

SPECIAL EVENTS PERMIT QUESTIONNAIRE

Date Submitted: _____

Application Name (Line 1 of DR8439): _____

PLEASE FILL OUT ONE QUESTIONNAIRE FOR EACH EVENT LISTED IN THE APPLICATION.

1. Briefly describe your event. _____

2. How many people will be attending your event? _____
3. During what hours will you be serving alcohol? _____
4. Describe what food will be available during all hours that alcohol will be served. _____

5. Who will be providing the food? _____

6. Identify who will be providing the alcohol. _____

7. Is the alcohol donated or purchased. _____
8. Who will be serving the alcohol during the event and describe the alcohol service training of those serving. _____

9. Describe the procedures that will be used to monitor alcohol use, identify the age of purchasers and prevent alcohol from entering or leaving the designated area. _____

10. How many volunteers will be assisting? _____
11. Identify the company and number of officers that have been contracted to provide security. _____

12. When was the last Special Event Permit issued for this applicant? _____

13. Please list all Special Events Permits issued for this organization for the current calendar year. Attach a separate sheet if needed. _____

14. Is the location for the special permit requested within 500 feet of a school? Yes No
If yes, will the school be in session during the event? Yes No

15. Were there any compliance problems in the past event for which a special permit has been issued? If yes, explain what changes have been made to insure compliance for this event. _____

16. Explain how and where the applicant will post in a conspicuous manner the license, permits, and notices required to be posted. _____

17. Identify and provide the cell phone number of the person who will be in charge and available during the event. _____

18. Attach a diagram showing the location of the Special Event and include ALL of the following:
- Linear dimension of each boundary and total square footage
 - Show the street and address closest to main entrance of the event
 - Show all entrances and exits
 - Describe the type and height of boundary barriers
 - Outline in bold the perimeter of the entire area in which alcohol will be stored, consumed and served and indicate on the diagram the location where alcohol will be stored and served
 - Directional Orientation (show North arrow)

Attach extra pages as necessary in order to complete the answers on this questionnaire.

I verify and affirm that I have read the foregoing application and all attachments, and that all information therein is true, correct and complete to the best of my knowledge. I understand that upon issuance of this Special Events Permit, it is my responsibility to manage the event as indicated on this questionnaire and comply with, and ensure that all volunteers and participants comply with, all provisions of the Colorado Liquor Code, state law, local ordinances and any other conditions placed on the issuance of this permit.

Signature of Officer

Title

Contact Email & Phone

Date