

**Town of Lyons, Colorado  
Liquor Licensing Authority  
Agenda Cover Sheet  
Agenda Item No: IX.1  
Meeting Date: May 1, 2017**

**TO:** **Town of Lyons Liquor Licensing Authority**

**FROM:** **Dolores Vasquez, Clerk Pro Tem**

**SUBJECT:** **Special Event Permit Application**

**APPLICANT:** **Town of Lyons Parks, Recreation, and Cultural Events**

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#### **I. BACKGROUND**

On April 14, 2017, the City Clerk Pro Tem received an application from the above-referenced Applicant for a Special Events Liquor Permit. Applicant seeks this permit in order to host Lyons Outdoor Games on June 3, 2017 at Bohn Park in Lyons.

The Town posted notice at the event location on April 18, 2017. The Clerk's Office has not received any objections to this special event permit application to date. If the Lyons Liquor Licensing Authority approves this application, it must report such approval to the State of Colorado Liquor Enforcement Division within ten (10) days of such approval.

#### **II. RESULTS OF APPLICATION INVESTIGATION**

- A. Application received: April 14, 2017 (30 days before event).
- B. Posting of Notice at Proposed Event Location: confirmed
- C. Objections to Special Event: none
- D. Fees, Licenses, and Municipal Code Compliance: waiver of permit fee recommended (Town as applicant)
- E. Ownership of Licensed Premises: Town
- F. Suitability of Location and Premises (See SEP Questionnaire/Affidavit, Adventure Fit will be providing required security detail for the event
- G. Sandwiches or other food snacks will be available: Required per C.R.S. § 12-48-106(5)
- H. Permit Will Not Exceed State Permissible Maximum of 15 Events Per Year:
- I. Attachments:
  - a. Complete Application
  - b. Proof of ownership/authorization to use premises: N/A (Town-owned land)
  - c. Special Event Permit Questionnaire/Affidavit
  - d. Certificate of Good Standing, non-profit charter, or political candidate filings: N/A (Town is applicant)
  - e. Diagram of proposed premises

#### **III. STAFF RECOMMENDATION TO AUTHORITY**

Based upon the information provided above and in the related attachments, staff:

Finds that Applicant has complied with all criteria for a Special Event Permit and recommends that the Lyons Liquor License Authority approve Applicant's application for a Special Event Permit that is the subject of the application.

Recommends that the Lyons Liquor License Authority hold a public hearing on Applicant's application for a Special Events Permit.

Other recommendations:

**Recommended Motion:**

I MOVE TO APPROVE THE APPLICATION OF THE TOWN OF LYONS PARKS, RECREATION, AND CULTURAL EVENTS FOR A SPECIAL EVENT PERMIT BASED ON THE FINDINGS SET FORTH IN THE STAFF REPORT FOR THE MAY 1, 2017 MEETING AND TO WAIVE THE LOCAL APPLICATION FEE, AND FURTHER MOVE TO DIRECT TOWN STAFF TO NOTIFY THE STATE OF COLORADO LIQUOR ENFORCEMENT DIVISION OF THIS APPROVAL WITHIN TEN DAYS OF THIS APPROVAL.