



Special Event Alcohol Permit Application Checklist

Complete all items on the checklist before you begin your application submission in the [Clerk's Licensing Portal](#). The portal will not allow you to complete your application submission if required documents are missing. However, you can always save your work in the portal and come back later to finish.

Please note, if there is any public concern communicated to the Clerk's office during the public notice period, the application will go before the [Local Licensing Authority](#) for approval. If none, the application will be approved administratively after the public notice period has been satisfied.

The following documents must be submitted for a permit to be issued:

- [Special Event Alcohol Supplemental Questionnaire](#)
 - Diagram of premise (8 1/2" x 11" only) with the included information as applicable:
 - Label diagram as "Premise Diagram" and include event name, date, and time
 - Length & width of the perimeter
 - Main bar/alcohol service areas, alcohol storage, entry/exits, restrooms, tents, vendors, food service, security staffing, & signage
 - North orientation
 - Separate diagram for each floor (if multiple levels)
 - Outdoor areas must show the type of fencing, walls, barriers, gates, etc.
 - Copy of deed, lease, or written permission from the owner for use of the premises.
 - Note: If the event is to be held at a City and County of Broomfield park or facility, a [reservation](#) must be made before you submit the Special Event Liquor License Application in the [Clerk's Licensing Portal](#). You will also be required to submit an Alcoholic Beverage Consumption Permit application, which you will be prompted to do when you visit the [reservations](#) link above.
 - If a temporary stage is being used, a copy of the permit is issued by the [Broomfield Building Department](#).
 - If a tent is being used, a copy of the permit or documentation that a permit is not required from the North Metro Fire Rescue District is required. Please visit www.northmetrofire.org for more information.
 - A Certificate of Good Standing (non-profits only) issued by the [Secretary of State](#) dated within the past two years.
 - If applying as a political candidate, reports and statements that were filed with the Secretary of State or City and County Clerk.
 - [Required fees](#) paid to the City and County of Broomfield
 - Fees can be paid online by credit card or ACH in the [Clerk's Licensing Portal](#), or submitted in person by credit card or check at the Clerk's Office
- [Special Event Sales Tax Return form](#) - Must be submitted directly to the Sales Tax Division within 10 days after the event. Contact the Sales Tax Division at 303-464-5812 with questions.

If you have any questions, please call the Clerk's Office at 303-438-6332 or email cityclerk@broomfield.org.