

Memo

To: Local Liquor Authority
From: Mindy Andis, Town Clerk
Date: 1.20.2026
Re: West Elk Trails

Request: The West Elk Trails through its representative Mary Gervais requests a special events liquor license for the West Elk Trails Dinner.

Recommendation: West Elk Trails, Mary Gervais, informed staff that Rolling Fork will cater the dinner event and will serve wine that will be paired with the sit down dinner. If Rolling Fork is not able to provide the alcohol service, Mary Gervais will serve the wine.

Ms. Gervais also confirmed to staff that West Elk Trails is aware of their liability as related to alcohol service.

Last, the applicant lists the license time to be from 3:30 p.m. to 8:30 p.m. These times include several hours for set up and clean up.

If Council's consensus is to approve the attached application for a special event liquor permit for West Elk Trails dinner event, the Clerk's Office staff recommends that Council consider requiring a 100% I.D. check.

Council's approval of this special event license will mean that West Elk Trails shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the January 31, 2026, Dinner event, from 6:00p.m to 8:00p.m.

Even though the applicant is a non-profit organization, it is required to collect and remit sales tax on alcohol sales.

The application is complete, all fees are paid.

Mindy Andis, CMC

Town Clerk