

Permit Application for Alcoholic Beverages on Public Property

- 1) Town Clerk must have the application at least 30 days before the event. The application will be approved by the Board of Trustees at a Board meeting prior to the event.
- 2) All information must be filled out
- 3) Form must be notarized
- 4) Complete all the questions on Page #1
- 5) Must attach a diagram showing the area where alcoholic beverages will be served
#1 of the application
- 6) Applicant must submit an insurance policy with the Town named as an additional named insured. Applicants can call their homeowners insurance and request a Certificate of Insurance.
Page 2 of the application

PERMIT APPLICATION
For Alcohol in Public Places

| | | | | | |
|--|-------|--|--|--------------------------------|---------------|
| <u>NAME OF APPLICANT, PHONE NUMBER and EMAIL ADDRESS</u> | | | | DATE SUBMITTED | |
| ADDRESS | | DRIVER'S LICENSE NO. | ISSUE STATE | EXP. DATE | DATE OF BIRTH |
| TOWN | STATE | ZIP | PUBLIC LOCATION BEING USED (Check One): <input type="checkbox"/> Community Park <input type="checkbox"/> Purple Park <input type="checkbox"/> Founders Park <input type="checkbox"/> Asti Park <input type="checkbox"/> Wildflower Park <input type="checkbox"/> Grasso Park <input type="checkbox"/> Downtown Superior Parks and Plaza | | |
| TYPE OF ACTIVITY/EVENT | | | | ORGANIZATION NAME | |
| DATE OF EVENT | | NUMBER OF PEOPLE ATTENDING | | RANGE OF GUEST AGES | |
| TIME ALCOHOL WILL BE SERVED AND CONSUMED | | CHECK ALL TYPES OF ALCOHOL TO BE SERVED <input type="checkbox"/> BEER <input type="checkbox"/> WINE <input type="checkbox"/> HARD ALC. | | TYPE OF ENTERTAINMENT PROVIDED | |
| PREVIOUS ALCOHOL POSSESSION AND CONSUMPTION IN PUBLIC LOCATION PERMITS AND DATES | | | | | |

PLEASE NOTE: APPLICANT MUST BE PRESENT AT BOARD MEETING
CHECK WITH TOWN CLERK FOR DETAILS

Please complete the following questions as thoroughly as possible. Attach additional sheets as needed.

1. Please attach a diagram showing the area where alcoholic beverages will be served and consumed. **The drawing does not have to be to scale, but should show control such as boundaries, ropes, walls, etc. This drawing should be as detailed as possible. See attached sample.** Alcohol must remain in the general area of the event as defined in the permit. How do you plan to accomplish this?
2. How do you plan to secure the area and inform guests that alcoholic beverages must be kept in the designated area?
3. How will you supervise the participants during the event?
4. If minors will be attending, how will you make sure they do not possess or consume any alcoholic beverages?
5. How will you control service of alcoholic beverages to members of the public or other persons who are not invitees?
6. How will you ensure that visibly intoxicated persons are not served alcohol?
7. List names and ages of all individuals who will help supervise the event (attach a separate sheet if necessary):
 Name: _____ Age: _____ Name: _____ Age: _____

INSURANCE REQUIREMENTS

The applicant must have an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit established by the Colorado Governmental Immunity Act, Title 24, Article 10, C.R.S., as amended, and the Town must be named as an additional named insured.

SEE ATTACHED SAMPLE OF CERTIFICATE OF INSURANCE

Please read the following carefully, and sign and date the application:

I hereby affirm that I am 21 years of age or older and the information I have provided herein is true and complete to the best of my knowledge. I am applying for a permit to possess and consume alcohol on public property as indicated on this application. I will be present for the duration of the function and understand and agree to the following:

1. I will be responsible for controlling the consumption of alcohol in compliance with Town and State regulations.
2. I will check IDs of anyone whose age is not known and will not allow minors to possess or consume alcoholic beverages.
3. I agree to be personally responsible for cleaning, trash disposal, or repairs necessary as a result of the event for which the permit was granted.
4. I hereby agree to indemnify and hold harmless the Town, its employees and agents for all liability claims arising out of the event.
5. I understand that no permit will be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307, and my moral character may be investigated by the Town of Superior for the purpose of processing this permit application.

Signature: _____
(applicant)

Date: _____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this _____ day of _____, 202_, by _____ as _____.
(applicant's name) (named insured)

My commission expires:

(S E A L)

Notary Public

Approved by the Board of Trustees on _____

Mark Lacis, Mayor

ATTEST:

Lydia Yecke, Town Clerk

APPLICATION INSTRUCTIONS

All documents must be properly executed. Please type or print legibly in black ink.

1. Please read Section 10-8-40 of the Superior Municipal Code (attached) prior to completing the application for a permit to possess or consume alcoholic beverages on certain public property. Please note that this permit is for possession and consumption only, not for the sale of alcohol.
2. The permit may only be issued for special occasions, such as weddings, corporate or social club picnics, or other similar social events.
3. No applicant shall be eligible to receive more than four (4) permits in any twelve (12) month period.
4. Submit the completed forms and diagram to the Town Clerk's office no later than thirty (30) days prior to the event.
5. Please notify the Town of a cancellation five (5) days prior to the event.
6. All questions on the application should be answered and completed with as much detail as possible. Please attach additional sheets as necessary.
7. Submit a detailed diagram showing where alcohol will be served and, if in a park area, include how you plan to segregate the alcohol from the general public (i.e. roped off, barriers, etc.). Please note that alcohol cannot be taken out of this designated area.
8. Permits will not be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307. The Town of Superior may investigate applicants for the purpose of determining an individual's moral character.
9. The applicant must have an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit established by the Colorado Governmental Immunity Act, Title 24, Article 10, C.R.S., as amended, and the Town is named as an additional named insured.
10. Alcoholic beverages may not be provided to or served to members of the general public who are not invitees of the event.
11. Measures must be taken to prevent minors from possessing or consuming alcohol. In addition, it is illegal to serve alcoholic beverages to a visibly intoxicated person.
12. The applicant agrees to be personally responsible for cleaning, trash disposal or repairs necessary as a result of the event for which permission was granted. The Liquor Licensing Authority will determine a deposit amount to secure such cleanup.
13. The Town may require the applicant to obtain private security, at the applicant's expense, for the event. The Town Clerk's office will notify the applicant if security will be required.

TOWN OF SUPERIOR MUNICIPAL CODE

Sec. 10-8-40. Permit for alcohol in public places.

(a) Upon approval by the Liquor Licensing Authority, the Town Clerk may issue a permit for the possession of open containers of and the consumption of fermented malt beverages, malt, vinous or spirituous liquors in the following public places within the Town:

- Asti Park
- Community Park
- Purple Park
- Founders Park
- Grasso Park
- Downtown Superior Parks and Plaza
- Wildflower Park.

Provided the applicant can demonstrate to the satisfaction of the Liquor Licensing Authority that:

- (1) The application is filed at least thirty (30) days prior to the date of the event;
- (2) The applicant is twenty-one (21) years of age or older;
- (3) The alcoholic beverages will remain in the general area of the event;
- (4) The alcoholic beverages will not be provided to or served to members of the general public or any persons who are not invitees of the event;
- (5) The time, location and duration of the event will not interfere with public services;
- (6) The number and concentration of participants at the event are not likely to result in crowds exceeding limitations in the Town's fire code, or other significant inconvenience to the residents of the surrounding neighborhoods;
- (7) Underage persons and persons under the influence of alcohol will not obtain alcoholic beverages served at the event, and the precautions proposed are likely to secure and supervise the area and the participants during the event;
- (8) The applicant agrees to be personally responsible for cleaning, trash disposal and any necessary repairs;
- (9) The applicant agrees to indemnify and hold harmless the Town, its employees and agents for all liability claims arising out of the event;
- (10) The applicant has an insurance policy currently in effect with coverage of not less than the maximum limits established by the Colorado Governmental Immunity Act, Title 24, Article 10, C.R.S., as amended, and the Town is named as an additional insured;

(11) The event is a wedding, corporate or club picnic, or similar special occasion of a social, fraternal, patriotic, political or athletic nature; and

(12) No alcoholic beverages will be sold.

(b) No permit shall be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307.

(c) No applicant shall be eligible to receive more than four (4) permits under this Section in any twelve (12) month period.

(d) The Liquor Licensing Authority may place reasonable conditions on any permit issued under this Section, including, but not limited to, location restrictions, time restrictions and requirements for the provision of private security at the applicant's expense.

(e) The Liquor Licensing Authority may deny the application on the following grounds:

(1) That approval would be detrimental to the public safety, health, morals, order or welfare by reason of the nature of the event, the likelihood that the event would create a public nuisance or result in the consumption of alcoholic beverages by minors, or the failure of the applicant to conduct a past event in compliance with applicable laws and regulations;

(2) That another event has previously been scheduled for that location on the same day;

(3) That the event would unreasonably interfere with normal activities and customary and general use and enjoyment of the location; or

(4) That the applicant has failed to satisfy any of the requirements of subsection (a) hereof.

PERMIT GUIDELINES AND REGULATIONS

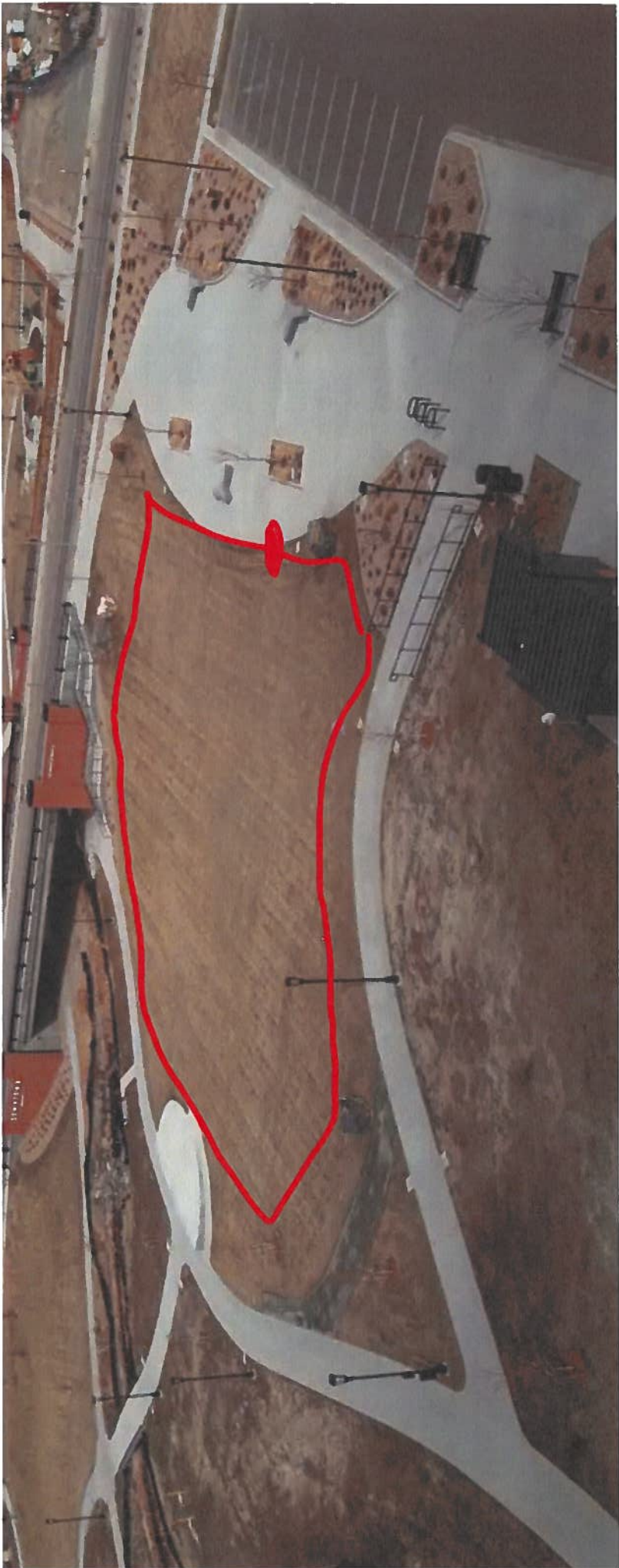
A permit authorizes the possession and consumption of alcoholic beverages on public property. An event qualifying for this type of permit may be conducted on public property such as Town-owned property or park facilities. A permit is only allowed for weddings, corporate or club picnics, or similar events of a social, fraternal, patriotic, political or athletic nature.

The following items must be submitted to the Superior Town Clerk's Office at least thirty (30) days prior to the event:

- Permit Application
- Diagram of the event area shown on 8 ½" X 11" paper showing where the alcoholic beverages will be served and consumed, and all entrances and exits
- Copy of certificate of liability insurance document showing that the applicant has an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit established by the Colorado Governmental Immunity Act, Title 24, Article 10, Colorado Revised Statutes, as amended. The Town of Superior must be named as an additional named insured on the policy.

Upon submittal of a complete application, the Town Clerk's Office will schedule the application for consideration by the Superior Liquor Licensing Authority at the next available meeting. You may be asked to attend the meeting to answer questions about the event and application. The Town Clerk may require private security for the event. The Town Clerk's office will notify the applicant if security is required. Upon approval by the Liquor Licensing Authority, a permit will be issued to the applicant, and such permit must be posted at the event. The Liquor Authority will also determine a deposit amount to secure the cleanup of the event premises. The applicant is personally responsible for cleaning, trash disposal, and repairs necessary as a result of the event.

The event must be held on the date and time and at the location specified in the application and may not be changed. Please notify the Town Clerk's office at least five days prior to the event date if an event is canceled.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|----------|-------------------------------|----------------|--------|
| PRODUCER | CONTACT NAME: | | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): | |
| INSURED | E-MAIL ADDRESS: | | |
| | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | INSURER A: | | |
| | INSURER B: | | |
| | INSURER C: | | |
| | INSURER D: | | |
| | INSURER E: | | |
| | INSURER F: | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|------------------------------------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | Y | | | | | EACH OCCURRENCE \$ 1,000,000 |
| | <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (other than fire) \$ 100,000 |
| | <input checked="" type="checkbox"/> Host Liquor Liability | | | | | | MED EXP (Any one person) \$ 5,000 |
| | <input type="checkbox"/> Retail Liquor Liability | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | PRODUCTS - COMP/OP AGG \$ INCLUDED |
| | OTHER: | | | | | | Deductible \$ 1,000 |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> OWNED AUTOS ONLY | | | | | | BODILY INJURY (Per accident) \$ |
| | <input type="checkbox"/> HIRED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | | | | | | \$ |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE \$ |
| | <input type="checkbox"/> OCCUR | | | | | | AGGREGATE \$ |
| | EXCESS LIAB | | | | | | \$ |
| | <input type="checkbox"/> CLAIMS-MADE | | | | | | \$ |
| | DED | | | | | | PER STATUTE |
| | RETENTION \$ | | | | | | OT-H-ER |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | E.L. EACH ACCIDENT \$ |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | Y/N | N/A | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - POLICY LIMIT \$ |

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
Attendance: 100, Event Type: Picnic - No Pools or Lakes .

CERTIFICATE HOLDER**CANCELLATION**

| | |
|---|--|
| Town of Superior [REDACTED] 124 E Coal Creek Drive Superior CO 80027 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE |

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

| Name Of Additional Insured Person(s) Or Organization(s) |
|--|
| Town of Superior [REDACTED] 124 E Coal Creek Drive Superior, CO 80027 |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.