



OFFICE OF THE CLERK AND RECORDER

REQUIRED DOCUMENTS LIST
SPECIAL EVENTS PERMIT APPLICATION

As of January 2023

A. APPLICATION (State Form DR 8439):

1. State Form DR 8439 can be found here:
https://sbg.colorado.gov/sites/sbg/files/DR%208439_e_wo_1.pdf
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.
3. Attach diagram of the premises. 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. Bold/Outlined Licensed Premises.
 - 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 outside the designated event area:
 - a. Include address of proposed storage locations and a diagram of said premises.
 - b. Evidence of lawful possession by way of deed, lease, rental, or other arrangement specifying terms of storage.
 - c. The proposed location is not a location currently licensed pursuant to C.R.S. 44-3-401.
 - d. State and local authorities have the right to inspect each storage area used.
 - e. Long-term storage of alcohol beverages is not permitted.
 - f. A licensed wholesaler may deliver alcohol beverages purchased by special event permittee to the storage location but, cannot be more than (2) business days prior to the date for the special event. If a licensed wholesaler donates the alcohol to the special event permittee, the wholesaler may pick up such unused donated alcohol beverage products from the storage area within 2 business days after the end of the special event.

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. Certificate of Good Standing from the Colorado Secretary of State’s Office: (303) 894-2200) or <https://www.coloradosos.gov/>

2. 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.
4. Certificate of Authorization if a foreign corporation (out of state applicants only).

D. **EVENT MANAGER INFORMATION:**

1. Individual History Record (State Form DR 8404-I) which can be found here:
https://sbg.colorado.gov/sites/sbg/files/documents/DR_8404I.pdf.
2. Color photograph (front facial). Include name, position, and month/year when photo was taken.
3. Applicant's Statement Regarding Knowledge of Colorado Special Event Code.

E. **ADDITIONAL INFORMATION:**

1. **APPLICATION SUBMITTAL:**
Submit original documentation and fee 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. **SPECIAL EVENT CODE:**
WEB SITE: <https://sbg.colorado.gov/liquor-enforcement-laws-rules-regulations>

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