



RESOLUTION NO. 08-09

**A RESOLUTION OF THE TOWN COUNCIL
ESTABLISHING POLICIES AND PROCEDURES
FOR ISSUING SPECIAL DISPENSER PERMITS**

WHEREAS, the Town of Taos is responsible for issuing alcohol dispenser permits pursuant to law; and

WHEREAS, the Town of Taos is required to issue written approval prior to issuing a special dispenser permit; and

WHEREAS, the Town of Taos wishes to establish procedures for individuals and others who are interested in dispensing alcoholic beverages at public celebrations and delegating the authority to issue written approval.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Taos,

1. The Town of Taos Council hereby adopts the Policies and Procedures for the issuance of a Special Dispenser Permit.
2. The Town of Taos Council hereby delegates the authority to issue written approval on its behalf pursuant to the policies and procedures hereby adopted.

PASSED, ADOPTED, AND APPROVED, this 19th day of February 2008 at a Regular Meeting of the Town Council.

TOWN OF TAOS

By: _____
Mayor Bobby F. Duran

ATTEST:

Renee Lucero, Town Clerk

Approved as to form:

Renee Barela-Gutierrez, Town Attorney



**TOWN OF TAOS POLICIES AND PROCEDURES
FOR
APPLYING FOR A
SPECIAL DISPENSER PERMIT (Picnic License)**

Fee Per day: **\$25.00** (all fees are non refundable)

The Town of Taos Town Council authorizes the Town Manager and Town Clerk to administratively issue Special Dispenser Permits subject to the limitations contained herein.

1. Any applicant for a Special Dispenser Permit must submit a completed Town of Taos Special Dispenser Permit Application with the appropriate fees to the office of the Town Clerk at least fifteen (15) days prior to the event.
2. Upon timely submission of the application and required fees, the Town shall review the application within two (2) days of receipt.
3. The Town shall issue its approval pursuant to the application requirements and issue a Special Dispenser Permit to the applicant.
4. Special Dispenser Permits shall be formally approved by Town Council if the number of expected attendees exceeds 500.
5. Nothing in this policy shall prohibit the Town Clerk or Town Manager from requesting formal approval by the Town Council of a special dispenser permit.



TOWN OF TAOS
SPECIAL DISPENSER PERMIT (Picnic License) APPLICATION
 Fee Per day: **\$25.00** (all fees are non refundable)

EVENT INFORMATION

Description of Event _____
 Date(s) of Event _____
 Begin Time _____ End Time _____
 Physical Address of Event _____
 Number of Persons expected _____
 Description of Security _____
 Number of Security personnel to be at this function _____
 Security Contact Name and phone _____

LICENSE HOLDER INFORMATION

Liquor License # _____
 Business Name (DBA) _____
 Owner Name _____
 Street Address _____
 Mailing Address _____
 City, State & Zip _____
 Telephone # _____ Fax # _____

SIGNATURE

I certify that all the information in this application is true and correct.
 Applicant Name (print) _____
 Signature _____ Date _____

NOTARY INFORMATION

Subscribed and Sworn before me this _____ day of _____, 20 ____ Notary
 Public _____ Exp. _____

TOWN APPROVALS

Town Clerk or designee _____ **Fees due and received** _____

Town Manager or designee _____