



**BLACK HAWK®**

**CITY OF BLACK HAWK**  
**PO Box 68**  
**201 Selak Street**  
**Black Hawk, CO 80422**  
**cityclerk@cityofblackhawk.org**  
**(303)582-2221**

**Date Submitted** \_\_\_\_\_

**2024    New ☐    Renewal ☐ (Submit only: fee, updated COI, \*Annual Report, any changes, and sign)**

\*Annual Report to include detailed map of the boundaries of the common consumption area, the common consumption area's hours of operation, a list of attached licensed premises, a list of the directors and officers of the promotional association, security arrangements within the common consumption area, and any violations committed by an attached licensed premise.

**PROMOTIONAL ASSOCIATION/COMMON CONSUMPTION AREA CERTIFICATION REQUEST**

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

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

\_\_\_\_\_ **\$100 for Initial Application Fee and Renewal**

\_\_\_\_\_ **\$100 for attachment of a Licensed Premises by a Certified Promotional Association**

\_\_\_\_\_ **Copy of the Articles of Incorporation and Bylaws**

\_\_\_\_\_ **List of all Directors and Officers of the Promotional Association**

\_\_\_\_\_ **Written Security Plan**

- A security plan, including evidence of training (including, but not limited to, TIPS certification) and approval of personnel, a detailed description of security arrangements and the approximate location of security personnel within the Common Consumption Area during operating hours.

\_\_\_\_\_ **Map drawn to scale**

- A detailed map of the proposed Common Consumption Area, including location of physical barriers, entrances and exits, location of attached licensed premises and identification of licensed premises that are adjacent but not to be attached to the Common Consumption Area.

\_\_\_\_\_ **List of dates and hours of operation of the Common Consumption Area**

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- \_\_\_\_\_ **Documentation showing possession of the Common Consumption Area by the Promotional Association**
  - \_\_\_\_\_ **List of the attached licensees, of which there will be a minimum of two (2), and list the following information:**
    - **Liquor License number**
    - **List of any past liquor violations**
    - **Copy of any operational agreements**
  - \_\_\_\_\_ **Insurance Certificate of General Liability and Liquor Liability naming the City as an additional insured in a minimum amount of one million dollars (\$1,000,000)**
  - \_\_\_\_\_ **Documentation of how the application addresses the reasonable requirements of the neighborhood and the desires of the adult inhabitants as evidenced by petitions, written testimony or otherwise**
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**Promotional Association/ Common Consumption Area General Guidelines:**

- The size of the Common Consumption Area shall not exceed the area approved as the Entertainment District within which the Common Consumption Area is located, but may be a smaller area within the Entertainment District at any time, provided that the new area is clearly delineated using physical barriers to close the area to motor vehicle traffic and to limit pedestrian access;
- 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 Promotional Association or attached licensed premises shall employ only persons to serve alcohol beverages or provide security within the Common Consumption Area who have completed the server and seller training program established by the Director of the Liquor Enforcement Division of the Department of Revenue;
- Revisions and amendments to the original application for Common Consumption Area Designation shall be submitted to the City of Black Hawk 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 who would serve on the Board of Directors of the Promotional Association; an amended map depicting the licensed establishment being added, physical barriers, entrances, exits, currently attached licensed establishments, location of security personnel, and licensed establishments that are adjacent to but not attached to the Common Consumption Area; and an application fee;
- The City of Black Hawk Liquor Licensing Authority (the "Authority") shall consider the merits of the application for a Promotional Association or a Common Consumption Area. If approved, the terms and conditions of the approval remain in effect until the Authority approves a revised or amended application by the Promotional Association.
- The Authority may refuse to certify or may decertify a Promotional Association, if the Association: 1) Fails to submit the annual report as required by January 31<sup>st</sup> 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 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 44-3-910, Colorado Revised Statutes, as may be amended from time to time, related to Common Consumption Area operations; and

- Application for Recertification of a Promotional Association must be made by **January 31<sup>st</sup> of each year**

**Please mark below which days and hours the Common Consumption Area will be open and operational:**

|           | 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 City Clerk's Office at least fifteen (15) days prior to the proposed new date and time.**

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### **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. I also declare that I have read and understand C.R.S. § 44-3-301(11) and Chapter 6, Article XVII of the Black Hawk Municipal Code pertaining to Entertainment Districts.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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### **Report and Approval of the Local Liquor Licensing Authority**

\_\_\_\_\_  
Chairman of Liquor Licensing Authority

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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### **Recertification Report and Approval by the City Clerk**

As per Ordinance 2016-3 dated February 10, 2016, the City Clerk is authorized to administratively approve the recertification of a promotional associations if, following the City Clerk's review of the information required to be submitted by this Section, there are no grounds for refusing to recertify or decertifying the promotional association.

\_\_\_\_\_  
Melissa A. Greiner, CMC, City Clerk

\_\_\_\_\_  
Date