



Community & Economic Development Department
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Special Even Permit Process

A special events permit is a temporary permit for the sale of liquor (by the drink only). It is issued to nonprofit organizations or a regularly established religious or philanthropic institution and qualifying political candidates. A special events permit may not be issued to any organization for more than 10 days in one calendar year. The application should be filed at least 45 days prior to the date of the event to allow for processing and proper posting. A complete application must include the following items, forms can be found here:

<https://sbg.colorado.gov/liquor-forms-by-number>.

- State Form DR 8439 - Application for Special Event Permit
- One of the following: If a nonprofit (incorporated) - Certificate of Good Corporate Standing (nonprofit) issued by the [Secretary of State](#) within the last two years
 - If a nonprofit (not incorporated) - a nonprofit charter
 - If a political candidate - attach copies of reports and statements that were filed with the Secretary of State
- Diagram of the premises
- Letter of permission from the owner / lessor of the facility where the event is to take place, noting the time and date of the event
- Fees (see the Fee Schedule here: <https://sbg.colorado.gov/liquor>)

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