

**IDAHO SPRINGS SPECIAL EVENT
APPLICATION**

Type of Event _____

Description of the Event: _____

Event Contact _____

Mailing Address _____

Daytime Phone/Email _____

Sponsoring Organization _____

Date(s) and Time(s) of Event _____

Brief description of Event _____

Number of people expected at the event _____

Length of reservation requested (include set-up and clean-up time) _____

Police coverage needed:

✓ How many officers _____

✓ Times officers will be needed _____

✓ Where officers will be needed _____

Number of portable toilets and trash receptacles the event will supply:
(See Trash and Comfort Station Rules and Regulations)

_____ Portable toilets

_____ Trash receptacles

Special requests (use separate sheet if necessary) _____

Signature of Event Contact

Date

=====

Date application received _____

Application determined complete by City Clerk _____

\$100 Clean-up deposit & \$100 Application Fee per day received by _____ Date _____

REQUIRED INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION BEFORE IT CAN BE CONSIDERED. PLEASE CHECK THE INFORMATION PROVIDED.

- _____ 1. Map of the area involved, showing locations of barricades, security personnel, location of activities, fencing, entrances and exits.
- _____ 2. Written approval of all business owners, vendors and private land owners in the affected area.
- _____ 3. A written plan for notifying the community of the street closure (if applicable).
- _____ 4. Certificate of insurance naming the City of Idaho Springs as an additional insured. (See insurance requirements)
- _____ 5. Proof of a City of Idaho Springs business license (if applicable).
- _____ 6. Trash and sanitation plan (see “Trash and Comfort Station Rules and Regulations)
- _____ 7. **A \$10.00 deposit is required for each city owned traffic control device. Deposits must be in the form of cash or certified funds and will be returned only after all items are returned in proper condition.
- _____ 8. Timeline of events and locations.
- _____ 9. \$100 Clean-up deposit & \$100 Application fee per day
- _____ 10. Outside Agency approval signatures.

I hereby agree to indemnify the City of Idaho Springs, its council, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the above event.

Event Organizer Signature

Date

Idaho Springs Special Event Rules and Regulations

Event Name _____

Event Date _____

The responsible organization, as a condition of being granted a special event within the City, agrees to abide by the following rules, regulations and conditions established by the City of Idaho Springs:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City.
2. The responsible organization shall indemnify and hold harmless the City, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including cost of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the special event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The responsible organization shall procure and maintain at its own cost, liability insurance in the amount of not less than \$600,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these "Rules" by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types. The City of Idaho Springs must be listed as an additional insured. *Proof of said insurance must be provided to the City and approved by the City as a condition of the event being approved.*
At the discretion of the City Council, some activities/events may not be subject to established insurance requirements.\
4. The responsible organization shall collect and pay all sales tax applicable to the sale of food, drinks, souvenirs, service and other taxable item or activity sold at the special event.
5. The responsible organization holding the event on City property shall, upon conclusion of the event, return the site to its pre-event condition immediately. If literature is distributed to the public during an event, the organizers are required to pick up all associated trash within a three-block radius of the event location. Event organizers must supply their own trash bags and cleaning supplies. The organizers are responsible for clean-up.
6. All events shall be confined to the boundaries of the area reserved and shall not block or impede the sidewalk or traveled area. This includes access to fire lanes and handicapped areas.
7. Stakes will not be driven in the grass without prior approval of the City.
8. Identification signs for the event may be placed only with prior approval of the City, and must be removed within 24 hours after the event.
9. The City of Idaho Springs cannot issue permits or approve activities on behalf of other jurisdictions such as County Health Department, the Sheriffs Department, State Patrol, etc. It is the responsibility of the organization to secure the necessary approval from other entities.
10. The responsible organization agrees to abide by any additional regulations and requirements set forth on all permit application forms submitted.

11. If two or more special events plan to use the same City property on the same date, the first event to submit a complete packet shall have precedence.

12. The City of Idaho Springs cannot guarantee availability of public property for special events.

Event Planner Signature

Date

Event Planner Printed Name

SPECIAL EVENT APPLICATION APPROVAL

Applicant: _____

Date of Event: _____

Approvals Requested:

Street Closure

City Parking Lot(s)

City Park(s)

Other _____

OUTSIDE AGENCY APPROVALS: (The city of Idaho Springs will be responsible for obtaining agency approvals)

Fire Authority (acknowledging the event, listing any special issues) **303-567-4739**

Kelly Babeon Date

Clear Creek Ambulance (email at edsmith@clearcreekems.com)

Edward Smith Date

Environmental Health Fax 303-679-2439

Charlotte Hampson Date

CITY APPROVALS

Police Chief Date

Public Works Director Date

CITY PARKING AREA and CITY PARK RESERVATION PERMIT

Event Name: _____

Date(s) of Event: _____

Reservation requested from (date and time) _____ to _____

Which area are you requesting?

Courtney Reily Cooper Park

Citizens Park

Other _____

West Parking (15th to 16th Ave. between Idaho & Water Street

East Parking (16th to 17th Ave. between Idaho & Water Street

BOTH

Briefly describe your event: _____

Will there be music? YES NO Live Amplified

Will you erect a tent? YES NO How many people are expected? _____

Will you be serving alcohol? YES NO

- Alcohol may **not** be sold or consumed in any public area without a State and local license.
- Glass is not permitted in the parking lots or in the parks.
- Obtain a Special Event liquor license application from the City Clerk. It must be submitted at least 30 days prior to the event.

IF YOU ARE RESERVING CITIZENS PARK the public rest rooms must be checked and cleaned both during and after the event. (Supplies provided by organization holding event)

Landscape or facility damage will be billed to event organizer at replacement cost PLUS 15%

STREET CLOSURE APPLICATION

Applicant: _____

Mailing Address: _____

Contact person: _____ **Daytime Phone** _____

Dates (s) and time (s) of requested street closure:

| Date | Street | Time (indicate a.m. or p.m.) |
|-------------|---------------|-------------------------------------|
| _____ | _____ | _____ to _____ |
| _____ | _____ | _____ to _____ |
| _____ | _____ | _____ to _____ |

**Describe requested closure locations, including street name, block, and cross street(s):
Draw closures on map provided.**

Street Closure Approved by:

Police Chief _____ **Date** _____
Chris Malanka 303-567-4291

Public Works Superintendent _____ **Date** _____
John Bordoni 303-567-2400

Fire Chief _____ **Date** _____
Kelly Babeon 303-567-4342 ext 123

Chief Paramedic _____ **Date** _____
Edward Smith 303-679-4215

**This applicant is is not required to provide a traffic control plan. The applicant is is not required to hire a barricade company for this event.

Name of barricade company: _____

Trash and Comfort Station Rules & Regulations

Trash Receptacles Required

The type, location and size of your event will indicate the number of trash receptacles you will be required to provide (see approval page). The organization sponsoring the event is responsible for disposing of all trash and clean up of the area used during the event. The area(s) will be inspected the morning after the event and the results of the inspection will determine if a refund of the deposit is warranted. For an event that will have 100 or more attendees a dumpster must be obtained by the event sponsors.

Comfort Station Regulations (existing public facilities may be included as part of requirement)

Small Events

| Number of Attendees | Minimum # of Restroom Facilities |
|---------------------|---------------------------------------------|
| 1 –10 | 1 |
| 11-20 | 2 |
| 21-30 | 3 |
| 31- 40 | 4 |
| Over 40 | 1 facility for each 20 additional attendees |

Large Events

| Average Crowd Size | Average Hours at the event | | | | | | | | | |
|--------------------|----------------------------|---|----|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 500 | 2 | 4 | 4 | 5 | 6 | 7 | 9 | 9 | 10 | 12 |
| 1000 | 4 | 6 | 8 | 8 | 9 | 9 | 11 | 12 | 13 | 13 |
| 2000 | 5 | 6 | 9 | 12 | 14 | 16 | 18 | 20 | 23 | 25 |
| 3000 | 6 | 9 | 12 | 16 | 20 | 24 | 26 | 30 | 34 | 38 |

A bad experience with a portable restroom can affect the users attitude toward the event itself. Under normal conditions most persons will use sanitation facilities once every four hours. Each portable restroom facility should accommodate a maximum of 200 uses. Weather conditions and the consumption of food, liquids, beer and other alcoholic beverages will increase usage by 30-40%. Your local portable restroom contractor’s experience will help you in planning properly for any event. Good planning for sanitation at special events pays! A satisfied customer will stay longer, spend more money, and return next year. Your portable restroom contractor can advise you on availability of hand washing units, handicap facilities, and many other special event items.

Number of trash receptacles required _____

Other special requirements _____

CLEAN-UP CHECK LIST
(Completed by City staff)

Mall Area

- _____ All trash picked up
- _____ Brick area swept

Restrooms

- _____ Trash emptied
- _____ Floors swept & mopped
- _____ Sinks & toilets clean

Parking Areas

- _____ All trash picked up
- _____ Parking area hosed down
- _____ Trash containers emptied
- _____ Barricades removed

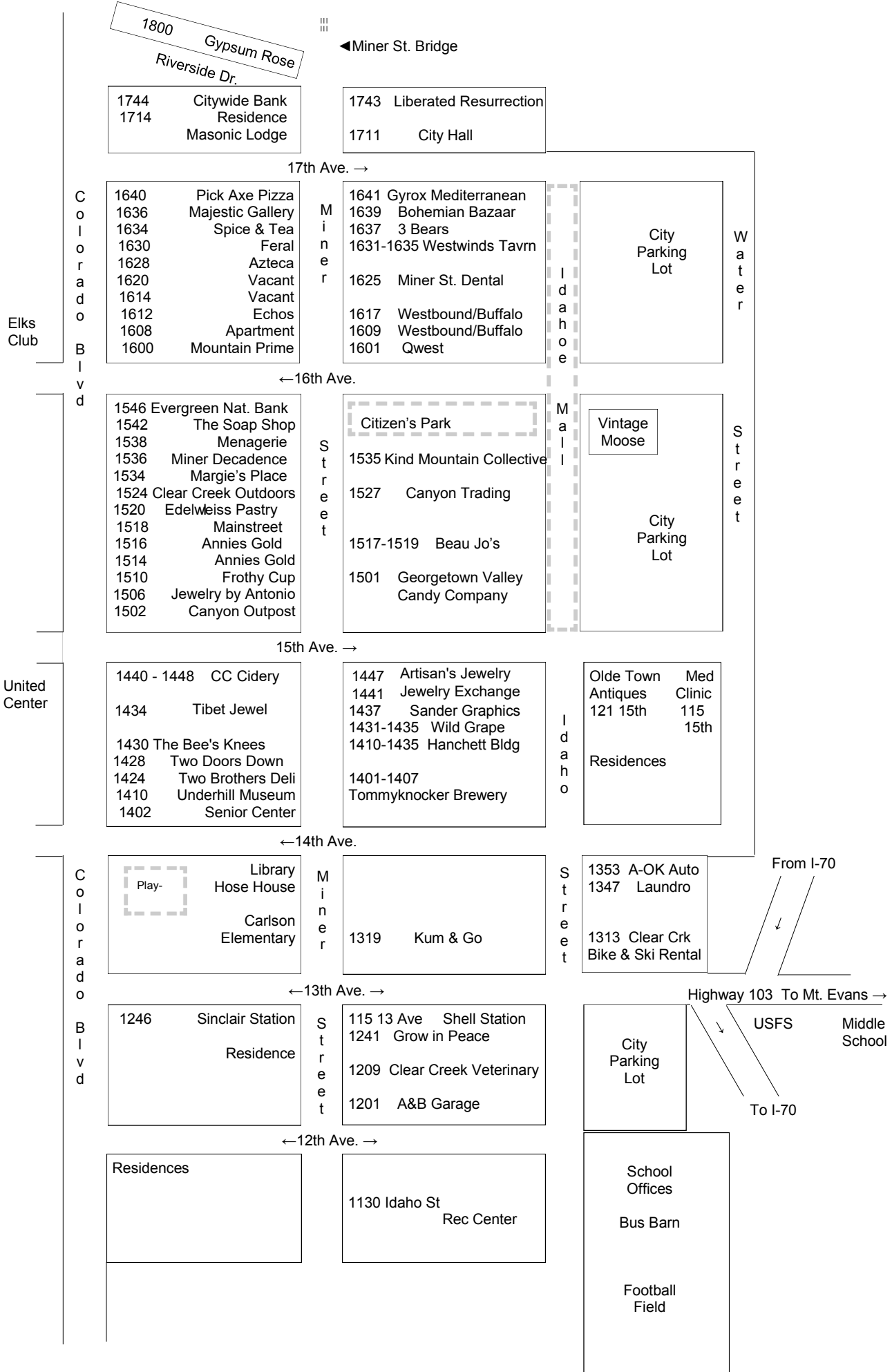
Other Areas

- _____ All trash picked up
- _____ Trash containers emptied
- _____ Barricades removed

City materials used to complete clean-up _____

Date and time of clean-up inspection _____

By _____



1800 Gypsum Rose
Riverside Dr.

Miner St. Bridge

1744 Citywide Bank
1714 Residence
Masonic Lodge

1743 Liberated Resurrection
1711 City Hall

17th Ave. →

Elks Club
Colorado Blvd

1640 Pick Axe Pizza
1636 Majestic Gallery
1634 Spice & Tea
1630 Feral
1628 Azteca
1620 Vacant
1614 Vacant
1612 Echos
1608 Apartment
1600 Mountain Prime

Miner Street

1641 Gyrox Mediterranean
1639 Bohemian Bazaar
1637 3 Bears
1631-1635 Westwinds Tavern
1625 Miner St. Dental
1617 Westbound/Bufalo
1609 Westbound/Bufalo
1601 Qwest

Idaho

City Parking Lot

Water Street

←16th Ave.

United Center
Colorado Blvd

1546 Evergreen Nat. Bank
1542 The Soap Shop
1538 Menagerie
1536 Miner Decadence
1534 Margie's Place
1524 Clear Creek Outdoors
1520 Edelweiss Pastry
1518 Mainstreet
1516 Annies Gold
1514 Annies Gold
1510 Frothy Cup
1506 Jewelry by Antonio
1502 Canyon Outpost

Miner Street

Citizen's Park
1535 Kind Mountain Collective
1527 Canyon Trading
1517-1519 Beau Jo's
1501 Georgetown Valley Candy Company

Idaho

Vintage Moose
City Parking Lot

Water Street

15th Ave. →

United Center
Colorado Blvd

1440 - 1448 CC Cidery
1434 Tibet Jewel
1430 The Bee's Knees
1428 Two Doors Down
1424 Two Brothers Deli
1410 Underhill Museum
1402 Senior Center

Miner Street

1447 Artisan's Jewelry
1441 Jewelry Exchange
1437 Sander Graphics
1431-1435 Wild Grape
1410-1435 Hanchett Bldg
1401-1407 Tommyknocker Brewery

Idaho

Olde Town Antiques
121 15th
Med Clinic 115 15th
Residences

←14th Ave.

United Center
Colorado Blvd

Library
Play-
Hose House
Carlson Elementary

Miner Street

1319 Kum & Go

Idaho

1353 A-OK Auto
1347 Laundro
1313 Clear Crk Bike & Ski Rental

From I-70

←13th Ave. →

United Center
Colorado Blvd

1246 Sinclair Station
Residence

Miner Street

115 13 Ave Shell Station
1241 Grow in Peace
1209 Clear Creek Veterinary
1201 A&B Garage

Idaho

City Parking Lot

Highway 103 To Mt. Evans →

USFS

Middle School

To I-70

←12th Ave. →

United Center
Colorado Blvd

Residences

Miner Street

1130 Idaho St
Rec Center

Idaho

School Offices
Bus Barn
Football Field

BLOCK PARTY STREET CLOSURE APPLICATION

Applicant: _____

Mailing Address: _____

Contact person: _____ **Daytime Phone** _____

Dates (s) and time (s) of requested street closure:

| Date | Street | Time (indicate a.m. or p.m.) |
|-------------|---------------|-------------------------------------|
| _____ | _____ | _____ to _____ |
| _____ | _____ | _____ to _____ |
| _____ | _____ | _____ to _____ |

**Describe requested closure locations, including street name, block, and cross street(s):
Draw closures on map provided.**

Street Closure Approved by:

Police Chief _____ **Date** _____
Chris Malanka 303-567-4291

Public Works Superintendent _____ **Date** _____
John Bordoni 303-567-2400

Fire Chief _____ **Date** _____
Kelly Babeon 303-567-4342 ext 123

Chief Paramedic _____ **Date** _____
Edward Smith 303-679-4215

**This applicant is is not required to provide a traffic control plan. The applicant is is not required to hire a barricade company for this event.

Name of barricade company: _____

Dear Event Organizer,

On behalf of the Mayor, City Council and Employees, welcome to Idaho Springs and thank you for choosing the City of Idaho Springs for your special event.

To make the process a pleasant experience for all concerned, a packet of information has been included with this letter. Please read all material carefully. The **completed** packet will need to be given to the City Clerk 60 days prior to your event. Please return the entire packet, *even if some of the forms do not apply to your event.*

Some special events will need to be presented to the Idaho Springs City Council. If Council approval is required, the City Clerk will set an appearance time once all paperwork is received and approved.

If any alcohol will be included in your event you will need to apply for a special event liquor license. No alcohol can be served, sold or consumed in any public area without a local liquor license as well as an additional insurance requirement. The fee for a liquor special event is \$100.00.

Please note the \$100 application fee per day of the event and a \$100.00 deposit for trash removal and general clean-up.

Contact the Clear Creek Courant to get your event in the calendar section of the local newspaper.

We are here to help in anyway possible. Please feel free to contact my office with any questions or concerns.

Sincerely,

Diane Breece
City Clerk

SPECIAL EVENT PERMIT QUESTIONNAIRE AND AFFIDAVIT

1. What type of an event is planned (i.e., annual, quarterly, benefit, etc.)?

2. Explain in detail the nature of your organization, its function, and who or what benefits from its operations (attach separate sheet if necessary)

3. Who or what organization will be the recipient of funds derived from this event?

4. How many attendees are expected at this event?

5. Describe the premises at which this event will take place

6. What type of security will be provided at this event?

7. How many security personnel will be on hand?

8. How will security personnel be identified? (i.e., shirts, hats etc.)

9. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.)?

10. What type of entertainment will be provided, if any, for this event?

11. What method will be used in checking identification for proper age of attendees (i.e., at the bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e., stamp or mark on the hand, etc)

12. How will the conduct and level of intoxication of attendees be monitored and by whom?

13. Have volunteers or members of you organization been trained in the sale/service of alcohol beverages?

14. What types of alternate beverages and food/snacks will be available?

15. Explain how this event will be marketed describing what kinds of advertising material will be Distributed and the targeted recipients of such material.

I hereby certify, under penalty of perjury, that the information provided to the Idaho Springs Liquor Authority contained in this affidavit is true and accurate to the best of my knowledge.

Applicant's Signature

Date

STATE OF COLORADO
COUNTY OF CLEAR CREEK) SS.
CITY OF IDAHO SPRINGS

Subscribed and sworn to before me this _____ day of _____,
_____.

Witness my hand and official seal.

Notary Public

My commission expires

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

**IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT
 AND ONE OF THE FOLLOWING (See back for details.)**

- | | | |
|------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

| | |
|----------------------------------------------------------------------------------|-----------------------------------|
| LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR: | DO NOT WRITE IN THIS SPACE |
| 2110 <input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY | LIQUOR PERMIT NUMBER |
| 2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY | |

| | |
|----------------------------------------------------------|-----------------------------------|
| 1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE | State Sales Tax Number (Required) |
|----------------------------------------------------------|-----------------------------------|

| | |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP) | 3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP) |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|
| NAME | DATE OF BIRTH | HOME ADDRESS (Street, City, State, ZIP) | PHONE NUMBER |
| 4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE | | | |
| 5. EVENT MANAGER | | | |
| 6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____ | 7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____ | | |

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? Yes No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

| | | | |
|----------------|----------------|----------------|----------------|
| Date | Date | Date | Date |
| Hours From .m. | Hours From .m. | Hours From .m. | Hours From .m. |
| To .m. | To .m. | To .m. | To .m. |

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

| | | |
|-----------|-------|------|
| SIGNATURE | TITLE | DATE |
|-----------|-------|------|

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

| | | |
|--------------------------------------------|------------------------------------------------------------------|---------------------------------------|
| LOCAL LICENSING AUTHORITY (CITY OR COUNTY) | <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY | TELEPHONE NUMBER OF CITY/COUNTY CLERK |
| SIGNATURE | TITLE | DATE |

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

| LIABILITY INFORMATION | | | |
|------------------------|----------------|------------|-------|
| License Account Number | Liability Date | State | TOTAL |
| | | -750 (999) | \$. |

APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.
Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- If not incorporated, a NONPROFIT charter; **or**
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**
- THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)**
- AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.**
- CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE**

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.

