

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.
- State Sales Tax Number or Tax Exempt Number must be included on the Application.
- **\$100.00 County Fee** (non-refundable): payable to **Montrose County Clerk**.
- Provide: Certificate of Good Standing with CO. Secretary of State
- Provide: Copy of Deed, lease or written permission from owner for use of premises.
- Include a diagram (not larger than 8 ½" x 11") designating area to be licensed, reflecting bars, walls, partitions, ingress, egress and dimensions with a written narrative describing how the applicant will control the area. Note: if the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- 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).
- 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 provides 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 a 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