

APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 ½" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **NOTE:** If the event is to be held outside, please submit evidence of intended control, i.e. fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; OR
- If not incorporated, a NONPROFIT charter; OR
- If a political candidate, attach copies of reports and statements that were filed with the Secretary of State.

THE APPLICATION MUST BE SUBMITTED TO THE CITY CLERK AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.

THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S)

CHECK FOR FEE TO THE CITY OF LA JUNTA.

(12-48-102 C.R.S)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non-profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event Permit may be issued to any municipality owning arts facilities at which productions or performance of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fee and the days are forfeited.