

# **SPECIAL EVENT LIQUOR LICENSE (SEP) COUNTY REQUIREMENTS**

## **To hold an event at a County owned Facility (ie: Fairgrounds):**

- ❑ Get commissioner permission to hold event in county facility and permission to serve alcohol. Call County Administrator @ 970-565-8317 to be put on the agenda. Approval must be granted no later than 90 days prior to the event date. NO EXCEPTIONS will be allowed.
- ❑ Must contact facility Manager or Coordinator to check availability and receive alcohol policy. This also must be done no later than 90 days before event date. The Fairgrounds phone number is 970-565-1000.
- ❑ SEP state application and all required supporting documents and fees must be turned into the County Clerk's office at least 30 days prior to event date. Contact the Clerk's office at 970-565-3728.
- ❑ After returning the application to the County Clerk's office, a hearing will be scheduled with the County Commissioners. 10 days before said hearing a sign must be posted at the venue. The sign can be picked up at the County Clerk's office after the hearing is scheduled.

## **To hold an event at a private venue:**

- ❑ SEP state application and all required supporting documents and fees must be turned into the County Clerk's office at least 30 days prior to event date. Contact the Clerk's office at 970-565-3728.
- ❑ After returning the application to the County Clerk's office, a hearing will be scheduled with the County Commissioners. 10 days before said hearing a sign must be posted at the venue. The sign can be picked up at the County Clerk's office after the hearing is scheduled.
- ❑ Applicant will need to check with venue owner and make sure they have a "High Impact Permit". If not applicant will need to contact Planning Department @970-565-2801 to obtain one.