



Application for a Special Events Permit

To Qualify for a Special Event Permit you **MUST** be one of the qualifying Organizations under 44-5-102 C.R.S. Non-Profit Organization, Philanthropic Institution, Religious Organization, Charger/Chapter, Athletic Organization, Political

This permit does not allow you to be licensed for a social event unless you are a qualifying organization

Fees:

City of Centennial: \$100 by check or online payment

The city processes these administratively so the State does not collect any fees. To make an online payment, please contact licensesandpermits@centennialco.gov

Name of Applicant Organization or Political Candidate	Click or tap here to enter text.
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Mailing Address of organization or Political Candidate (Include Street, city/town, and ZIP)

Address of Place to Have Special Event (Include Street, city/town, and ZIP)

Authorized Representative of Qualifying Organization or Political Candidate	Authorized Representative's Mailing Address (if different than address provided for mailing.)	Date of Birth	Phone Number

Event Manager	Date of Birth	Phone Number

Email Address of Event Manager



Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?	Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?
No <input type="checkbox"/> Yes <input type="checkbox"/> How many days? <input style="width: 100px;" type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Liquor License # <input style="width: 100px;" type="text"/>
Does the Applicant Have Possession or Written Permission for the Use of Premises to be Licensed? No <input type="checkbox"/> Yes <input type="checkbox"/>	

List Below the Exact Date(s) for which application is Being Made for Permit				
Date: <input style="width: 100px;" type="text"/> Hours: From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/>	Date: <input style="width: 100px;" type="text"/> Hours: From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/>	Date: <input style="width: 100px;" type="text"/> Hours: From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/>	Date: <input style="width: 100px;" type="text"/> Hours: From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/>	Date: <input style="width: 100px;" type="text"/> Hours: From <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/>
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Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature	Title	Date



Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted, and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended. **THEREFORE, THIS APPLICATION IS APPROVED.**

City of Centennial	Signature	Date

DR 8439 (09/19/19)

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- ☐ Appropriate fee.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress, and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ 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.

- ☐ Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
- ☐ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- ☐ State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- ☐ Check payable to the Colorado Department of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.