



**SPECIAL EVENT PERMIT QUESTIONNAIRE AND AFFIDAVIT**

1. Describe the event (fundraiser, athletic event, auction, dinner, etc.)

---

---

2. Explain in detail the nature of your organization, its function, and who benefits from its operations.

---

---

3. Who or what organization will be the recipient of funds derived from this event?

---

---

4. How many attendees are expected at this event? \_\_\_\_\_

5. Describe the premises at which the event will take place.

---

---

6. Was there no other appropriate place to hold this event? \_\_\_\_\_

7. What type of security will be provided at this event? How many security personnel will be there?

---

---

8. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e. roped, fenced, etc.)?

---

---

9. What type of entertainment will be provided for this event, if any?

---

---

10. What method will be used in checking identification for proper age of attendees?

---

---

11. How will the conduct and level of intoxication of attendees be monitored, and by whom?

---

---

12. Have volunteers or members of your organization been trained in the sale/service of alcohol beverages? If yes, what training have they received and by whom?

---

---

13. What types of alternate beverages and food will be available?

---

---

14. Does the applicant organization have current state and local sales tax licenses? Please provide those numbers.

---

---

15. Explain how this event will be marketed, describing the kinds of advertising material to be distributed and the targeted recipients of such material.

---

---

I hereby certify that the information provided in this affidavit is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

STATE OF COLORADO        )  
COUNTY OF ARAPAHOE    )        SS  
CITY OF CENTENNIAL )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by

---

---

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires