

# Memo

**To:** Local Liquor Authority

**From:** Melody Harrison, Town Clerk

**Date:** 4/16/2019

**Re:** Town of New Castle Special Event Liquor Permit for Cinco de Mayo

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**Request:** The Special Event Staff of the Town of New Castle requests a special events liquor license for Cinco de Mayo located on 5<sup>th</sup> Street, between 500 W Main and 502 W Main, on Saturday, May 4, 2019. Special Events Coordinator Debbie Nichols who is SerSafe certified, will be working the event along with Volunteer Raul Morales. Brew master Todd Malloy from the Glenwood Brew Pub will likely work the event as well.

Staff is confident that the serving arrangements are appropriate.

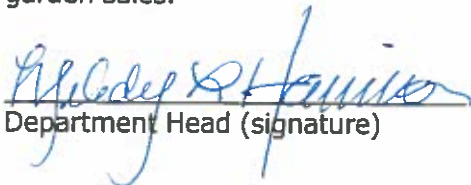
**Recommendation:** If Council's consensus is to approve the attached application for a special event liquor permit for the Town of New Castle, the Clerk's Office staff recommends that Council consider the following conditions:

That although the application requests a permit time until 6:00 p.m. on May 4, 2019, staff recommends alcohol be served until 5:30 p.m., and alcohol be allowed on premises until 6:00 p.m.

That a 100% ID check be conducted, wristbands or hand stamps be provided for those guests that meet the eligible drinking age of 21.

**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 2019 Cinco de Mayo

**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)

**Background:** The Town of New Castle Special Event Coordinator filed the application on April 11, 2018, 24 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"/> Local Government         |

**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, Colorado 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  
450 W. Main Street  
New Castle Colorado 81647

3. Address of Place to Have Special Event (include street, city/town and ZIP)  
On N. 5th Street, between  
Main Street and the alley

Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
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4. Pres./Sec'y of Org. or Political Candidate			
5. Event Manager <u>Debbie Nichols Special Event Coord.</u>		<u>1169 CR 250</u> <u>Silt Colorado</u>	

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?  
 NO  YES HOW MANY DAYS? 1

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	Date	Date	Date	Date
Hours From To	Hours From To	Hours From To	Hours From To	Hours From To
<u>5-4-19</u> From <u>2:00 p.m.</u> To <u>6:00 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: Debbie Nichols Title: Admin Asst / Spec. Event Date: 3/29/19

**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):  City  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
		<u>-750 (999)</u>	\$

## 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.





DEE HOUSE

ELK CREEK  
MOUNTAIN CO.

LIQUOR LICENSE AREA

ALLEY

500 W Main St

TOWN HALL III

— MAIN STREET —



**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](http://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: celebration / Block Party

Name of event: Cinco de Mayo

Name of applicant/contact person: Lauren Roper

Address: 500 W Main St., New Castle

E-mail address: roperdds@gmail.com

Telephone #:(H) \_\_\_\_\_ (W) 984-8252 (Cell) \_\_\_\_\_

Name of organization/sponsor: Dentist, Nichols / Town of New Castle + Dentist New Castle

Telephone Number: (H) \_\_\_\_\_ (W) 984-2311 + 984-8252 (C) \_\_\_\_\_

Address: Po Box 90

E-mail address: chuck@townofnewcastlecolorado.org

Purpose of event: \_\_\_\_\_

Dates and hours of actual event: May 4, 2014 / 12pm to 6pm

Dates and hours of setup and cleanup operations: Set up 12 - 2pm

Clean up 6 - 7<sup>30</sup> pm all on May 4

Specific location of event (site plan/map must be included): 5<sup>th</sup> & Main St.

Closing off 5<sup>th</sup> street at Main, North to the alley

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

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

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): 50+

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: 5th street to be closed from Main St heading north to the alley on May 4, 12 noon to 7:30 pm. The alley will remain open to allow residents access

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. parking will be in downtown area

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) Band playing from 3-6 pm

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. Food

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. Will be  
collecting trash and putting into dumpster located @ Elk Creek

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. 1 porta potty and 1 hand wash station

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. \_\_\_\_\_



Do you plan to sell any beer or wine for public consumption? \_\_\_ No  x  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 & margaritas (bottled) - Glenwood Park Pub will  
be donating a keg of beer. The wine & margaritas will be purchased  
from local liquor stores

What are your proposed controls for sale of alcoholic beverages where minors may be present? We will be checking IDs @ the entrance gate and  
marking everyone over the age of 21 and have a TIPS train personnel  
on site.

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: 3-27-19

*\*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.*



## Special Event Application Checklist

This checklist should be used to assist applicants with filing all required documents:

- Site Plan/Map (required) which includes location of first aid/ambulance, security, sanitation facilities, trash receptacles, temporary structures, dance floors, fire pits, vendor booths/locations, handicap accesses, location of additional utilities, seating if provided, an emergency evacuation plan, and intended liquor licensed areas. Minimum 8 1/2" x 11" sheet of paper shall be used for each separate site.
- Publicity Plan or copy of Event Flyer and Schedule of daily events
- Certificate of Insurance
- Certified Traffic Control Plan *pending*
- N/A* Parade Permit Application (Must be approved by Police Chief no less than 10 days prior to event)
- Liquor License Applications (Must be submitted to the Town Clerk a minimum of 45 days prior to your event)
- If you are having food vendors at your event, they must have a Temporary Food Vendor license from Garfield County Public Health Department and filed your Event-coordinator plan review with Garfield County Public Health Department.



# CINCO DE MAYO

## BLOCK PARTY

MAY 4TH, 2019  
5th & Main Street  
2 pm to 6 pm



Beer ~ Food ~ Music ~ Games  
All net proceeds benefit the River Center