



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 through the City Clerk's office (the form is included in this packet) No alcohol can be served, sold or consumed in any public area without a local liquor license as well as an additional insurance requirement.

Please note, there is a \$100 application fee per day of the event, a \$100 per day fee for a liquor license 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

****The City will not be allowing any after parties, awards ceremonies or liquor events until further notice****



CITY OF IDAHO SPRINGS – SPECIAL EVENT PERMIT COVID-19 CONDITIONS OF APPROVAL - ACKNOWLEDGMENT, WAIVER & RELEASE

**Required of all 2021 Special Event Permit Applicants*

AUTHORITY

- On March 10, 2020, the Governor of the State of Colorado declared a statewide state of emergency in response to coronavirus (COVID-19); and
- On March 14, 2020, the President of the United States declared a national emergency in response to the coronavirus (COVID-19); and
- On March 23, 2020, the City of Idaho Springs (“City”), acting by and through its City Council, declared a local state of disaster emergency with respect to the outbreak of COVID-19; and
- In the Spring of 2021, Clear Creek County is still within the Colorado Department of Public Health and Environment (CDPHE) COVID-19 Dial - at Level Blue (Cautious) with gatherings and events at reduced and restricted capacity, both indoors and outdoors.
- Idaho Springs Municipal Code Section 9-204(C) authorizes the City to impose conditions on Special Event Permit applications “designed to ensure compliance with . . . any other applicable law, ordinance or regulation, or to prevent or mitigate the potentially adverse impacts of the special event on City residents, businesses, visitors and property owners.”
- The City Council determined that the only way to safely allow Special Events while COVID-19 related Public Health Orders (PHOs) are in effect is to impose the following express conditions upon any application that is otherwise approved.

COVID-19 CONDITIONS OF APPROVAL

Each Special Event Permit Application and approval is subject to the following express conditions:

- Each Application shall include a Public Health Order Compliance Plan describing how the proposed Special Event will comply with all PHOs and COVID-19 related Orders in place on the date of Application.
- The PHO Compliance Plan shall be reviewed and approved by Clear Creek County Public Health. Failure to obtain the approval of the County Public Health Department is an automatic disqualifier for the proposed Special Event and basis to deny the Application.
- Approval of a Special Event is expressly contingent upon the approved Event Plan’s continued compliance with all new, updated, amended or modified PHOs and COVID-19 restrictions applicable to the City of Idaho Springs up to the date(s) of the Event and continuing through the entire duration of the Event.

- A conditionally approved Special Event that fails to meet a PHO or COVID-19 restriction adopted, amended, updated or modified subsequent to the date of conditional approval shall be considered disapproved as of the effective date of the new/amended PHO or restriction. The City shall give prompt written notice of such disapproval to the Event contact person(s).
- Event organizers who are notified of a COVID-related disapproval as set forth above, **may file one (1) amended Special Event Permit Application** packet to propose compliance with the new requirements only if a complete amended Application packet is filed with the City **not less than fourteen (14) days prior to the Event**.
- As with the original Application, any amended Application must be approved by the County Department of Public Health.

ACKNOWLEDGMENT, WAIVER AND RELEASE

In consideration of the opportunity to plan, propose, organize, advertise and potentially conduct a proposed Special Event in and upon property owned or controlled by the City of Idaho Springs (“City”), I hereby acknowledge and agree that:

1. I have read and understand the foregoing express COVID-19 Conditions of Approval. I acknowledge, agree and accept that the same apply to me, the Event and all other sponsors, organizers, participants and others involved with the Event.
2. **I voluntarily, knowingly and freely assume all risks, both known and unknown, related to the planning, funding, advertising, organizing and other investments of time, money, goodwill, reputation, tangible and intangible items in preparation for the Event. I do so knowing that the Event is subject to the express Conditions above and that the Event may be disapproved and cancelled at any time up to and including the Event date.**
3. I understand and agree that the City of Idaho Springs, its Staff, officials and agents, have no control over the issuance of PHOs by the State or County, nor over the County Public Health Department’s interpretation of PHOs or other COVID-related rules, regulations and restrictions.
4. **I, for myself and on behalf of all other individuals, entities and organizations involved with the planning, sponsoring, funding and conducting the Event – which authority to bind the same I further expressly represent that I possess by my signature below – do hereby release, covenant not to sue, discharge and hold harmless the City of Idaho Springs and its officers, employees, agents and insurers, and further indemnify the same, from and against all liability, claims, and demands, including attorney’s fees and court costs, which arise out of or are in any manner connected with the Event or its preparations or the Application, as processed by the City. This release includes all claims based on the alleged actions, omissions or negligence of the City, its officers, agents, employees, contractors and representatives.**

I HAVE READ THIS ACKNOWLEDGMENT, WAIVER AND RELEASE, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I AM WAIVING SIGNIFICANT RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY.

Event Organizer/Applicant – Name and Signature

Date of Signature

Special Event Name: _____

**IDAHO SPRINGS SPECIAL EVENT
APPLICATION**

Name of Event: _____

Type of Event _____

Description of the Event: _____

Event Contact(s) _____

Mailing Address(es) _____

Daytime Phone/Email(s) _____

Sponsoring Organization _____

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

Number of people expected at the event _____

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

Police coverage needed (if applicable):

✓ How many officers _____

✓ Times officers will be needed _____

✓ Where officers will be needed _____

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

_____ Portable toilets _____ Trash receptacles _____ Recycling 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, recycling 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.
- _____ 11. UNTIL FURTHER NOTICE - A completed Special Event Permit Covid-19 Conditions of Approval - Acknowledgment, Waiver & Release is required for ALL Applications.

I hereby agree to indemnify the City of Idaho Springs, its officers, agents and employees, and to hold them harmless from and against any and all claims, liabilities or damages, including attorney fees and court costs, arising out of, related to, or directly or indirectly resulting from this Application, its processing or decision thereon rendered by the City, or from the planning, financing or 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 permit 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 \$1,093,000 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 Sheriff's 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

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 or COURTNEY RYLEY COOPER PARK the public restrooms 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%

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 _____



Special Event Liquor~3.2 Beer, Malt, Vinous and Spirituous Permit Application

ONLY NONPROFIT ORGANIZATIONS ARE ELIGIBLE TO APPLY FOR THIS PERMIT

If you would like to **sell, possess or consume** alcoholic beverages by the attendees of your event, you must apply for a Special Event Liquor License. By State Law, C.R.S .12-48-102 (1)(a), applicants for a Special Event Liquor License must meet the following criteria:

“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 purposed 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 nonprofit 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.”

As part of the Special Event Application, at least 60 days in advance of the event, the applicant must submit to the City Clerk’s office the following supporting documents:

- A completed DR8439 Special Event Application Form (see attached)
- Copy of Certificate of Corporation in Good Standing (nonprofit) issued by the Secretary of State within the 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 of Colorado.
- Event site plan sketch (8 ½ x 11) reflecting bars, walls partitions, ingress, egress and dimensions. If the event is to be held outdoors you must submit evidence of intended control, i.e. fencing, ropes, barriers, arm bands, etc.
- Copy of deed, lease or written permission from owner for the use of the premises in the applicant’s name.
- Submit \$100 for either a 3.2 Beer permit or Malt, Vinous and Spirituous permit payable to the City of Idaho Springs.

Incomplete applications will be rejected and returned to the applicant for corrections. There are no refunds under any circumstances. The event must be held on the **date, time and location** specified on the application and may not be changed. Applicant is limited to 10 days of special events per calendar year. The City Clerk’s office is required to post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received

as a result of posting, a hearing may be held before the Local Authority for approval of the special event. During the event *age warning signs*, must be conspicuously displayed.

As a condition of being granted this permit, I hereby agree to comply with City, County and State regulations related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand the glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless, the City of Idaho Springs, its officers, officials, employees and agent for all liability claims arising from the event and have attached a certificate of insurance for the event to guarantee indemnification.

Applicants Signature

Date

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	LIQUOR PERMIT NUMBER
2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer)	

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE	State Sales Tax Number (Required)
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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)
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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? _____
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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	Date
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To .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
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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.

(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.

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

