

Memo

To: Local Liquor Authority

From: Melody Harrison, Town Clerk

Date: 4/12/2019

Re: Town of New Castle Special Event Liquor Permit for the Ritter Plaza Music in the Park Event

Request: The Downtown Alliance through its representative, Susane Ruggles, requests that the Liquor Authority consider sponsoring a special events liquor permit, providing liquor licensing for three days that they would be able to serve alcohol in Ritter Plaza at their Music in the Park Event. The music events will take place on six separate Fridays throughout the year, however, the Downtown Alliance is only requesting that the Town sponsor three of the days. Either the Community Market or Roaring Fork Mountain Bike Association will sponsor the other three days. The dates the town will host are August 23, September 20 and December 20, 2019.

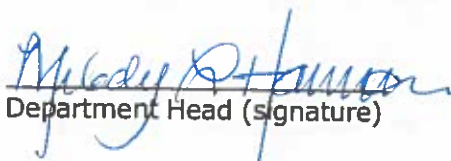
Staff has received a serving schedule from the Downtown Alliance. The servers listed are currently certified or will be ServSafe or TIPS certified at the time of the music events noted above. The Alliance also provided an example of a 2018 circumstance where they refused service to a guest, who subsequently left without incident.

Recommendation: If Council's consensus is to approve the special event liquor permit for the Town of New Castle, the Clerk's Office advises the liquor authority that granting the request would use three days of the Town's fifteen days allowed annually. The Clerk's Office also notes that if the Authority granted all known upcoming requests for special event liquor licenses, the Town would be left with six days of the fifteen allowed annually. The Town Special Events Staff at this time does not have any other events planned for 2019 that would necessitate a liquor license.

The Clerk's Office recommends that although alcohol will be served from 5:30 p.m. to 9:00 p.m. on August 23 and September 20, 2019, that alcohol be allowed on premises from 5:00 p.m. to 9:00 p.m. to allow for set-up and tear-down; and that 'last call' be at 8:30 p.m. to allow time for guests to consume their drinks, and for the December 20, 2019 event, alcohol be allowed on premises from 4:30 p.m. to 8:30 p.m. to allow for set-up and tear-down, and that 'last call' be at 8:00 p.m. to allow time for guests to consume their drinks. The Clerk's Office further recommends that a 100% ID check be required.

Policy Implications: The policy implication of Council's approval of this special event license is that the town shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the August 23, 2019 event, September 20, 2019 event, and the December 20, 2019 event.

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 alcohol sales.


Department Head (signature)

Background: The Town of New Castle Special Event Coordinator filed the application on March 29, 2019, 146 days prior to the event date, within the application guidelines as required by the State Liquor Code. The public hearing has been properly noticed. The application is properly completed.

Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You Must Be Nonprofit and One of the Following (See back for details.)

- | | | |
|------------------------------------|--|--|
| <input 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 | <input checked="" type="checkbox"/> <i>Government</i> |

LIAB Type of Special Event Applicant is Applying for:

2110 Malt, Vinous And Spirituous Liquor \$25.00 Per Day

2170 Fermented Malt Beverage \$10.00 Per Day

DO NOT WRITE IN THIS SPACE

Liquor Permit Number

1. Name of Applicant Organization or Political Candidate: TOWN OF NEW CASTLE State Sales Tax Number (Required): 00402950-0000

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)
P.O. Box 90
New Castle CO 81647

3. Address of Place to Have Special Event (include street, city/town and ZIP)
Ritter Plaza
400 Block of W. Main Street
New Castle CO 81647

Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
4. Pres /Sec'y of Org or Political Candidate <u>Debbie Nichols</u>	<u>7.29.55</u>	<u>1169 CR 250</u> <u>Suit CO 81652</u>	<u>720</u> <u>427 3678</u>
5. Event Manager <u>Sue Ruggles</u>	<u>3.24.44</u>	<u>513 Honeysuckle Dr</u> <u>New Castle CO 81647</u>	<u>425</u> <u>246 3330</u>

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?
 NO YES HOW MANY DAYS? _____

7. Is premises now licensed under state liquor or beer code?
 NO 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	Hours From	To	Date	Hours From	To	Date	Hours From	To	Date	Hours From	To
<u>Aug. 23 2019</u>	<u>5:30 p.m.</u>	<u>9:00 p.m.</u>	<u>Sept. 20 2019</u>	<u>5:30 p.m.</u>	<u>9:00 p.m.</u>	<u>Dec. 20 2019</u>	<u>5:00 p.m.</u>	<u>8:30 p.m.</u>			

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: <u>Debbie Nichols</u>	Title: <u>Admin Asst / Spec Event</u>	Date: <u>3/29/19</u>
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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 44, Article 5, 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
Signature	Title	Date

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$.

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

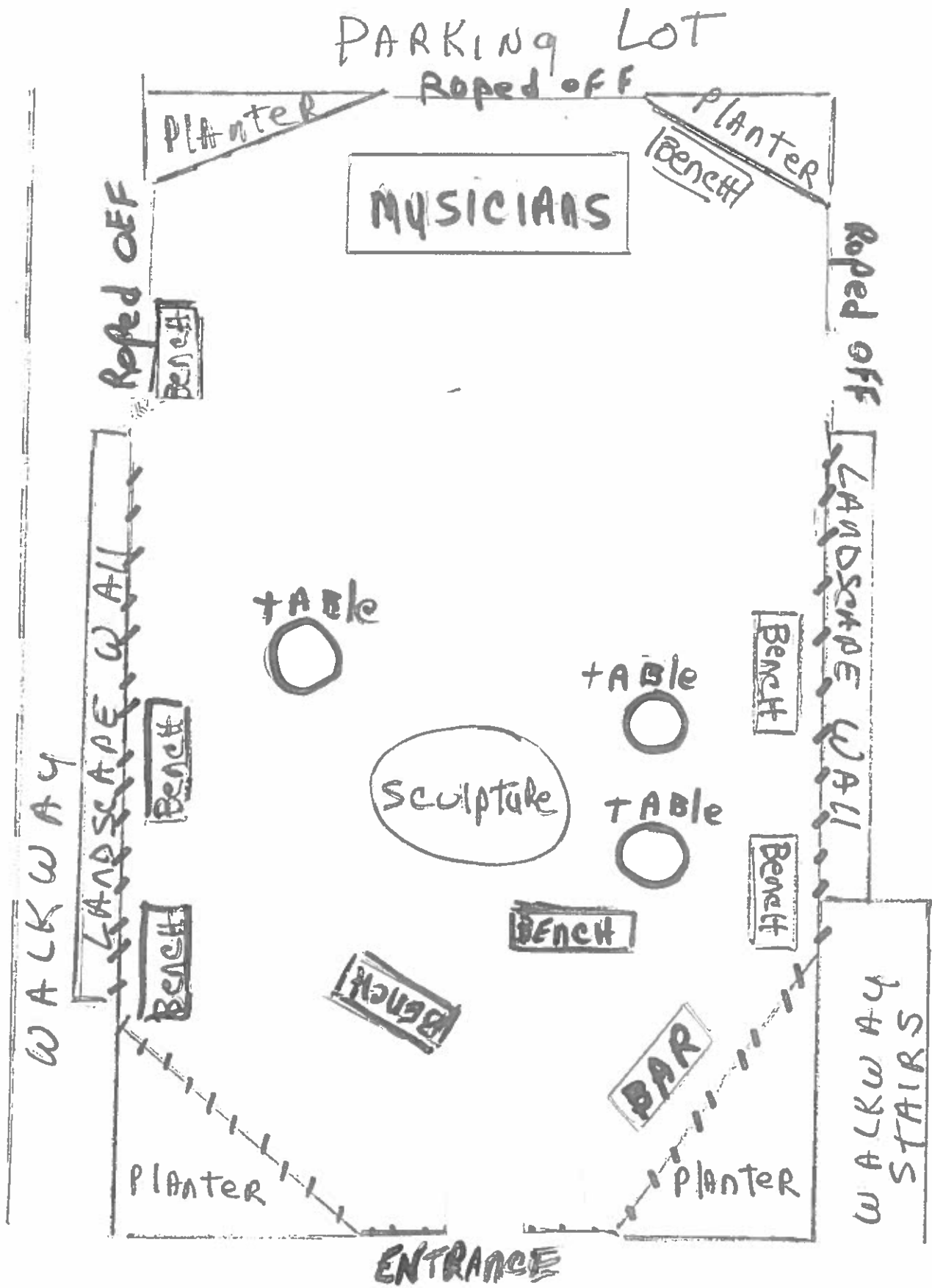
- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.
Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
- If not incorporated, a NONPROFIT charter; or
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the local licensing authority (city or county) at least thirty (30) days prior to the event.
- The premises to be licensed must be posted at least ten (10) days before a hearing can be held. (44-5-106 C.R.S.)
- An approved application must be received by the liquor enforcement division at least ten (10) days prior to the event.
- Check payable to the Colorado Department Of Revenue

(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 non profit 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.

If an event is cancelled, the application fees and the day(s) are forfeited.



MAIN STREET

RITTER PLAZA

SPECIAL EVENTS



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

Name of event: RITTER PLAZA MUSIC SERIES

Name of applicant/contact person: KATHERIN RUGGLES

Address: 513 HONOLULU DRIVE

E-mail address: SKOOKOLEEL@YATTAS.COM

Telephone #: (H) _____ (W) _____ (Cell) 970 366 1889

Name of organization/sponsor: NOREEN NOLAN *

Telephone Number: (H) 970 984 3420 (W) 970 984 3771 (C) _____

Address: 171 MAIN ST. NEWCASTLE

E-mail address: NOREEN.A.NOLAN@GMAIL.COM

Purpose of event: MUSIC VENUE * *

* Dates and hours of actual event: 6/23 5-6:30pm / 7/19 6:30-8 / 8/23 6:30-8 / 9/20 6:30-8 / 12/20 6-7:30

Dates and hours of setup and cleanup operations: 4:30pm Setup
8:30pm Cleanup

Specific location of event (site plan/map must be included): RITTER PLAZA

Will leashed dogs be allowed to attend the event with their owners? No Yes

* NCTRAILS under separate app will
 Request music 5/9 5:30-8:30pm AT Ritter

How do you plan to publicize the event? Radio Newspaper Signs
 Banners Flyers Bulk Mail

Please attach a copy of your press release, news article, flyer or bulk mailing. Signs and banners require approval from the Town Planner. Please call 984-2311 for information regarding temporary signs and banners.

Projected number of persons attending the event (include basis for projection): _____

40-50 BASED ON PREVIOUS YEARS

List any streets which are requested to be closed to traffic, including specific dates and times of closure and reopening. Submit a certified Traffic Control Plan and methods for handling Traffic: _____

N/A

Describe parking areas and available transportation modes to and from the event. Submit Traffic Control Plan that addresses parking, ingress and egress points, and how constructed. _____

N/A

Is a parade planned in connection with the event? No Yes. If yes, complete a Parade Permit Application. State details, time, anticipated crowd, and attach a map of the route.

Do you plan to have a bon fire at your event? No Yes. Please note that a Fire Ban may be in place within the Town or County. A permit must also be obtained from the Fire Department (984-3157.) Describe location of bon fire and safety measures that will be taken to ensure containment of the fire _____

Will any temporary structures be built? No Yes. If yes, describe in detail, and include location. Stakes or excavation must be indicated on the site plan and will require a utility locate - the applicant is responsible for this.

Will any signs or pennants be hung? No Yes If yes, describe in detail, and include locations.

Will there be any entertainment or amplified music? No Yes If yes, describe type of performance, type of music, times, place (please note there are noise curfews inside city limits) _____

Will a dance area be provided? No Yes If yes, describe in detail and include location of dance area on site plan _____

Will there be the sale of any items? No Yes If yes, each vendor is required to obtain a special events business license from the Town Clerk's office. Please provide a list of vendors names and addresses with this application.

Describe the type of items to be sold: Note that Town Staff retains the ability to deny a vendor the opportunity to sell items that are not appropriate to the event or to the health, safety and welfare of the citizens. N/A

Are any street peddlers or vendors planned? No Yes If yes, each vendor is required to obtain a special events business license from the Town Clerk's office.

Are food sales planned? No Yes. If yes, each vendor is required to obtain a special events business license from the Town Clerk's office. Applicant should also contact the State of Colorado Health Department for regulations governing food sales and servers.

Will your event need the use of the Burning Mountains Park Gazebo? No Yes If yes, you must complete a separate park facilities rental application and pay the associated fees.

Will additional utility services be used, such as power and water beyond that which is available at the site? No Yes. Describe specific utilities and location (any additional utilities must be provided by the applicant) _____

How do you plan to remove refuse and garbage? Describe in detail. to be removed by volunteers

Will existing bathroom facilities be adequate? No Yes. Describe plans to augment available sanitary facilities. Porto-potty locations should be shown on your site plan. _____

How do you plan to provide for security, first aid and emergency planning? Describe in detail. Location of first aid stations or ambulances and security should be indicated on your site plan. Please include copies of contracts or agreements for services from any company you will be using. Site plan Attached

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.

What are your proposed controls for sale of alcoholic beverages where minors may be present? I.D.'s will be checked

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.

Applicant's Signature:  Date: 3/11/19

**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.*



RITTER

PLAZA

MUSIC SERIES

NEW CASTLE, CO



FREE MUSIC!

WINE AND BEER WILL BE
AVAILABLE FOR PURCHASE

Sunday, June 23, 5:00-6:30pm

Rodrigo Arreguin

Friday, July 19, 6:30-8:00pm

Porch Pickers

Friday, August 9, 5:00-8:00pm

**MountainUs, Beyond
Bridges and SoulFeel**

Friday, August 23, 6:30-8:00pm

Frank Martin

Friday, September 20, 6:30-8:00pm

Amy Mathesius

Friday, December 20, 6:00-7:30pm

Visit from Santa!