



## Tasting Permit Application Checklist

An Alcohol Tastings Permit allows a Retail Liquor Store or Liquor-Licensed Drugstore to conduct sample tastings of alcoholic beverages within their establishment. The applicant shall conduct the Tastings in compliance with [State Statutes](#) and the [City and County of Broomfield Municipal Code](#).

Licensees seeking an Alcohol Tastings Permit in the City and County of Broomfield need to submit an application in the [Clerk's Licensing Portal](#) no later than 45 days prior to the first tasting.

Once the application is deemed complete by the Clerk's Office, the application will go before the [Local Licensing](#) Authority for approval.

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

- [Alcohol Tastings Permit Information & Schedule](#)
- [Certificate of an approved responsible vendor training for each individual conducting Tastings](#)
- [Tasting Permit Control Plan](#)
- Diagram showing where the Tastings will take place within the licensed premises
- [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

At all times during all Alcohol Tastings, the Licensee shall post and keep visible to the public in a conspicuous place on the licensed premises a Tastings Permit issued by the Clerk's Office, a Minor Warning sign (C.R.S. 44-3-901), and a Disturbance Report sign (B.M.C. 5-28-210).

The applicant shall give at least twenty-four hours notice of any deviations in the tastings schedule as set forth in the application to the Broomfield Police Department by emailing [risacson@broomfield.org](mailto:risacson@broomfield.org) or calling 303-438-6454.

If you have any questions regarding an Alcohol Tastings Permit, please call the Clerk's Office at 303-438-6332 or email [cityclerk@broomfield.org](mailto:cityclerk@broomfield.org).