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### Special Events Permit Workflow

1. Special Event Permit Application and the following information must be submitted to Town Clerk a **minimum of 45 days prior** to requested event. Application may be found at <http://www.colorado.gov/cs/Satellite?c=Page&cid=1211447598275&pagename=Rev-Liquor%2FLIQLayout>.
  - a. Check payable to Town of Mancos in the amount of \$100.00
  - b. Diagram of the premises outlined in red with exits outlined in yellow
  - c. Copy of deed, lease or written permission from owner allowing use of premises.
  - d. Certificate of good corporate standing issued by Secretary of State or non-profit charter or political candidate.
2. Town Clerk provides the applicant with a “Notice of Public Hearing” to be posted on the premises to be licensed at least ten (10) days prior to the hearing.
3. If comments are received, public hearing is scheduled before the Board of Trustees.
4. If no comments are received and application is approved by the Town Clerk:
  - a. Town Clerk verifies that the number of days applicant has already used during current calendar year is less than the allowed 15 days at <http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251733229078&ssbinary=true>
  - b. Notify Liquor Enforcement Division by email of local approval by sending them only the application form (no attachments) within 10 days of local approval.
5. License is issued using the sales tax number or Town issued number for those entities without a sales tax license.