

**Eagle County Liquor License  
Special Events Checklist**  
Colorado Liquor Code – Special Events Permits  
Article 5, Title 44, C.R.S.

Applicant: \_\_\_\_\_

(Name of Non-Profit Organization)

Event Date(s): \_\_\_\_\_

Applicant's Contact Information: \_\_\_\_\_

(Phone Number(s) & Email Address)

**Applications must be submitted 30 days prior to the event date.**

COMPLETED APPLICATION			State Form - DR 8439
APPROPRIATE FEES			County Application Fee \$100.00 (Make checks payable to: Eagle County Clerk)  <b>NO CASH PAYMENTS ACCEPTED</b>  There is NO State fee required as these applications are currently processed by the local licensing authority.
COPY OF DEED OR LEASE (Signed)			Deed or Lease Agreement must name the applicant.
COPY OF CERTIFICATE OF GOOD STANDING			<a href="http://www.sos.state.co.us/">http://www.sos.state.co.us/</a>
LAW ENFORCEMENT NOTIFICATION FORM			Applicants are required to provide notice of proposed events to the Eagle County Sheriff's Office- <b>Incomplete forms will not be accepted.</b> <a href="mailto:specialeventnotify@eaglecounty.us">specialeventnotify@eaglecounty.us</a>
CLEAR MAP OF AREA 8 1/2" x 11" Licensed Premises are to be outlined in BOLD RED Marker.			Diagram must accurately reflect the physical structure, bars, walls, partitions, and entrances, exits, where alcohol beverages will be stored, served, and consumed.
ALCOHOL MANAGEMENT PLAN Requirement of Unincorporated Eagle County			Alcohol Management Plan should reflect staffing configuration and control of premises.
PROOF OF SERVER TRAINING Requirement of Unincorporated Eagle County			Individual involved in serving, selling or dispensing alcohol beverages must be server trained.

**Please Note: Applications faxed or emailed will not be accepted**

Contact: Kathy Scriver – Eagle County Clerk's Office (970) 328-8718 or [kathy.scriver@eaglecounty.us](mailto:kathy.scriver@eaglecounty.us)