

Service of Alcohol: (All beverages must be served in cans or disposable cups – NO GLASS)

❑ **Private/Invitation Only Events:**

As determined by the Security Assessment Form, for events serving/allowing alcohol, permittee is required to carry and maintain a policy of Liquor Liability insurance in an amount of not less than \$1,000,000 each occurrence. The policy shall name the County, its Elected Officials, employees, and volunteers as additional insured, as stated in the verbiage below.

A certificate of insurance must be provided at least **seven (7) days in advance** of the event evidencing such coverage is in place. The certificate and policy shall be subject to review and approval by the County prior to the event. Failure to provide acceptable proof of insurance prior to the event will result in the prohibition of alcohol consumption at the event.

- ❑ **Publicly Attended Community Events:** No alcoholic beverages of any kind are allowed on the premises unless the Moffat County Clerk’s Office, the Board of County Commissioners and the State of Colorado grants a “Special Events Permit”. An application for a “Special Events Permit” must be submitted at least **thirty (30) days prior** to your event.

No permit allows alcohol to leave the designated area. If required, law enforcement security will be charged to the lessee at a rate of \$50.00/hr. per officer. Violation of this regulation is cause for immediate closure of the building/facility, discontinuation of the function taking place and could lead to criminal charges. If a “Special Events Permit” is granted, a liability and a liquor liability policy must be obtained naming Moffat County as an additionally insured, using the verbiage below.

For further information regarding a Special Event Permit, contact the Moffat County Clerk’s office at 970-824-9123.

If it is determined through the completion of the Security Assessment Form that the services of a licensed security service are necessary, Proof of Contracted Services must be supplied.

All Certificate(s) of Insurance must contain the following verbiage:

“Moffat County, the Board of County Commissioners of Moffat County, the elected officials, employees, and volunteers of Moffat County are included as Additional Insureds on the Commercial General Liability Policy and other liability policies listed above and issued to the Insured named above.”

If you desire to have alcohol at your event, take this form to your insurance provider to ensure appropriate coverage or use the online resources listed below to find a policy that will meet the above criteria.

Online resources for Host Liquor Liability insurance:

<https://kandkinsurance.com/event/insurance>

<https://specialeventinsurance.com/>

<https://www.theeventhelper.com/>

If you are required to have security services, Event Insurance is also available through Yampa Valley Protection Services. Contact Bonnie at 720-626-4797