

Memo

To: Tom Baker, Town Manager

From: Chris Sadler, Police Chief
Melody Harrison, Town Clerk

Date: 5/2/2013

Re: Special Event Liquor Permit – New Castle Chamber of Commerce-Community Days.

Recommendation: If Council's consensus is to approve the attached application for a special event liquor permit for the New Castle Chamber of Commerce, staff recommends that Council consider the concerns expressed in the attached memorandum from the Police Department, and that Council considers attaching conditions to the approval.

Policy Implications: The policy implication of Council's approving this special event license is that this non-profit group will have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the 2013 Community Days, at VIX Park, 625 N. Wildhorse Drive, scheduled on the dates of Friday, June 14 from 8:00 PM to 11:00 PM, and Saturday, June 15 from 4 PM to 8 PM.

Budget Implications: Adopting staff's recommendation would increase sales tax revenues. Even though the applicant is a non-profit organization, it is required to collect and remit sales tax on beer garden sales.

Department Head (signature)

Finance Director (signature)

Town Administrator (signature)

no
Consultant needed at Council Meeting? Whom? Estimated meeting time cost, if known.

Background: The New Castle Chamber of Commerce filed its application on April 10, 2013. The public hearing has been properly noticed. The application is properly completed and appropriate fees have been paid to the Town.

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

RECEIVED

APR 10 2013

Town of
New Castle, CO

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT AND ONE OF THE FOLLOWING (See back for details.)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR: 2110 <input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY 2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY	DO NOT WRITE IN THIS SPACE LIQUOR PERMIT NUMBER
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1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE New Castle Chamber of Commerce	State Sales Tax Number (Required) 02767823-0000
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2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP) PO Box 983 New Castle, CO 81647	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP) VIX Park - Castle Valley - 625 N. Wildhorse Dr New Castle, CO 81647
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NAME 4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Anne Guettler	DATE OF BIRTH 10/07/1962	HOME ADDRESS (Street, City, State, ZIP) 840 Aster Ct., New Castle, CO 81647	PHONE NUMBER 970.618.5293
5. EVENT MANAGER Susan Alexander	09/14/1961	9681 CR 335, New Castle, CO 81647	970.309.8170
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____		

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 June 14, 2013 Hours From 4:00 p.m. To 11:00 p.m.	Date June 15, 2013 Hours From 4:00 p.m. To 8:00 p.m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
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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 Chamber President	DATE 04/09/2013
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REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

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 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY) <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK
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SIGNATURE	TITLE	DATE
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DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION			
License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$.

VIX PARK



☐ = Area of Event





Baseball games

to N. Wilchorse Dr

Parking

Food Tent

Main Tent

Stage

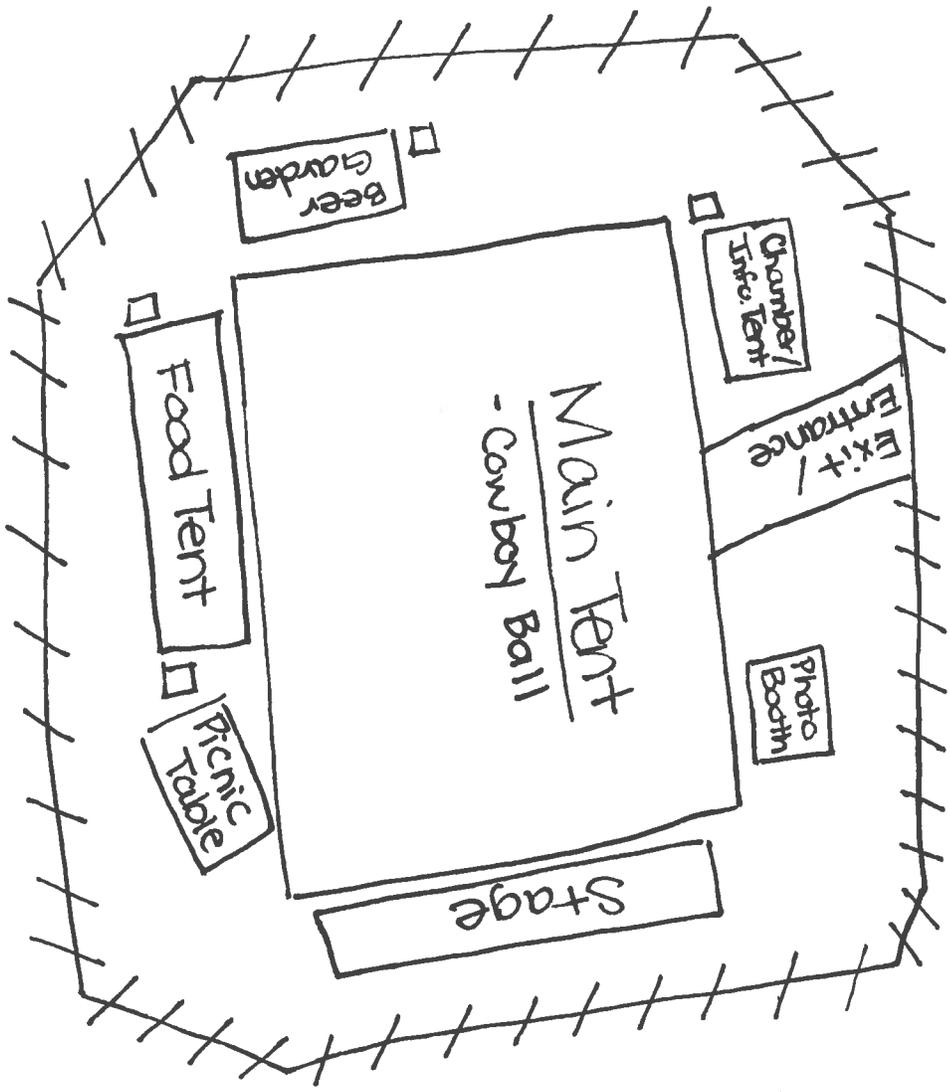
Photos

Entrance

Restrooms

Parking

VIX PARK
Friday, 10/14/13



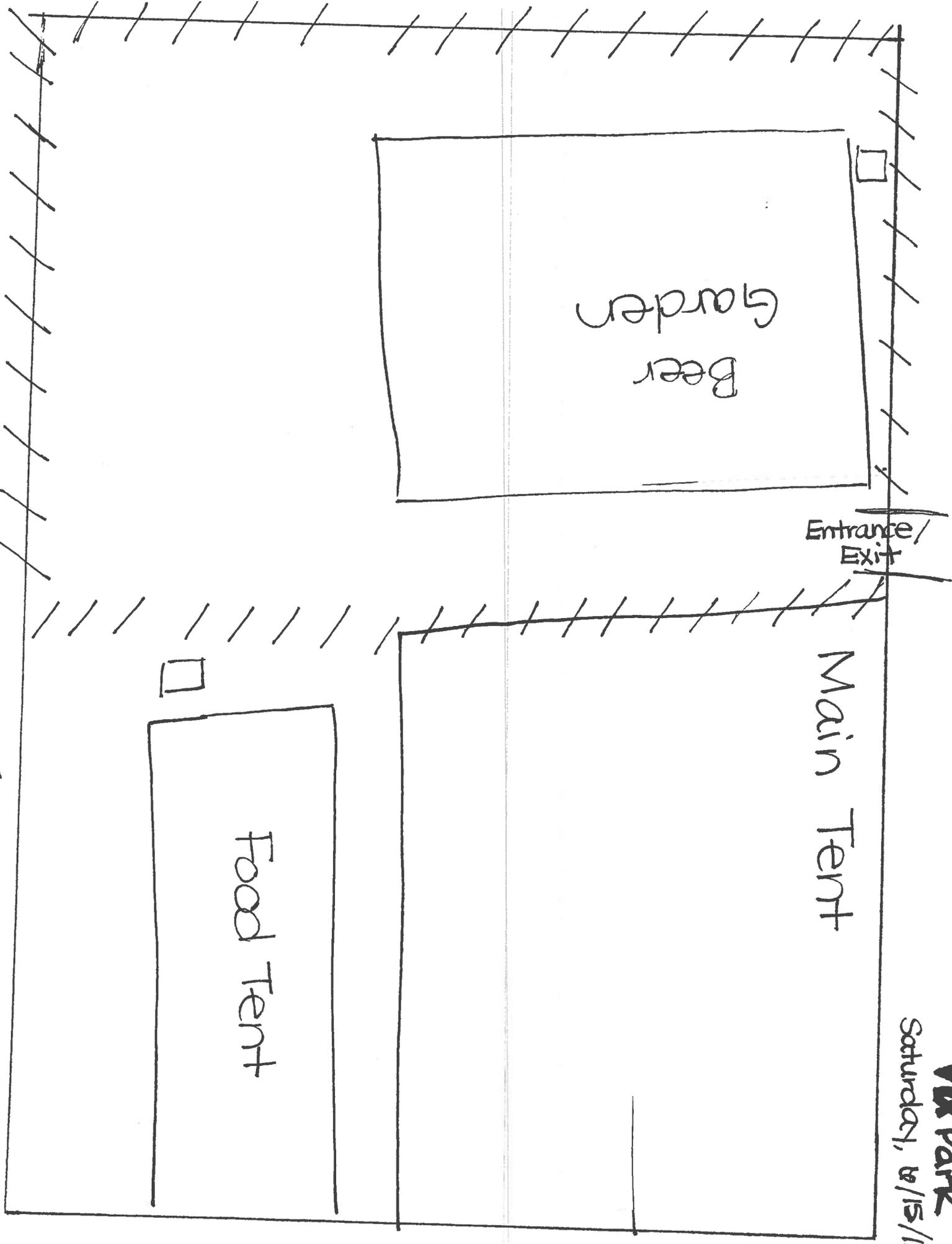
Baseball Games

T = Trash

/// = Fencing

VIX PARK

Saturday, 8/15/13



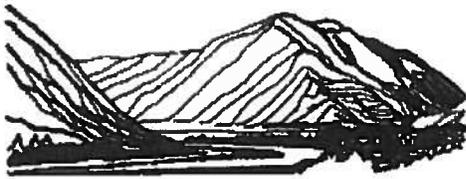
Entrance/
Exit

Beer
Garden

Main Tent

Food Tent

□ = Trash
/// = Fencing



The New Castle Police Department
450 West Main - Post Office Box 90
New Castle, Colorado 81647
(970) 984-2302

"Burning Mountain" - 1888

05/02/13

To: Deputy Town Clerk Wendy Mead
From: Chief Chris Sadler
NCPD 601
Re: Community Days Event – Liquor License

Dear Wendy,

I have reviewed the liquor license application and TONC special event application submitted by the Chamber. The event as described in the TONC special event application appears to be well thought out and should work as described without any foreseeable issues.

Between the two documents a discrepancy does exist in the described hours of operation of the licensed premise. The liquor license application states on Friday June 14th the operating hours will be from 4:00p.m. until 11:00p.m. The TONC special event application states (page four) the service of alcohol will take place on June 14th from 8:00p.m. until 10:00p.m. During the Burning Mountain Festival we normally license the premise until 10:00p.m. although actual service is cut off at 9:30p.m., to allow for the sold alcohol to be consumed on the premise and the park to be cleared. This may explain the hour of licensing after 10:00p.m. on June 14th although the special event application (page one) states the event concludes at 10:30p.m. I do not understand the additional four hours at the beginning of the event, as I was told yesterday the event was taking place between 8:00p.m. and 10:00p.m. on June 14th, and 4:00p.m. until 8:00p.m. on June 15th, which is similar to what is indicated in the TONC special event application.

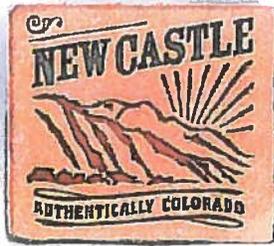
I support the approval of the special event liquor license for this event with amendments to the overall time the premises are licensed. I believe the two documents describing the same event should contain the same information and, would like to request the council amend the liquor license to reflect the times stated in the TONC special event application with clarification of the termination of alcohol service on June 14th being 10:00p.m.

I have attached pages one and four of the TONC special event application for your review.

Respectfully submitted,

Chief Chris Sadler

COPY



Town of New Castle Administration Department
450 W. Main Street
PO Box 90
New Castle, CO 81647
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Town of New Castle Special Event Application

Application must be submitted to the Town Clerk's Office at least 75 days before the event. *Please feel free to attach pages as necessary*

Type of event: Community Days to celebrate the 125th anniversary. Events include a Cowboy Ball, Vintage Baseball tournament, ice cream social, live music and old time Revival service.

Name of event: Community Days/ Cowboy Ball/ Vintage Baseball tournament

Name of applicant/contact person: Sharon Huber
Address: Committee: Bruce Leland, Larry McDonald, Leah Feely, Sharon Huber Krista DeHerrera

E-mail address: shuber@newcastlecolorado.org

Telephone # : 970 984-2311

Name of organization/sponsor: Town of New Castle

Telephone Number: 984-2311

Address: 450 W. Main St.

E-mail address: shuber@newcastlecolorado.org

Purpose of event: 125th anniversary

Dates and hours of actual event: Friday, June 14th 8:00 p.m. till 10:30 p.m.
Saturday, June 15th 9:00 a.m. till 9:00 p.m. June 16th, 8:00 a.m. till 10:00 a.m.

Dates and hours of setup and cleanup operations: Friday June 14th, 9:00 a.m. setup
Sunday June 16th 10:30 a.m. tear down

Specific location of event (site plan/map must be included): VIX Park

guests. Volunteers will be used (possibly Fire Dept. staff) to check ID's and give out wrist bands. New Castle Police will be on hand.

Do you plan to sell any beer or wine for public consumption? ___ No Yes. If yes, a State Liquor License Application must be included, as well as a list of the vendors that will serve alcohol. List the locations and times of sale, and type of alcohol to be served. Beer wine will be available for purchase. On Friday June 14th 8:00 till 10:00 p.m. beer and wine will be served. On Saturday June 15th, beer will be sold from 4:00 till 8:00 p.m. At this point in time beer and wine will be purchased and sold, but there is a possibility that local brewers may provide the beer. The committee will update the town if this option is chosen.

What are your proposed controls for sale of alcoholic beverages where minors may be present? ID's will be checked and wrist bands given to guests. Tickets will be sold to purchase alcohol only to patrons with wrist bands. Tips trained servers will be used to serve alcohol. There will be a separate tent for serving alcohol on Friday night and the perimeter of the event will be barricaded. On Saturday the beer will only be served in the beer tent and patrons will not be able to leave the premises with alcohol.

Insurance: If event is to be held on Town of New Castle property, a certificate of insurance must be provided with the following information: \$1,000,000.00 combined single coverage indemnifying the Town of New Castle with a 30-day cancellation period. Insurance documents must list the Town of New Castle as additionally insured as follows: Additionally insured, Town of New Castle, its officers, officials, and employees. Town insurance coverage will be used.

Applicant's Signature: Shawn Huber
Date: 4/18/13

**By signing this application, the Event Organizer agrees to not publicize event until approved by the Town of New Castle, turn in Parade Permit request no less than 10 days prior to event and to return space occupied by event to its previous, clean and orderly condition.*