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To: Local Liquor Authority
From: Mindy Andis, Town Clerk
Date: 6//2026
Re: New Castle Chamber of Commerce Liquor Permit Application for their Block Party Event in Burning Mountain Park

The purpose of this agenda item is to consider an application from New Castle Chamber of Commerce for a special events liquor license for their 'Block Party' located in Burning Mountain Park, on Friday, June 12, 2026.

Administrator Suzanne Hazelton, filed the application on May 2, 2026, more than 30 days prior to the event date, within the application guidelines as required by the State Liquor Code. The public hearing has been properly noticed. The application is properly complete.

New Castle Chamber of Commerce is a non-profit corporation which qualifies them for a special events liquor permit.

New Castle Chamber of Commerce has legal possession of the intended premises through a rental agreement.

The event includes one food truck, The Rolling Fork has been approved by Garfield County Health Department. Siobahn Milholm and Daniel Snow are ServSafe certified and will oversee alcohol service.

The license times requested for the application are from 9:00 a.m. to 11:00 p.m. which includes appropriate time for set-up and tear down of the event.

If the Authority's consensus is to approve the attached application for a special event liquor permit for the Town of New Castle, the Clerk's Office staff recommends that Authority consider the following conditions:

- That a 100% ID check be conducted because only individuals that meet the eligible drinking age of 21 should be served alcohol.
- That 'last call' for service of alcoholic beverages be a half-hour prior to the end of the event to allow patrons to finish their beverages before leaving the venue.

Clerk's Office staff recommends approval of the application.

Mindy Andis, CMC