



**OFFICE OF THE CLERK AND RECORDER**  
**REQUIRED DOCUMENTS LIST**  
**SPECIAL EVENTS PERMIT APPLICATION**  
As of June 2020

**A. APPLICATION (State Form DR 8439):**

1. Complete appropriate sections.
2. Attach appropriate fees.
  - a. Malt, vinous, spirituous liquor or fermented malt beverage (beer):
    - (1) \$75.00 per event payable to El Paso County Clerk and Recorder. Attach diagram of the premises to be licensed in duplicate. Please note detailed drawings/explanations regarding liquor control are required.
      - a. Maximum size of 8½ x 11 inches.
      - b. Approximate dimensions and interior description. (reflecting bars, walls, partitions, ingress, and egress).
      - c. Outline and initial perimeter of the licensed in bold ink.
      - d. Indicate “North” with an arrow.
      - e. Indicate on the map where the alcohol for the event is being stored.
        - (1) If the alcohol is being stored somewhere other than where the event is taking place, please provide the address, diagram of the premises and evidence of lawful possession of the storage premises (deed, lease, rental, etc).

\*Please note alcohol cannot be stored on the special event premises outside of the hours listed on the application.

3. Applicant’s Statement Regarding Distance Requirement for Special Event Permits.

**B. PROOF OF POSSESSION OF PROPERTY:**

1. Signed copy of deed, lease, assignment of lease or written permission of owner.

**C. NONPROFIT ORGANIZATION DOCUMENTS:**

1. Articles of Incorporation date stamped by the Secretary of State (if incorporated less than two years).
2. Certificate of Good Standing (if the corporation is at least two years old). The Certificate must be dated within the last two years and may be obtained via [www.sos.state.co.us](http://www.sos.state.co.us) or the Secretary of State’s Office at (303) 894-2200.
3. Certificate of Authority (if a foreign corporation).

**D. EVENT MANAGER INFORMATION:**

1. Individual History Record (State Form DR 8404-I).
2. One color photograph (front facial). Write the name, position, and month/year on the back of each photograph.
3. Statement Regarding Knowledge of Colorado Special Event Code.

**E. ADDITIONAL INFORMATION:**

1. APPLICATION SUBMITTAL:  
Submit all documentation and fee(s) to the Clerk to the Board Department, Citizens Service Center, 1675 W. Garden of the Gods Road, Colorado Springs, Colorado between 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. COLORADO LIQUOR AND BEER CODE:  
WEB SITE: <https://www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations>

***IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT  
THE CLERK TO THE BOARD DEPARTMENT AT (719) 520-6430.***