

City Clerk's Office
 City of Alamosa
 P.O. Box 419
 Alamosa, CO 81101
 (719) 589-2272

City of Alamosa

Special Events Permit Application

Application Fees payable to the City of Alamosa:
\$100 per day
\$50 for rush processing*
**(Applies to applications turned in less than 30 days prior)*

Applications must be received 30 days prior to the date of the event.

Name of Applicant Non-Profit Organization or Political Candidate:		
Entity Address:	Address of Event:	Off-site storage address (if applicable):
Authorized representative name:	Phone no. where you can be reached prior to and during event:	email address:
Event Manager name:	Phone no. where you can be reached prior to and during event:	email address:
State Sales Tax No. _____ City Sales Tax No. _____	Would you like to receive your permit by email? Yes___ No___	Malt, Vinous, Spirituous Liquor _____ Fermented Malt Beverage (Beer) _____
Is this location within 500 feet of a school? Yes___ No___ If yes, are classes in session during event: Yes___ No___		

Date(s) of event

Date: _____
Start time: _____
End time: _____

Date: _____
Start time: _____
End time: _____

Date: _____
Start time: _____
End time: _____

ATTACH ADDITIONAL PAGES IF NECESSARY

Describe the purpose of the event: _____

How many people are expected to attend? _____

Describe your control plan (physical barriers, security, etc.) _____

Describe how you will meet the food service requirements: _____

- REQUIRED DOCUMENTS TO ATTACH:**
- ⇒ Qualifying non-profit documentation
 - ⇒ Proof of property possession
 - ⇒ Drawing of licensed premises
 - ⇒ Separate drawing of storage location, if applicable

Oath of Applicant: I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein in true, correct, and complete to the best of my knowledge

Signature: _____ **Title:** _____ **Date:** _____

The City of Alamosa hereby finds that this application has been examined and the premises, business, and character of the applicant is satisfactory and this Permit is hereby approved

Signature: _____ Date: _____

Faxed to Colorado Liquor Enforcement Division by: _____ on: _____