

# Memo

**To:** Local Liquor Authority

**From:** Melody Harrison, Town Clerk

**Date:** 5/21/2019

**Re:** Town of New Castle Special Event Liquor Permit for the August 10, 2019 New Castle Trails Rides & Reggae Event

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**Request:** The Roaring Fork Mountain Bike Association d/b/a New Castle Trails through its representative Adam Cornely requests that the Town of New Castle obtain a special events liquor license for the New Castle Trails Rides & Reggae Event, located in VIX Ranch Park, on Saturday, August 10, 2019.

Town Staff and representatives of RFMBA and NCT have done exhaustive work to understand liability issues for the event related to alcohol service and biking events. After consulting with the town's attorney and the town's insurance carrier, CIRSA and their attorney, it was determined that a resolution adopting the event as a town event was appropriate. The resolution also assigns authority to Adam Cornely and Joe Urnise to act on the town's behalf as volunteers, and places their activity under the supervision of the Town Clerk. The resolution was approved by the Town Council at the May 7, 2019 council meeting and is included in the application packet.

In addition, they have provided a serving plan at the request of staff.

Staff feels the serving plan submitted is great as it includes the use of security personnel, however, shift assignment details and copies of ServSafe certifications for each server should be submitted to the Town Clerk no later than Monday, August 5, 2019 for staff review.

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

- That although the application requests a permit time until 10:00 p.m. on August 10, 2019, staff recommends alcohol be served only until 9:30 p.m., and alcohol be allowed on premises until 10:00 p.m.
- Staff also suggests that a 100% ID check be conducted, and that wristbands or handstamps be provided to guests over the legal drinking age of 21.
- Currently, none of the representatives or members of RFMBA/NCT are known to be SafeServ (TIPS) Certified, and staff's final recommendation is that council require SafeServ Certified volunteers to be on premises for the event, whether they are CARE volunteers or NCT volunteers, and that evidence of training is submitted to the Town Clerk.

**Policy Implications:** The policy implication of Council's approval of this special event license is that the Town of New Castle/New Castle Trails shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the August 10, 2019 New Castle Trails Rides & Reggae Event, from 10:00 a.m. to 10:00 p.m.

**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:** Special Events Coordinator Debbie Nichols filed the application on behalf of the Town of New Castle and New Castle Trails through it's representative Adam Cornely on January 15, 2019, which is acceptable by the State Liquor Code. The public hearing has been properly noticed. The application is properly completed and fees have been paid.

# 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>        |

<b>LIAB</b> Type of Special Event Applicant is Applying for:	<b>DO NOT WRITE IN THIS SPACE</b>
2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage (3.2 Beer) \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate <i>Town of New Castle, Colorado</i>	State Sales Tax Number (Required) <i>00402950-0000</i>
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <i>450 W. Main Street PO Box 90 Newcastle CO 81647</i>	3. Address of Place to Have Special Event (include street, city/town and ZIP) <i>Vix Ranch Park 627 N. Wildhorse Drive Newcastle CO 81647</i>
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Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
4. Pres./Sec'y of Org. or Political Candidate <i>Debbie Nichols</i>	<i>7.29.55</i>	<i>1169 CR 250 Silt CO 81652</i>	<i>7204273678</i>
5. Event Manager <i>Adam Cornely</i>	<i>9.26.80</i>	<i>150 Little Bear Peak Newcastle CO 81647</i>	<i>4022501727</i>

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? _____
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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	Hours From	Hours From	Hours From	Hours From
To	To	To	To	To
<i>8.10.19</i>				
From <i>10.00 a.m.</i>				
To <i>10.00 P.m.</i>				

**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 <i>Debbie Nichols</i>	Title <i>Special Events Coordinator</i>	Date <i>1.15.19</i>
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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
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. (12-48-106 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

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 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.

# Rides + Reggae 2019 Liquor Permit Application

August 10, 2019

- Legend**
- Proposed Perimeter
  - VIX Ranch Park

EVENT  
PARKING AT  
SCHOOL

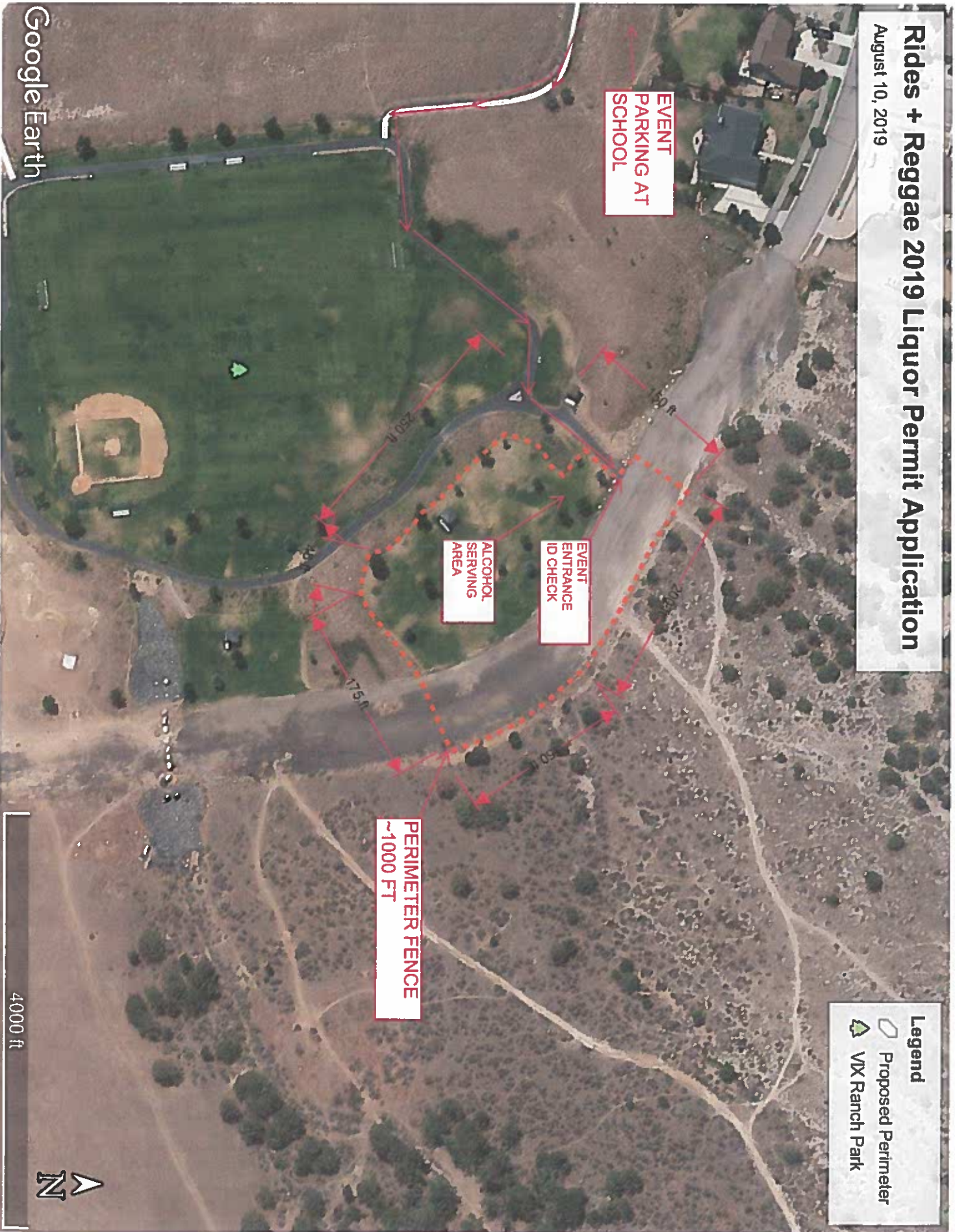
EVENT  
ENTRANCE  
ID CHECK

ALCOHOL  
SERVING  
AREA

PERIMETER FENCE  
~1000 FT

Google Earth

40000 ft



## **New Castle Trails – Rides and Reggae Beverage Serving Plan**

Rides and Reggae will open the event at 7:00 AM on August 10<sup>th</sup> and will not begin alcohol service until 11:00 AM. Alcohol service will last from 11:00 AM to 9:00 PM with last call anticipated to be at 8:30 PM.

Two security guards will be provided by First Executive Security and have been contracted to remain on duty by New Castle Trails (“NCT”) for the duration of the event.

Age verification and perimeter control will be performed by one security guard posted at the event entrance. One to two volunteers working at the event entrance will be available to assist as needed. Guard will provide verified, of age individuals with wrist bands.

Alcohol service will be divided into five, two-hours shifts (11:00A-1:00P, 1:00P-3:00P, 3:00P-5:00P, 5:00P-7:00P, 7:00P-9:00P). Each shift will be manned by a minimum of two volunteers. These volunteers will primarily, if not completely, be provided by Colorado Animal Rescue (“CARE”) workers volunteering for the event. CARE will provide a minimum of one TIPS/SafeServe certified worker for each of the five shifts. NCT’s primary contact at CARE is Emily Sampley (Phone: (605)310-2679). In exchange for their donated time CARE will receive all alcohol tips during the event.

All volunteers working with alcohol are planned to be over 21 years of age. If a volunteer is found to be under 21, they will be over the age of 18 and under the supervision of a TIPS/SafeServe certified volunteer at least 21 years of age.

In the event that CARE cannot provide TIPS/SafeServe certified workers, NCT will provide certified volunteers to assist. Additionally, New Castle Trails will ensure that a minimum of one volunteer from CARE or NCT will be present to assist the safe serve certified volunteer.

An additional security guard will be tasked with monitoring the event within the perimeter. This guard will be posted by the beer tent to be available to CARE workers and volunteers working in the event that their assistance is needed. The guard will patrol the festival from time to time and is not expected to be at the beer tent the entire duration of the event but will be able to respond quickly should the event arise.

With the event being six months away, exact shift assignments aren’t known at this point, but New Castle Trails intends to have the assignments and volunteer commitments established prior to the event to ensure that safe serve principals are in place for the duration of the event.

If more information is needed or if there are any additional questions, please let me know.

TOWN OF NEW CASTLE, COLORADO  
RESOLUTION NO. TC 2019-9

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE,  
COLORADO ADOPTING NEW CASTLE RIDES AND REGGAE FESTIVAL AS AN  
OFFICAL TOWN FUNCTION

WHEREAS, the volunteer group, New Castle Trails, has hosted the New Castle Rides and Reggae Festival event ("Event") for the past two years to encourage residents and visitors alike to enjoy both the experience and culture of New Castle's trails; and

WHEREAS, the Event has grown in size and popularity for the enjoyment of the Town of New Castle ("Town") and has become difficult for New Castle Trails to administer within its scope; and

WHEREAS, the Event, due to its size and popularity, provides significant benefits to the Town, as do the volunteers who plan and execute the Event; and

WHEREAS, the Board therefore desires to support the Event and the volunteers whose efforts are instrumental to its success by making the Event an official Town event.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein as findings and determinations of the Town Council.

Section 2. The Town Council hereby designates the New Castle Rides and Reggae Festival as an official Town event.

Section 3. The Town Council hereby designates Adam Cornely and Joseph Urnise as authorized volunteers of the Town within the meaning of CRS § 24-10-103(4), while they are actually performing duties within the scope of their authority for the Event. Mr. Cornely and Mr Urnise shall report to and be subject to supervision and control by the Town Clerk in the performance of such duties.

Section 4. Mr. Cornely and Mr. Urnise, in their capacity as authorized volunteers of the Town, may select, train, supervise, and otherwise control additional volunteers to provide assistance in the planning and execution of the Event. A log shall be kept of the names, contact information, and authorized duties of each such additional volunteer. Each such additional volunteer shall be considered to be an authorized volunteer of the Town within the meaning of CRS § 24-10-103(4) while actually performing duties within the scope of his or her authority for the Event.

INTRODUCED, PASSED, AND ADOPTED at a regular meeting of the Town Council  
of the Town of New Castle, Colorado, on May 7, 2019.



ATTEST:

TOWN OF NEW CASTLE

A handwritten signature in black ink, appearing to read 'Art Riddile', written over a horizontal line.

Mayor Art Riddile

A handwritten signature in black ink, appearing to read 'Mindy Andis, CMC', written over a horizontal line.  
Deputy Town Clerk Mindy Andis, CMC



**AUG  
10**

**NEW CASTLE  
RIDES AND  
REGGAE FESTIVAL**

**CALLING ALL SPONSORS**

**EVENT SPONSORSHIP LEVELS**

**\$250 - \$500 - \$1,000**

**FOR MORE INFORMATION VISIT [newcastletrails.com](http://newcastletrails.com)**