



Checklist for Special Event Permit

Mesa County Clerk & Recorder

Liquor Licensing – Contact: (970) 244-1896

Email: liquor.licensing@mesacounty.us

Liquor Licensing Information

Applications are available at the Department of Revenue (DOR) website:

<https://www.colorado.gov/pacific/enforcement/liquor>

**** PLEASE ALLOW 30 DAYS MINIMUM FOR PROCESSING PRIOR TO YOUR SPECIAL EVENT ****

General Information

- 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 this Checklist, the Questionnaire and Affidavit, the Agencies' Sign-offs and 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 44-05-101, C.R.S.).
- Education – Alcohol Server Responsibility Training.

Public Hearing

- A Public Hearing with the Board of County Commissioners will be scheduled for all first-time events or incidents noted from past events (per Mesa County Resolution #MCM 2013-027(2)). This will be scheduled after your completed paperwork is received.

	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 Fermented Malt Beverage or \$25.00 per day for Malt, Vinous and Spirituous Liquor. Check made payable to Mesa County Clerk & Recorder.
	Fill out ALL sections 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 SpecialEvent.• 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 44-5-105(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.
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	<p>Contact Mesa County Review Agencies for their approval (See Agency Sign-off Form)</p> <p>Sheriff's Office at (970)244-3500)</p> <p>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:</p> <ul style="list-style-type: none">• Parking, including circulation and traffic control both on the County roads and onsite• Emergency Plan• Restroom facilities (port-a-potties)• Need for Sheriff Deputies (especially if alcohol is being served) <p>Building Department at (970)244-1631</p> <p>Environmental Health at (970)248-6900</p> <p>Fire Department (Contact Planning Department to determine fire district)</p>
	Submit Certificate of Good Standing issued by the Colorado Secretary of State.
	An umbrella insurance policy may be required- Check with Liquor Licensing Clerk.
	If a Public Hearing is required, a Public Notice must be posted 10 days prior to such Hearing. The County will provide this poster. In accordance with Colorado Liquor Code 44-3-311, 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.