

In addition to these instructions/checklist, print the following forms to create the entire packet:

Applicant should have already completed the application to send to the State, but if not, you can print them the form DR8420

**INFORMATION AND DOCUMENT CHECKLIST
FOR FREMONT COUNTY
FESTIVAL PERMITS
As of September 2024**

Listed below are forms, and supporting documents that must be submitted to Fremont County, the local licensing authority, as part of the process for a festival permit. All forms and documents must be properly signed and correspond exactly with the name of the applicant.

****Note- Festival Permits are State issued permits. The following is only a step in the process of applying for a Festival Permit. Please refer to the Department of Revenue- Liquor Licensing Division for any other documents, fees, processes, etc. for a Festival Permit. The County will review your file and send their suggestion of objection or no objection to the State.**

Note: The County's suggestion does not determine approval or denial of your permit request. It is simply feedback to the State. Once you have submitted the following documentation to our office, you can proceed with completing your application through the State; do not wait for the County to complete your application before proceeding.

Festival Permit Applications must be submitted to our office at least 30 calendar days prior to the event.

Festival Permits may only be applied for with the following license types:

**Beer and Wine
Tavern
Vintner's Restaurant
Manufacturer
Limited Wineries
Hotel and Restaurant
Brew Pub
Distillery Pub
Wholesaler
Entertainment
Lodging**

1. **License Application.**
Complete form **DR8420**. All answers must be printed in blue or black ink or typewritten. All questions must be answered, and boxes must be checked (if applicable). Applicants may obtain a copy of the Colorado Liquor, Beer, and Wine, Special Event Code at **SBG.Colorado.gov/Liquor** (under Laws, Rules, and Regulations).
We will only retain a photocopy of your application. The original will need to be sent to the State on your own behalf. Make sure to leave the County sections on page 2 and 3 blank.

2. **Diagram of Premises.**
Must submit a floor plan or diagram of the area where alcohol will be present (no larger than 8 ½ X 11). If multiple levels, each floor should be drawn separately. The diagram must include any bar, storage area for beer and/or liquor, and any other areas (outdoor seating, etc.) that is to be licensed for the sale, service, and/or consumption on the premises. Exterior areas should show type of control (fences, walls, exit/entry points, etc.). Dimensions must be included; however, the drawing does not have to be to scale. The **licensed** portion of the diagram must be bold/outlined.
NOTE: Once the diagram has been accepted and approved, the premises **cannot** be changed or modified.

3. **Proof of Property Possession (one year needed).**
Deed in the name of the applicant (or name matching question #2 on the application), must be date stamped/filed with the Clerk & Recorder's Office. **OR**
Lease in the name of the applicant (or name matching question #2 on the application). **OR**
Lease assignment in the name of the applicant (or name matching question #2 on the application), with proper consent from the landlord and acceptance by the applicant. **OR**
Other agreement, if not deed or lease, in the name of the applicant (or name matching question #2 on the application).
4. **Security and Control Plan.**
Include a security and control plan, outlining how alcohol will be controlled at the event, to include any physical barriers, signage, fences, staffing, etc.

CHECKLIST FOR FESTIVAL PERMITS

- _____ Permit Application- form DR8420 (photocopy only)
- _____ Diagram/map of the Premises- with bold outline of all areas where alcohol will be
- _____ Deed, Lease and/or Purchase Contract, Operating Agreement
- _____ Security and Control Plan