



**Garden  
Spot of  
Colorado**

807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | O: 970.532.2643 | F: 970.532.0640 | [Berthoud.org](http://Berthoud.org)

## **TOWN OF BERTHOUD SPECIAL EVENT LIQUOR ADDENDUM**

This addendum requests additional information specific to issuance of a permit for sales/service of alcohol at a public Special Event.

### **ACKNOWLEDGEMENT**

Berthoud's approval of a Special Event Permit (SEP) is intended to ensure the legal and safe sales/service of alcohol at special events within the Town of Berthoud. To achieve this, the Local Licensing Authority (Authority) needs to have adequate information on:

- Event venue lay-out, perimeter security, and secured access/egress.
- Event personnel, including training for sale/service of alcohol, hiring or training to address all aspects of event security.
- Amenities for safe and sanitary consumption of alcoholic beverages and food, including restroom and handwashing facilities.
- Secure storage, transport, and dispensing of alcoholic beverages.
- How legal consumption of alcohol will be determined, including: where and how age ID will be determined and displayed, and how over-consumption will be addressed.
- Access security, including controls to prevent non-event alcohol from being brought in and event alcohol from being taken out.

To conform to this policy, the Authority requests the following information in addition to that provided elsewhere in the SEP:

I have read and understand the above policy statement. (See the check box on page 8 of the SEP.)

\_\_\_\_\_  
Signature of Event Coordinator

\_\_\_\_\_  
Date

Applicant must complete Sections 1-11 on this application.

1. Name of Applicant Organization:\_\_\_\_\_
2. Name and Date of Event:\_\_\_\_\_
3. Describe how the applicant will ensure secure storage, transport and dispensing of alcoholic beverages. <sup>1</sup>
4. Provide a complete list of event volunteers and their duties. For those who will be selling/serving alcohol, indicate their training and training dates. (Please indicate "See Attachment" if a supplemental list is provided).<sup>2</sup>
5. If security will be provided by personnel other than the applicant's volunteers, provide a list of the agencies and the names/contact information for the lead officers.<sup>3</sup>

---

<sup>1</sup> 13.15 – 4 B., 13.15 – 5 A.3.; 44-3-901 (1)(n)

<sup>2</sup> 13.15 – 4 B., 44-3-901 (1)(a), 44-3-901 (1)(b)(I), 44-3-901 (6)(a)(I), 44-3-910 (1)(a)

<sup>3</sup> 13.15 – 4 B., 13.15 – 7

6. Ensure that premises diagram encompasses the following information. Please provide any additional information in the space provided below. <sup>4</sup>
- a) For outdoor events, all adjacent streets, alleys, and property lines.
  - b) The means of perimeter security.
  - c) Entrances and exits.
  - d) Location where attendance and IDs will be checked, if not at the entrance(s) or exit(s); if at the entrance(s) or exit(s), please so note.
  - e) Location and use of tables, canopies, furniture, etc.
  - f) Location of restrooms and handwashing facilities.
  - g) Food and alcohol storage, dispensing/serving, and preparation areas.
  - h) Where and how access/egress will be controlled, including any signage prohibiting the movement of alcoholic beverages into or out of the venue.

7. Provide the dates and locations of all previous SEPs approved for the calendar year (i.e., January 1 through December 31). <sup>5</sup>

---

<sup>4</sup> 13.15 – 4 B.; 44-3-910 (1)(a)

<sup>5</sup> 13.15 – 4 B.; 44-5-105 (3)

8. Describe who will perform ID checks, and where. If the ID checks will occur elsewhere than at a vendor and serving location, explain the means by which the vendor(s) will recognize that the IDs have been verified. <sup>6</sup>

9. Describe where food will be prepared, if applicable. Show the location on the venue diagram. <sup>7</sup>

10. If vendors will be serving alcohol, please list all serving vendors, license numbers, and server training status. SEP applicant is ultimately responsible for all liquor service within the licensed premises for the duration of the event. <sup>8</sup>

---

<sup>6</sup> 13.15 – 4 B.; 44-3-910 (1)(a)

<sup>7</sup> 13.15 – 4 B.; 44-5-105 (5)

<sup>8</sup> 13.15 – 2.5 A.1.e.; 44-3-9f10 (1)(a), 44-5-102

11. Please provide any additional information that you believe may be relevant to the application below.