

VENDOR Information for Special Event Permit

Montrose County Clerk & Recorder

GENERAL INFORMATION:

Applications are available at the Department of Revenue (DOR) website at:

<https://www.colorado.gov/pacific/enforcement/apply-license-or-permit-liquor-enforcement-division>

Guidance for Rules & Regulations are available at the DOR website at:

<https://www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations>

Permit Subject to C.R.S. §44-5-101 et. seq. and Colorado Liquor Rules 1-C.C.R. §203-2 State Regulation 47-1000:1018. Regulation 47-1020 clarifies permitted alcohol beverage donations & associated conditions.

- Complete Colorado DOR (Department of Revenue) Form **DR 8439, Special Events Permit Application**. Complete the top portion of page 2 of the DOR checklist attached to the Application DR 8439.
- **\$100.00 County Fee (non-refundable):** payable to **Montrose County Clerk**.
- State Sales Tax Number or Tax Exempt Number must be included on the Application.
- Beverages are to be sold by the drink & for consumption ON the premises only.
- Event holders must have sandwiches or other food snacks available during all hours of service of alcoholic beverages per C.R.S. §44-5-105(5).
- Include a diagram designating area to be licensed, indicating where the bar will be located.
- Provide: Certificate of Good Standing with CO. Secretary of State
- Provide: Proof of donation or invoice from liquor supplier.
- Provide: Copy of Deed, lease or written permission from owner for use of premises.

- Permit Subject to a limit of 15 days per calendar year per C.R.S. §44-5-105(3)
- Permit Subject to County Planning & Development Department and Sheriff's department approval.
- A Public notice must be posted at the facility 10 days prior to the Hearing. The County will provide this poster. In accordance with Colorado Liquor Code 44-5-106, this poster must be displayed in a conspicuous place on the premises for which the application is made. Documentation of this posting requires a picture showing the posting given to Liquor Licensing representative. The Montrose Board of County Commissioners as the Local Liquor Licensing Authority, will conduct the Public Hearing and approve or deny during a Board of County Commissioners meeting.
- Allow 45 days minimum for processing prior to Special Event.

- Events must be conducted by a Qualifying Organization & Non-profit (44-5-102 & Regulation 47-1000).
- **APPLICANTS MAY CONTACT THE DEPARTMENT OF REVENUE AT 303-238-7378 TO DETERMINE THE CORRECT METHOD OF REMITTING THE STATE SALES TAX, if applicable.**

Liquor Enforcement
Division Fee Schedule (01/01/2019)
Application Fees



COLORADO
 Department of Revenue
 Enforcement Division - Liquor & Tobacco

Local and State Issued Permit Fees

	Local Fee City	Local Fee County	State Fee
Art Gallery Permit	\$3.75	\$3.75	\$71.25
Bed & Breakfast Permit	\$3.75	\$3.75	\$71.25
Each Resort-Complex-Related Facility Permit	\$15.00	\$15.00	\$160.00
Special Event Permit			
Malt, Vinous and Spirituous Liquor	\$100.00	\$100.00	\$25.00 Per Day
Fermented Malt Beverage (3.2% Beer)	\$100.00	\$100.00	\$10.00 Per Day
Mini Bar Permit with Hotel Restaurant License	\$48.75	\$48.75	\$276.25