



**City and County of Denver
Department of Excise and Licenses**

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Denver, CO 80202
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www.denvergov.org/businesslicensing

Common Consumption Area

NEW LICENSE APPLICATION PACKET

*Promotional Association
Certification*
Application Fee: \$250.00
Certification Fee: \$250.00

*Common Consumption Area
License*
Application Fee: \$250.00
Annual License Fee: \$250.00

*Entertainment District
Approval*
Application Fee: None
Approval Fee: None

Business File Number (BFN): _____
(This will be filled in by a licensing technician upon application acceptance)

Name of Promotional Association: _____

Name of Common Consumption Area: _____

Name of Entertainment District: _____
(If Entertainment District does not already exist, proposed name)

PART 1: PROMOTIONAL ASSOCIATION INFORMATION

Promotional Association Information

Name of Promotional Association: _____

Promotional Association Mailing Address: _____

City: _____ State: _____ Zip Code: _____
(Please write the mailing address of the Promotional Location using a verified street address)

Main Contact Information

Provide a main contact to receive important record, application or license status updates and notifications.

Name: _____ Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Members of the Promotional Association: Liquor Licensed Establishments

You must list the liquor licensed establishments in the Promotional Association that would be attached to and providing alcohol beverages for consumption within the common consumption area. Please include the following information for each member: business name, business location denoted by a street address, city liquor license number (BFN), state liquor license number, liquor license type, and whether the liquor licensed establishment has been the subject of any discipline in the past 5 years (if yes, please attach an additional statement that explains the details of each disciplinary action).

Please attach additional pages if necessary.

Business Name		Business Location	City License Number (BFN)	State License Number	Liquor License Type	Discipline in past 5 years?	
1.						Yes	No
2.						Yes	No
3.						Yes	No
4.						Yes	No
5.						Yes	No
6.						Yes	No
7.						Yes	No
8.						Yes	No
9.						Yes	No
10.						Yes	No
11.						Yes	No
12.						Yes	No
13.						Yes	No
14.						Yes	No
15.						Yes	No

Members of the Promotional Association: Non-Liquor-Licensed Establishments

You must list the establishments in the Promotional Association whose premises would be included in the boundaries of the common consumption area license. Please include the following information for each member: business name, business location denoted by a street address, and type of business.

Please attach additional pages if necessary.

	Business Name	Business Address	Business Type
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Members of the Promotional Association: Board of Directors

You must provide the name and address of each person that is on the board of directors of the Promotional Association. To qualify for certification, the Promotional Association must have at least one director from each licensed premises attached to the common consumption area on the board of directors. Please include the following information for each board member: full name of director, mailing address for the director, the name of the promotional association member establishment that the director represents.

Please attach additional pages if necessary.

	Name of Director (First Name, Last Name)	Mailing Address	Representing Which Business?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

PART 2: COMMON CONSUMPTION AREA INFORMATION

Common Consumption Area Information

Name of Common Consumption Area: _____

Name of Entertainment District: _____

(Please denote the name of the Entertainment District, or if Entertainment District does not already exist, the name of the proposed Entertainment District, in which the Common Consumption Area would be located)

Common Consumption Area Location: _____

City: _____ State: _____ Zip Code: _____

(Please write a verified street address centrally located within the Common Consumption Area for location purposes)

Common Consumption Area Days and Hours of Operation Information

Will the proposed Common Consumption Area operate on a full-time basis or an event basis? Circle one:

Full-time Common Consumption Area OR Event-Based Common Consumption Area

Full-time Common Consumption Area Days and Hours of Operation

Please provide the proposed day and hours that the full-time common consumption area will be operating. All changes to hours of operation must be submitted to the Department on a Modification of Common Consumption Area application and must be approved before the change takes place.

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___

Event-based Common Consumption Area Dates and Hours of Operation

Please provide the event name, dates, and hours of operation that the event-based common consumption area will be operating.

Please note: An event-based common consumption area license, issued for a period of less than one (1) full year, shall not be issued to a certified promotional association for more than a total of fifteen (15) days in one (1) calendar year.

	Event Name	Event Start Date	Event End Date	Event Start Time	Event End Time
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

PART 3: ENTERTAINMENT DISTRICT INFORMATION

Please complete this section if you are proposing the creation of a new Entertainment District.

Entertainment District Information

Name of Proposed Entertainment District: _____

Total Acreage of Proposed Entertainment District: _____

Short description of the boundaries of the Proposed Entertainment District: _____

Entertainment District Square Footage Information

You must list the name, address, license type, and square footage of each qualified liquor licensed premises located within the proposed entertainment district. Please refer to C.R.S. section 44-3-103(15)(c), as amended, for a list of qualifying liquor licensed premises.

Please Note: Only include the square footage of space that is included within an approved liquor licensed premises. Square footage added to a licensed premise through a temporary modification may not be included.

Please attach additional pages if necessary.

Business Name	Business Location (address)	City License Number (BFN)	State License Number	Liquor License Type	Square Footage
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

ADDITIONAL REQUIRED DOCUMENTATION

Please attach to this application the following documentation required by D.R.M.C. section 6-13:

1. A site plan for the common consumption area indicating the attached liquor licensees and any businesses whose premises are included within the boundaries of the common consumption area, with the boundaries of the proposed common consumption area outlined in red;
2. A detailed map of the common consumption area indicating the following:
 - a. The location of the common consumption area within either an existing entertainment district or proposed entertainment district;
3. If applicant is proposing a new entertainment district, a detailed area map of the proposed entertainment district indicating the following:
 - a. The boundaries of the proposed entertainment district outlined in red;
 - b. The total acreage of the proposed entertainment district; and
 - c. The name, address, license type, and square footage of each liquor licensed premises, excluding temporary modifications, as specified in C.R.S. section 44-3-103(15)(c), as amended, that is included within the boundaries of the entertainment district;
4. Proof of possession and evidence of permission authorizing alcohol consumption from any non-liquor licensed premises located within the boundaries of the common consumption area;
5. Proof of liability insurance carried by the promotional association within the liability coverage limits set by the director;
6. Evidence of community support, which may include any additional operational requirements that the eligible neighborhood organization deems necessary to protect the health, safety, and welfare of the surrounding community;
7. A complete parking and transportation plan that meets the requirements laid out in rule;
8. A complete health and sanitation plan that meets the requirements laid out in rule;
9. A security and admission control plan that meets the requirements laid out in rule; and
10. Any required permits or authorizations including, but not limited to, right of way permits, zoning permits, and fire and building permits.

<u>Oath of Application</u>	
<p>I hereby certify that I am an authorized representative of the Applicant, that I have read the above information, and that I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Denver Revised Municipal Code and all Rules and Regulations which govern my Application.</p>	
Authorized Signature:	Date:
Print Name:	Title: