



The Armory at Brighton Cultural Center
 300 Strong Street Brighton, CO 80601
 Phone/Fax 303-655-2026
 Email: info@brightonarmory.org
www.brightonarmory.org



ALCOHOL PROVIDER INFORMATION

Armory Alcohol guidelines: PUBLIC EVENTS (open house, open invitation to the public) DO REQUIRE A PERMIT AND THE PERMIT SHOULD BE IN PROCESS AS SOON AS THE RENTAL AGREEMENT IS SIGNED. PRIVATE events (invite only, event is closed to the public) do not require a permit, as long as the liquor is not for sale. Liquor can be served with dinner as long as the servers are over the age of 21. It can also be served from a bar setup, for a "donation".

Please note that 15% of all liquor sales proceeds are due to the Armory at the end of every event.

EVENT

EVENT DATE(S) EVENT TIME (S)

ALCOHOL PROVIDER

CONTACT NAME PHONE

EMAIL ADDRESS

DATE LICENSE FILED

LIQUOR SERVICE DETAILS AND LOCATION

PROVIDER MUST CHECK-IN WITH ARMORY HOUSE SUPERVISOR UPON ARRIVAL

RENTER MUST BE ONSITE AT ALL TIMES DURING SETUP, EVENT, AND TEARDOWN!

ATRIUM THEATRE COMMUNITY ROOM FULL BAR BEER AND WINE ONLY

WALK-THROUGH (DATE AND TIME)—REQUIRED!!

PRE-EVENT SETUP (DATE AND TIME, INCLUDED IN RENTAL TIME)

ARRIVAL TIME (DAY OF EVENT)

ALL TABLE LINENS, SKIRTING, GLASS AND FLATWARE, ETC. MUST BE PROVIDED BY AND SET BY CATERER AT LEAST TWO (2) HOURS BEFORE YOUR EVENT STARTS!

FOR SANITARY PURPOSES ALL AREAS USED BY CATERER MUST BE LEFT CLEAN AND IN ORIGINAL CONDITION, OTHERWISE AN ADDITIONAL CLEANING FEE WILL BE ASSESSED.

- ALL LEFTOVER FOOD MUST BE REMOVED FROM THE FACILITY
- ALL TRASH CANS MUST BE EMPTIED, AND TRASH MUST BE EMPTIED IN THE TRASH ENCLOSURE ON THE SOUTHWEST SIDE OF THE BUILDING (OUTSIDE)

RENTERS SIGNATURE (FORM RECEIVED) _____ DATE _____

ALCOHOL PROVIDERS SIGNATURE _____ DATE _____

ARMORY SIGNATURE _____ DATE _____

DEPOSIT RECEIVED _____ INSURANCE RECEIVED _____

PERMIT HEARING DATE _____ PERMIT RECEIVED _____

