

ALCOHOL MANAGEMENT PLAN
Special Event Permits

Nature of Business

(Non-profit's mission, vision, and/or purpose)

Experience

(Experience coordinating these types of events)

Location

(Where is the event being held?)

Entrances / Exits

(Number of access points)

Staffing – Total Number

(Number bartenders, wait staff, volunteers)

Server Training – Number of Servers

(The Local Licensing Authority requires that anyone serving, selling or dispensing alcohol be server trained).
TIPS, Gettips (web based program), and ServSafe Alcohol programs are accepted.

Control of the Premises

(Explain how you and your staff will control the premises. How you will control alcohol being brought on or taken off the licensed premises. We also want to know the precautions you will be taking to prevent service of alcohol to minors, intoxicated individuals, and over-service.)

Days and Hours of Event

(List the date(s) of the event – the hours of the event – and the actual hours that alcohol service will be available)

Type of Beverages

(What type of alcoholic beverages will be served and what type of containers and container size will be used)

Food Service

(FOOD is required – will you be providing full meals, snacks, or will the event be catered)

Will there be Event Security?

Name of Company _____

YES _____

NO _____

Insurance Company _____

(Liquor Liability insurance is required)

Estimated Number of Attendees

(Events over 500 people may require additional review)

Will any temporary structures such as bleachers, stages, tents, platforms, etc. be utilized at the event?

YES _____

NO _____

Proper notification is required. Eagle County Building Department.

Will it be necessary to close any public streets to accommodate traffic or activities for the event?

YES _____

NO _____

Proper notification is required. Eagle County Sheriff's Office.

Is there a separate contract for sanitation and recycling?

YES _____

NO _____

Does the event anticipate VIP's, celebrities or special guests?

YES _____

NO _____

Proper notification is required. Eagle County Sheriff's Office.

Will there be amplified music, public address systems or other noise impacts?

YES _____

NO _____

Provide details – approximate start and end times.

Will there be fires, fireworks or pyrotechnics at the event?

YES _____

NO _____

Provide details

Will the event take place near any residential neighborhoods?

YES _____

NO _____

Applicant must attempt to notify the residents.

Describe the parking areas available for attendees, and whether public transportation will be utilized.
