


Liquor Licensing Information	Applications are available at the Department of Revenue (DOR) web site: https://www.colorado.gov/pacific/enforcement/liquor
** PLEASE ALLOW 45 DAYS MINIMUM FOR PROCESSING PRIOR TO YOUR SPECIAL EVENT **	
<u>General Information</u>	
<ul style="list-style-type: none"> • Obtain Colorado DOR Form #DR 8439 (Application for a Special Events Permit). Complete the Application in its entirety. Missing information will delay the review process. • Complete the State's checklist attached to the Application before submitting to Mesa County. • Correct fees must be submitted with Application. Submit check payable to Mesa County Clerk and Recorder. • State sales tax number must be included on the Application. • Beverages are sold by the drink, for consumption ON the premises only (Section 12-48-101, C.R.S.). • Education – Alcohol Server Responsibility Training. 	
<u>Public Hearing</u>	
<ul style="list-style-type: none"> • A Public Hearing with the Board of County Commissioners will be scheduled for <i>all first time events or incidents noted from past events</i> (per Mesa County Resolution #MCM 2013-027(2)). This will be scheduled <i>after</i> your completed paperwork is received and not less than 30 days from the date of submittal. 	
	Form DR 8439 –Application for a Special Events Permit
Check type of Non-Profit (i.e., Social, Fraternal, Religious Institution, etc...)	
Check type of alcohol and submit Application Fee: \$100.00 Application Fee AND \$10.00 per day for Beer (3.2%) or \$25.00 per day for Liquor, Wine and Beer. Check made payable to Mesa County Clerk & Recorder	
Sections 1 through 8: Fill in completely and check appropriate boxes.	
List exact date(s) and time(s) of the Special Event.	
Oath of Applicant – Read and complete with signature.	
Include diagram designating area to be licensed, use a BOLD black line to show boundary, and : <ul style="list-style-type: none"> • Show where the bar will be located. Diagram must reflect the physical structure (i.e., bars, walls, partitions, entrances, exits, etc., and indicate how area will be secured and controlled (i.e., fencing, ropes, barbed wire, walls, etc.). • Applicants must demonstrate that all alcohol beverages will remain within the proposed licensed area and that all other "private" alcohol beverages will NOT be brought onto the licensed area. 	
Complete Mesa County's Special Events Questionnaire and Affidavit: <ul style="list-style-type: none"> • Submit narrative of how the licensed premise will be used during the Special Event. • Provide menu of food items to be served, and name of Caterer if used. Sandwiches or other food snacks shall be available during all hours of service of malt, spirituous, or vinous liquors, but prepared meals need not be served (Section 12-48-105(5), C.R.S.). 	
Permission from owner to use premises (deed, lease, or written letter). Include dates and times for the event, and document permission to use site with or without insurance.	
Contact Mesa County Planning Department at (970) 244-1636. Provide evidence of zoning compliance/approval to Liquor Licensing Clerk. You may need a minor site plan if this is a large event or if the event is being held on private property. The Planning Department may need information regarding: <ul style="list-style-type: none"> • Parking, including circulation and traffic control both on the County roads and on site • Emergency Plan • Restroom facilities (port-a-potties) • Need for Sheriff Deputies (especially if alcohol is being served) 	

	Contact Mesa County Environmental Health Department at (970) 248-6960. Provide evidence of approval to Liquor Licensing Clerk.
	Contact Mesa County Sheriff's Office. Provide written documentation indicating approval will/will not require additional law enforcement resources. In cases with large crowds, security personnel need to be provided.
	Submit Certificate of Good Standing issued by the Colorado Secretary of State.
	An umbrella insurance policy may be required- Check with Liquor Licensing Clerk.
	A Public Notice must be posted 17 days prior to the Hearing. The County will provide this poster. In accordance with Colorado Liquor Code 12-47-311, this poster must be displayed in a conspicuous place on the premises for which the application is made. If displayed outside of the building, you are required to laminate the poster.
	An Affidavit of Posting the Public Notice must be signed and returned to the Liquor Licensing Clerk prior to the Hearing and before you receive your license . The Affidavit will be provided by the Licensing Clerk. If a Public Hearing is <u>not</u> required (as noted above), you will still need to post the premises with a Public Notice and an Affidavit of Posting will need to be signed and returned to the Liquor Licensing Clerk.