



SPECIAL EVENT PERMIT APPLICATION PACKET

**Grand Junction City Clerk's Office
250 North 5th Street
Grand Junction, CO 81501
970-244-1509**



Application for Special Event Permit

Departmental Use Only

In order to qualify for a Special Event Permit, you ***Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- Social
- Fraternal
- Patriotic
- Political
- Athletic
- Chartered Branch, Lodge or Chapter
- National Organization or Society
- Religious Institution
- Philanthropic Institution
- Political Candidate
- Municipality Owned Arts Facilities

\$100 Application Fee *plus* Event Type

- Malt, Vinous and Spirituous Liquor \$25.00 Per Day
- Fermented Malt Beverage \$10.00 Per Day

DO NOT WRITE IN THIS SPACE

Liquor Permit Number

1. *Name of Applicant Organization or Political Candidate State Sales Tax Number (Required)

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)

3. Address of Place to Have Special Event (include street, city/town and ZIP)

4. Authorized Representative of Qualifying Organization or Political Candidate Date of Birth Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

5. Event Manager Date of Birth Phone Number

Event Manager Home Address (Street, City, State, ZIP) Email Address of Event Manager

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?
 No Yes How many days? _____

7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?
 No Yes License Number _____

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Date	Date	Date	Date
Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.
Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.
Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature	Title	Date
Printed Name	Email Address	

Report and Approval of Local Licensing Authority (City)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City)	Telephone Number of City Clerk
City	

Signature	Title	Date
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Special Event Permit Information & Application Checklist

A complete application packet and fees must be submitted to the City Clerk's Office at least sixty (60) days prior to the event.

Required application documents to be submitted for a permit to be issued:

- Completed application and permit fees made payable to the City of Grand Junction.
- Completed Questionnaire & Affidavit.
- Completed Occasional Sales Declaration for City Sales Tax.
- Diagram of the proposed area to be permitted (no larger than 8 ½" x 11") depicting bars, walls, partitions, entrances, exits and dimensions.
Please note, if this is an outside event, submit evidence of intended controls (e.g., fencing, ropes, barriers, etc.).
- Copy of deed, lease or written permission of owner for the use of the proposed premises.
- Certificate of Good Standing (NONPROFIT) issued by the Colorado Secretary of State within last six (6) months;
or
- If not incorporated, a NONPROFIT charter; *or*
- If a political candidate, copies of reports and statements filed with the Colorado Secretary of State.
- For events to be held on City property*, a copy of Certificate of Liability Insurance including an Additional Insured Endorsement naming the City as an additional insured on the General Liability policy. Coverage Certificate must provide combined single limits of at least \$1,000,000 per occurrence and \$1,000,000 in the aggregate.

Additional Site Clearances, Permits and Fees May be Required:

- *Grand Junction Fire Department – 970.549.5800 – <https://www.gjcity.org/201/Codes-Permits>
- *Grand Junction Community Development Department – 970.244.1491 – [Special Event Permits | Grand Junction, CO \(gjcity.org\)](#)
- *Mesa County Health Department – 970.248.6900 – [Retail Food Safety | Mesa County Public Health](#)

****Please allow four weeks' notice for plan reviews.***

Required Submission Date, Notice of Public Hearing & Public Hearing:

- At least sixty (60) days prior to event* - Submit complete application packet and fees to the City Clerk's Office as well as notify the Grand Junction Fire Department and Mesa County Health Department of event.
- At least fourteen (14) days prior to Local Licensing Authority Public Hearing* - Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location. (5.12.130 City Ordinance No. 4708/44-5-106 C.R.S.)
- Local Licensing Authority Public Hearing* - Applicant must attend scheduled Public Hearing (held 1st & 3rd Wednesdays of the month).

Qualifications for Special Event Permits

(44-5-102 C.R.S.) - A Special Event Permit issued under this article may be issued to an organization, whether or not, presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event Permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

SPECIAL EVENT PERMIT
QUESTIONNAIRE AND AFFIDAVIT

1. Name of Event: _____

2. How many attendees are expected? _____

3. Has the event been held in the past? If so, how many years? _____

4. Have there ever been any violations or citations issued during the event in the past?

5. Describe the premises at which the event will take place (attach diagram).

6. What type of and how many security will be provided?

7. Describe the Security Control Plan (use additional sheet if necessary).

8. How will security personnel be identified?

9. If this event is an outdoor event, how will the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.)?

10. What method of age verification will be used (i.e., at the door, at the bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e., stamp or mark on the hand, etc.)?

11. How will the conduct and level of intoxication of attendees be monitored and by whom?

12. Have the volunteers or members of your organization been trained in the sale/service of alcohol beverages?

13. What other types of beverages and food/snacks will be available?

14. Does this organization (applicant) have a State and City Sales Tax Number ? If so, provide those numbers below. If not, what is the application submission date?

I hereby certify, under penalty of perjury, that the information provided to the Grand Junction Liquor Licensing Authority contained in this questionnaire/affidavit is true and accurate to the best of my knowledge.

Applicant's Signature

Date

STATE OF COLORADO)
COUNTY OF MESA) SS.
CITY OF GRAND JUNCTION)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Witness my hand and official Seal.

Notary Public

My commission expires



Financial Operations
250 N 5th Street
Grand Junction, Colorado
81501
970-244-1521

Occasional Sale Declaration

Pursuant to the City of Grand Junction's Sales and Use Tax Ordinance #2551, Chapter 3.12 of the City's Code of Ordinances; an occasional sale made by a charitable organization is exempt from the City's sales tax. According to Section 3.12.020 the definition of a charitable organization and of an occasional sale is as follows:

Charitable organization means an entity organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, so long as:

- (1) No part of the net earnings of which inures to the benefit of any private shareholder or individual;
- (2) No substantial part of the activities of which is carrying on propaganda, or otherwise attempt to influence legislation; and
- (3) Which does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Occasional Sale means retail sales by charitable organizations for fundraising purposes, which funds are retained by the organization to be used in the course of that organization's charitable service to the community providing the following occur:

- (1) The sale of tangible personal property takes place no more than 12 days, consecutive or not, during any one calendar year; and
- (2) Gross sales do not exceed \$25,000 in one calendar year.

Note: The limits above (12 days and \$25,000) include the total of all retail sales that occur within the City limits during a calendar year. For example, retail sales made at all special events and gift shops would be included in the determination of the limit.

The undersigned hereby declares, under penalties of perjury, that the organization listed below is a charitable organization and is making occasional sales inside the City limits. If the sales exceed the limits in the occasional sale definition, the organization acknowledges that they have a responsibility to license and collect the City of Grand Junction sales tax.

501C(3) Organization: Yes/No (circle one) Please attach a copy of your 501C(3) Exemption Certificate

State of Colorado Tax Exempt ID if applicable: _____

Basis of Exemption: (Circle one) **Religious** **Charitable** **Governmental**

Charitable Organization Name: _____

Address & Phone #: _____

Printed Name and Title: _____

EVENT INFORMATION

Occasional Sale Address: _____

Description of Event: _____

Date(s) of Event: _____

The undersigned declares and affirms, under penalty of perjury, that the above statements are true and accepts liability for the tax should the transaction not qualify for exemption.

Signature: _____

Date: _____