



Date Submitted _____

PROMOTIONAL ASSOCIATION/Common Consumption Area Certification Request

Promotional Association Name (exactly as it appears on incorporation documentation):	
Description of Common Consumption Area Boundaries: (attach map)	
Mailing Address of Promotional Association:	
President of the Promotional Association:	
Phone Number:	E-mail Address:

The following must accompany this Promotional Association/Common Consumption Area Certification Request:

- _____ **\$500 for Initial Application Fee; OR**
- _____ **\$100 for Annual Renewal Fee**
- _____ **Written Security Plan and diagram 8 1/2 x 11 of proposed Common Consumption Area**
 - a detailed description of security arrangements
 - planned location of security personnel within the proposed Common Consumption Area during operating hours
 - Boundaries, ingress, egress points
 - location of attached licensed establishments, and identification of licensed establishments that are adjacent but not attached to the proposed Common Consumption Area
- _____ **Certification or documentation sellers/servers completing required TIPS class** (one per establishment).
- _____ **Articles of Incorporation**
- _____ **Bylaws and Officer/Director Listing** (shall include one member of each licensed premises and represent at least two licensed establishments)
- _____ **Attached Licensed Establishment Listing** (State License number, violation history for preceding two-year period, and any operational agreements)
- _____ **Possessory Document for use of the area proposed as Common Consumption Area** (lease)
- _____ **Proof of Insurance of General Liability and Liquor Liability** (naming the Town of Erie as an additional insured in a minimum amount of \$1,000,000)

Promotional Association/ Common Consumption Area General Guidelines:

- The size of Common Consumption Area must be contained wholly within the Entertainment District defined by Erie Municipal Code;
- Common Consumption Areas must be clearly delineated using physical barriers to close the area to motor vehicle traffic and limit pedestrian access through secure entrances/exits;
- Alcohol beverages sold or served within the Common Consumption Area shall be served in a container that is no larger than 16 ounces, is disposable and contains the name of the licensed vendor in at least 24 point font type;
- The area constituting the neighborhood will be set by the Town Clerk's Office within three to five days from the date of Promotional Association/Common Consumption Area application;
- Proof of Needs and Desires of the Neighborhood shall be submitted at least eight days prior to the scheduled public hearing and are required to be evidenced by petitions, written testimony, and verbal testimony at the public hearing.. If a petition is chosen as one method of proving the neighborhood needs and desires, the applicant must use petitions provided by the Town Clerk's Office;
- Revisions and amendments to the original application for Common Consumption Area Designation shall be submitted to the Erie Liquor Licensing Authority and approved using the same procedures under which this original request for certification was made;
- Application for attachment of a licensed establishment to an already certified Common Consumption Area shall include an authorization from the Certified Promotional Association, the name of the representative from the licensed establishment that will be serving on the Board of Directors, and an amended map depicting the licensed establishments being added as well as an amended map of licensed establishments that are adjacent to but not attached to the Common Consumption Area;
- The Erie Liquor Licensing Authority shall consider the merits of the application for a Promotional Association of a Common Consumption Area and may refuse to certify or may decertify a Promotional Association if the Association: 1) Fails to submit the annual report as required by January 31st of each year; 2) Fails to establish that the licensed premises and Common Consumption Area can be operated without violating the State or local Liquor Codes or creating a safety risk to the neighborhood; 3) Fails to have at least two licensed establishments attached to the Common Consumption Area; 4) Fails to obtain or maintain a properly endorsed general liability and liquor liability insurance policy that is reasonably acceptable to the Greeley Liquor Licensing Authority and names the City as an additional insured; 5) Fails to demonstrate that the use is compatible with the reasonable requirements of the neighborhood or the desires of the adult inhabitants; or 6) Is in violation of 12-47-909, Colorado Revised Statutes, as may be amended from time to time, related to Common Consumption Area operations
- Application for Recertification of a Promotional Association must be made by **January 31st of each year**

The Common Consumption Area will be open and operational on the following days and hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

Any deviation from this schedule shall be reported to the Town Clerk's Office at least fifteen (15) days prior to the proposed new date and time.

Certification of Applicant

I hereby certify that the information contained in this certification request and all attachments is true, correct, and complete to the best of my knowledge and that it is my responsibility and the responsibility of my agents/employees and Board of Directors to comply with all applicable local and State laws, rules, and regulations as they relate to the serving, selling and distribution of alcohol beverages.

Authorized Signature

Title

Date

Report and Approval of the Local Liquor Licensing Authority

Chairman of Liquor Licensing Authority

Town Clerk

Date

Date