21 years of age or older and the information I have provided herein is true and correct to the best of my knowledge. I hereby apply for a permit to consume alcohol on City property as indicated on this application form. I will be present for the duration of the function and understand and agree to the following:

1. I will be responsible for proper traffic control and maintaining order at the facility, inside the building and/or on the grounds, including street closure events.
2. I will control the consumption of alcohol in compliance with City and State regulations.
3. I will check I.D.'s of anyone whose age is not known and not allow minors to consume alcohol.
4. I will not allow alcoholic beverages to be consumed in glass containers.
5. I hereby agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event and, if required, to provide general liability insurance, with minimum limits equal to that established by the Colorado Governmental Immunity Act, to guarantee indemnification.

APPLICANT'S SIGNATURE:

DATE:

STAFF REVIEW AND COMMENT

RISK MANAGER (if applicable):

DATE:

FIRE CHIEF (if applicable):

DATE:

APPROVAL (Executive Director for Community Services for City Facilities or Deputy City Manager of Infrastructure for Block Parties):

CITY MANAGER OR DESIGNEE

DATE

ALCOHOL PERMITS FOR CITY PROPERTY

1.0 Purpose:

- 1.1 The purpose of this directive is to establish the procedures for obtaining permission to consume any malt, vinous or spirituous liquor, or fermented malt beverage on City owned property.

2.0 Scope:

- 2.1 This policy applies to the issuance of alcohol permits at all City facilities and property including, but not limited to the Civic Center, Senior Center, Recreation Center, Community Center, Community Building, Infrastructure Maintenance Center, Thornton Arts and Culture Center and certain City Parks.
- 2.2 Pursuant to Section 42-27(e) of the Thornton City Code, the City Manager, or designee has authority to grant permission to persons to consume any malt, vinous or spirituous liquor or fermented malt beverage on City owned property for the following special functions:
 - Athletic events
 - Artistic events
 - Cultural events
 - Receptions
 - Street closure events
 - Civic events
- 2.3 Alcohol permits will only be allowed at the Civic Center, Senior Citizen Center, Community Center, Recreation Center, Community Building, Community level parks (Community Park and Woodglen Park), Infrastructure Maintenance Center, Thornton Arts and Culture Center and streets located within residentially zoned areas of the City.

3.0 Policies:

3.1 Alcohol Permit

a. Permission to Use Facilities

Arrangements to use the facilities for the consumption of alcohol for Non-City sponsored events must be made at least 30 days in advance.

b. Permit Holder

The permit holder must be an individual of at least 21 years of age.

c. Permit Hours and Usage

There is a 4-hour limit on alcohol consumption permits and no permit shall authorize alcohol consumption before noon nor end later than 11:00 p.m.

d. Type of Permit

Only 3.2 fermented malt beverage will be permitted at the designated area of an outdoor event involving City facilities or street closures. A permit for malt, vinous or spirituous liquor or fermented malt beverage will be permitted at the designated area of indoor facilities.

e. Rules of Conduct

1. The permit holder shall be responsible for posting the area as may be required and maintaining order at the facility both inside any building and on the grounds. The City assumes no responsibility for maintenance of order.
2. Persons using the facilities are responsible for complying with City, County, State and facility regulations. The permit holder shall remain on the premises at all times.
3. There will be no loud noise or violent conduct that would infringe on the reasonable privacy of individuals in the park or the surrounding neighborhood.
4. The permit holder shall be responsible for ensuring that the activities conducted in the park are contained within a posted area which is roped off to exclude the general public.
5. Glass containers for alcoholic beverages are not allowed in any of the permitted areas.
6. The permit holder shall provide sandwiches and/or other snacks at the permitted site during the time alcohol consumption is allowed.
7. The facility shall be left in a state of cleanliness and good repair.

f. Permit Approval

1. The Executive Director for Community Services or designee has the authority to review and approve requests for Alcohol permits for City facilities and Parks.
2. The Deputy City Manager of Infrastructure has the authority to review and approve requests for Alcohol permits for street closures.

g. Liability Coverage

The permit holder agrees to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event. In addition, Commercial entities shall be required to provide general liability insurance in an amount consistent with the Colorado Governmental Immunity Act (currently \$150,000 per person and \$600,000 per occurrence)

h. Damage Deposit

The permit holder must pay an alcohol damage deposit as specified in the Community Services Department Facility Rental and Deposit schedule for the

specific facility in addition to any facility damage deposit. In the event the permit holder does not notify the City of cancellation five (5) days prior to the event, a twenty-five (25) percent processing fee of the alcohol damage deposit will be retained by the City.

3.2 Other License Requirements

The alcohol permit set out in paragraph 3.1 only grants express permission from the City to persons to consume alcohol on City-owned property for selected special events. Any licenses or special use permits which are otherwise required under State law or City ordinance must also be obtained in addition to the permit set out in this Directive.

4.0 Distribution:

4.1 All Department, Division Heads and holders of the Administrative Directive Manual.



Jack Ethredge, City Manager

2/28/2011
Date