



**Town of Platteville**  
400 Grand Avenue  
Platteville, CO 80651  
(970) 785-2245 Phone (970)785-2476 Fax  
platteville.colorado.gov

## **PUBLIC FACILITY ALCOHOL PERMIT**

This Public Facility Alcohol Permit ("Permit") is entered into this \_\_ day of \_\_\_\_\_, 2025, by and between the Town of Platteville, Colorado, a Colorado municipal corporation ("Town") and \_\_\_\_\_, ("User"), collectively referred to hereinafter as the "Parties."

For and in consideration of the mutual promises and covenants contained herein, the sufficiency of which is hereby acknowledged by each, the Parties agree as follows:

### **Purpose and date.**

This Permit is issued pursuant to Platteville Municipal Code ("Code") Sec. 6-2-50. The terms of Code Sec. 6-2-50 shall control the administration of this Permit. The purpose of this Permit is to establish a safe and effective means by which Users may consume alcohol at Town-owned property pursuant to the terms of this Permit.

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Hours of Event.** Events may only be held between the hours of 11 a.m. and 11 p.m.

**Number of Permits.** No User may be issued more than ten (10) Permits per year.

### **Timing of application for Permit.**

This completed Permit must be submitted not less than twenty (20) days prior to the date of the Event; provided; however, in the event it is anticipated there will be more than 250 attendees at any event, this completed Permit must be submitted not less than thirty (30) days in advance of the date of the Event.

### **User and Responsible Persons.**

In the event law enforcement or Town staff needs to contact a person at any time prior to or during the Event, the User and on additional Responsible Person shall be named herein for such contact. Both the User and the named Responsible Person must be at least 21 years of age as of the date of this Permit. In the event a company is the designated User, a natural person must be listed as the "User" below, and such person must be at least 21 years of age.

#### **User information**

<b>Username:</b>	
<b>Date of Birth:</b>	
<b>Contact information:</b>	
1. Day of Event - phone:	
2. Prior to Event (if different) - phone:	
3. email:	

#### **Responsible Person information:**

<b>Responsible Person name:</b>	
<b>Date of Birth:</b>	
<b>Contact information:</b>	
1. Day of Event - phone:	
2. Prior to Event (if different) - phone:	
3. email:	

**Location of Event.** (check one)

☐ Community Center    ☐ East Ball Field    ☐ West Ball Field

☐ Riverview Park    ☐ Lincoln Park    ☐ Coronado Park    ☐ Rogers Farm Park

Only one Permit may be issued per location per day. Applications for Permits will be processed on a first-come, first-serve basis. In the event two or more Permit applications are submitted simultaneously, the Town Clerk shall determine by lot which application to accept first.

**Sketch Required.** User shall submit a sketch of the area in which alcohol will be consumed during the Event in the park designated above (NOT required for Community Center). Note that the area in which alcohol may be consumed may not include the entire park. A general sketch of each of the facilities above may be obtained from the Town Clerk's office. The sketch must be submitted with this Permit in order for the Town to process the same. The sketch will then become part of the finalized, approved Permit, attached as **Exhibit A** hereto.

Alcohol is not permitted outside of the approved event area as described in the approved sketch. **In no event shall alcohol be permitted in playground areas.**

**It is unlawful to transport open containers of alcohol in personal vehicles. All alcohol in opened containers must be consumed or destroyed before leaving the facility.**

**Please plan accordingly when purchasing alcohol for your event, to eliminate the need to dispose of / or the desire to drive with left over alcohol.**

**Event attendees and requirements.**

Please indicate the anticipated number of attendees to the Event. (Include all anticipated attendees, regardless of whether or not they will consume alcohol at the Event).

**Anticipated number of attendees:** \_\_\_\_\_

**On Exhibit B, provide names and contact information (address and/or phone) for all parties invited to the event, regardless of whether they will consume alcohol.**

**Security personnel required.**

**You are responsible for obtaining security guards for your event. A MINIMUM of one security guard shall be required for every 50 anticipated attendees over 18 years of age, and may be increased accordingly, based upon the discretion of the Police Chief.**

**Cleaning**

To facilitate additional cleaning and trash removal associated with a large number of attendees, or for serving and consuming alcohol, an additional Cleaning Fee of \$100.00/\$150.00 for holidays will be collected at time of application.

**Toilet facilities** Events to be held in Platteville parks with more than 50 anticipated attendees shall require additional toilet service. **If additional toilet facilities are required, the Permit fee will be increased to reflect the cost of the Town ordering such facilities. Unless otherwise agreed, the Town shall order and supply such additional toilet facilities.**

**For Town Clerk use:**

**Will additional toilet facilities be required?** ☐ Yes ☐ No

**How many?** \_\_\_\_\_

**Waste receptacles** Events to be held in Platteville parks with more than 50 anticipated attendees shall require additional waste receptacles. **If additional waste receptacles are required, the User must provide receptacles and such additional waste and receptacles must be hauled away by the User following the conclusion of the event.**

**Events with more than 250 attendees.** For events with more than 250 anticipated attendees, this completed Permit shall be submitted to the Town Board of Trustees for review and consideration of any additional measures necessary for the welfare and safety of the Town. Such additional measures shall constitute the conditions of approval of this Permit and shall be attached as **Exhibit C** to this Permit.

**Glass containers. Pursuant to Platteville Municipal Code Sec. 10-9-30, no glass containers of any kind are permitted in any public park.**

**Review.** Review of Permit completed as follows:

Initials	Title	Date	Initials	Title	Date
	Town Clerk			Chief of Police	
	Town Manager			Fire Chief (if applicable)	

Cleaning Fee - Standard		\$100.00		
Cleaning Fee - Holiday		\$150.00		
Security	Hours	Attendees		
		< 50	1	
		100	2	
		150	3	
		200	4	
		250	5	
Total Fee		Date Paid:		
Deposit		Date Returned:		

**Cancellation Policy/Changes:** Refund of rental fees will be granted for events cancelled five (5) working days prior to the event. Events cancelled a minimum of forty-eight (48) hours prior to the event will be refunded 50% of the rental fee. Rental fees will not be refunded if the event is cancelled less than forty-eight (48) hours in advance. It is not always possible to accommodate changes at the last minute. Please contact Town Hall at least five (5) days in advance regarding changes, additions, etc. If the rental goes beyond the scheduled ending time, an additional fee will apply.

**Indemnification.** To the extent permitted by law, User agrees to defend, indemnify and hold the Town, its governing body, individually and collectively, and the officers, agents and employees of the Town, free and harmless from and against all claims or demands arising from any act, omission or negligence of User, its agents, servants, invitees, guests or employees, arising from any occurrence or accident causing, or allegedly causing, bodily injury (including personal injury or death) or property damage arising out of or in any way related to the use of any Public Facility pursuant to this Permit.

**Termination of Permit.**

- a. This Permit may be immediately revoked by a peace officer in the event there is probable cause to believe that any person attending the Event has violated or is violating any provision of the Colorado Beer Code, the Colorado Liquor Code or other applicable law.
- b. If at any time before the Event occurs, the Town determines that the Permit was issued in error or was obtained by means of fraud or deceit, the Town may revoke this Permit and notify User of the same.

**Other licenses, permits or approvals.** The issuance this Permit in no way relieves the applicant from the responsibility of obtaining any other license, permit or approval as may be required by law.

**Copy of Permit.** A copy of this Permit and any Exhibits must be kept by either the User or Responsible Person at the Event site on the day of the Event. The Permit must be presented to law enforcement or any Town personnel at any time upon request. The Town Clerk will forward a copy of this Permit to both the Police Department and Fire Protection District, as needed.

**Valid Permit.** This Permit is not valid unless signed and dated by all appropriate Town representatives and the User below and is not transferable of valid for alternate date(s).

IN WITNESS WHEREOF, the Parties have executed this Permit as of the date first set forth above.

**TOWN:**

Signature	Printed name	Title	Date
		Town Clerk	

**USER:**

Signature	Printed name	Title (if applicable)	Date

**EXHIBIT A**  
**SKETCH**

## EXHIBIT B

**Attendees - Attach additional pages as needed**

[illegible]

**EXHIBIT C**  
**Special Conditions for Events With More Than 250 Attendees**