



TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: April 22, 2025
SUBJECT: Town of Elizabeth Friday Night Market

SUMMARY

On April 1, 2025, the Town of Elizabeth applied for a Special Event Liquor License for the Town's Summer Friday Night Market. Posting has been provided at Running Creek Park.

Mr. Briggs was at the previous Board meeting and discussed the logistics of the Friday Night Markets. He answered Board questions and was directed that he did not need to attend tonight's meeting.

The map that is included depicts where the stage, serving areas and check point gates will be located for the event.

The Elizabeth Police Department does not have any issues that would affect approval of this license application.

STAFF RECOMMENDATION

Staff recommends approval of the Town of Elizabeth's Friday Night Market Special Event License application.

ATTACHMENTS

Special Event Application

Application for a Special Events Permit

Departmental Use Only

RECEIVED

RECEIVED APR 01 2025

APR 15 Town of Elizabeth

Town of Elizabeth

Town of Elizabeth

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- ☐ Social ☐ Athletic ☐ Philanthropic Institution
☐ Fraternal ☐ Chartered Branch, Lodge or Chapter ☐ Political Candidate
☐ Patriotic ☐ National Organization or Society ☒ Municipality Owned Arts Facilities
☒ Political ☐ Religious Institution

LIAB 2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$100.00 Per Application 2170 <input type="checkbox"/> Fermented Malt Beverage \$100.00 Per Application	DO NOT WRITE IN THIS SPACE Liquor Permit Number
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1. Name of Applicant Organization or Political Candidate Town of Elizabeth State Sales Tax Number (Required) [REDACTED]

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) PO Box 159 Elizabeth, CO 80107

3. Address of Place to Have Special Event (include street, city/town and ZIP) 500 E. Kiowa Ave. Elizabeth, CO 80107

4. Authorized Representative of Qualifying Organization or Political Candidate Patrick Davidson Date of Birth [REDACTED] Phone Number [REDACTED]

Authorized Representative's Mailing Address (if different than address provided in Question 2.) Same as above

5. Event Manager Carlyce Baker Date of Birth [REDACTED] Phone Number [REDACTED]

Email Address of Event Manager elizabethbrewingcompany@gmail.com

6. Has A Special Event Permit this Calendar Year? ☒ Yes ☐ No How many days? _____

7. Under the Colorado Liquor or Beer Codes? ☒ Yes ☐ No License Number _____

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes ☐ No ☐

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date <u>6-13-24</u> Hours From <u>4:00p.m.</u> To <u>9:00p.m.</u>	Date Hours From To	Date Hours From To	Date Hours From To	Date Hours From To
Date Hours From To	Date Hours From To	Date Hours From To	Date Hours From To	Date Hours From To
Date Hours From To	Date Hours From To	Date Hours From To	Date Hours From To	Date Hours From To

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature [Signature] Title Town Administrator Date 4-1-25

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County) ☐ City ☐ County Telephone Number of City/County Clerk _____

Signature _____ Title _____ Date _____

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information			
License Account Number	Liability Date	State	Total

(Instructions on Reverse Side)



GATE

Porta Potty
Sanitize Unit

GATE

500 E Kiowa Ave

Electrical Panel

EBC

Electrical Panel

GATE

Porta Potty ADA Porta Potty

Sanitize Unit

STAGE

Electric Panel

Google Earth

200 ft



Security and Control Plan

For Alcohol Beverage Service at The Elizabeth Friday Night Market

Prepared for: The Elizabeth Brewing Company

Date: April 01, 2025

This Security and Control Plan is provided to and agreed upon by The Elizabeth Brewing Company, the participating licensee for The Elizabeth Friday Night Market held from June 20th through August 15th, 2025, at Running Creek Park, 500 E Kiowa Ave, Elizabeth, CO 80107. The plan outlines the procedures and measures to ensure the safe, legal, and responsible service, storage, and management of alcohol beverages during the event.

1. Hours of Service of Alcohol Beverages

Alcohol beverages will be served only during the following designated hours:

- **Start Time:** 4:00 PM
- **End Time:** 9:00 PM

Service will cease promptly at 9:00 PM each event night (Fridays from June 20th through August 15th, 2025), with no exceptions, and all alcohol sales and consumption will comply with applicable local and state laws.

2. Entries and Exits

- **Controlled Access Points:** The market will have two pedestrian entrances located at the Northeast corner and Southwest corner of Running Creek Park. Each entrance will be staffed by TIPS (Training for Intervention Procedures)-trained individuals who will:
 - Check identification to verify attendees are 21+ for alcohol consumption.
 - Issue wristbands to identify individuals of legal drinking age.
 - Inspect coolers, bags, strollers, and similar items for prohibited items, including outside alcohol.

- **Exit Monitoring:** TIPS-trained staff will monitor exits to prevent alcohol from being removed from the premises and to ensure the safety of departing attendees.

3. Alcohol Storage and Security

- **Setup Phase:** Alcohol will be transported to Running Creek Park by 2:00 PM on each event day in a lockable trailer (or similar vehicle) and remain under the supervision of event staff. The trailer will be secured with padlocks, and only event staff will have access to the alcohol.
- **During the Market:** Alcohol will be stored in locked coolers or behind a staffed bar area and dispensed only by TIPS-certified event staff. Any excess inventory will remain in the lockable trailer, inaccessible to the public, and under staff supervision.
- **Post-Market:** After each market night concludes, all remaining alcohol will be inventoried, secured in the lockable trailer, and removed from Running Creek Park no later than 11:59 PM. It will be returned to its point of origin for secure storage by The Elizabeth Brewing Company.

4. Handling Visibly Intoxicated Parties

- **Training:** All event staff dispensing alcohol and monitoring the licensed area will be TIPS-certified and trained to recognize signs of visible intoxication (e.g., slurred speech, unsteady movement, aggressive behavior).
- **Procedure:**
 - If an individual appears visibly intoxicated, service will be immediately denied.
 - Staff will notify security personnel (trained volunteers or Elizabeth Police Department members), who will escort the individual to a designated safe area away from alcohol service zones.
 - If necessary, transportation (e.g., taxi, rideshare) will be arranged, or law enforcement will be contacted if the individual poses a risk to themselves or others.
- **Documentation:** Incidents involving intoxicated individuals will be logged with details including time, description, and actions taken.

5. Preventing Underage Consumption and Purchases

- **Age Verification:**

- All individuals purchasing or consuming alcohol will present valid, government-issued photo identification at the point of sale or entry.
- Wristbands will be issued only to those 21 and older by TIPS-trained staff, and alcohol service will be restricted to individuals displaying these wristbands.
- **Staff Oversight:** TIPS-certified event staff and security (including trained volunteers and at least two members of the Elizabeth Police Department) will monitor the event to prevent alcohol from being passed to underage persons.
- **Signage:** Clear signage will be posted at all alcohol service areas stating: “No alcohol sales or service to individuals under 21. ID required.”
- **Enforcement:** Any person under 21 found attempting to purchase or consume alcohol will be escorted from the alcohol service area by security personnel, and their guardian (if applicable) or law enforcement may be notified. Vendors caught serving minors will face immediate suspension of alcohol service privileges.

6. Security Personnel

- **Staffing:** Security on site will include trained volunteers and a minimum of two members of the Elizabeth Police Department. These individuals will assist with monitoring entrances, exits, and the licensed area to ensure compliance with this plan and local regulations.

Agreement:

By signing below, The Elizabeth Brewing Company acknowledges receipt of this Security and Control Plan and agrees to comply with its terms and conditions to ensure a safe and lawful event from June 20th through August 15th, 2025, at Running Creek Park, 500 E Kiowa Ave, Elizabeth, CO 80107.

- Licensee Name: The Elizabeth Brewing Company
 - Representative Name: _____
 - Title: _____
 - Signature: _____ Date: _____
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Certification by Local Licensing Authority:

The Town of Elizabeth, as the local licensing authority, has reviewed and approved this Security and Control Plan for The Elizabeth Friday Night Market.

- Representative Name: Angela Ternus
- Title: Mayor
- Signature: Angela Ternus Date: 4-8-25

Note: This plan is subject to final approval by The Town of Elizabeth and may be amended as required.