



2017 SPECIAL EVENT PERMIT APPLICATION

Thank you for considering the City of Colorado Springs for your upcoming event. Completion of the Special Event Permit Application is the first step in the planning process to secure the necessary permits for your event.

Please complete all applicable sections of the Special Event Application. Incomplete, illegible, and/or unsigned applications will NOT be processed. An application checklist has been provided below to assist you with the types of information REQUIRED to complete a Special Event Permit Application. Information that is specific to your event may be added to the end of the application. Supplemental documents should be submitted to the Office of Special Events. Delays in providing these documents impact the City's ability to review and approve applications in a timely manner.

You may submit the Special Event Permit Application as early as twelve (12) months prior to your event, but no later than ninety (90) days in advance of your event date.

APPLICATION CHECKLIST:

- Application - Signed and Dated
- Event Narrative and Timeline
- Site Plan
- Street Listing Worksheet (if applicable)
- Sample of Mitigation Communication (if applicable)
- Park Rules and Regulations – Signed and Dated (if applicable)
- Park Permission to Serve Alcohol – Signed and Dated (if applicable)
- Downtown Partnership Impact Application – Signed and Dated (if applicable)

The following documents may be provided throughout the application process or a minimum of 30 DAYS in advance of the event:

- Certificate of Insurance
- Traffic Control/Barricade Plan (if applicable)
- Security Plan
- Vendor List (if applicable)
- Additional Permits and Licenses (as applicable)

Submit completed application and supporting documents to:

**CITY OF COLORADO SPRINGS
OFFICE OF SPECIAL EVENTS
1401 Recreation Way
Colorado Springs, CO 80905
Phone: (719) 385-5940**

SECTION 1 – ORGANIZATION INFORMATION

Organization Name:

Organization Contact*:

**Organization contact will be the Special Event Permit-Holder.*

Organization Type: For Profit Non-Profit

Organization Website:

Street Address:

City: **State:** **Zip:**

E-Mail: **Phone:**

SECTION 2 – PRIMARY EVENT CONTACT INFORMATION

Event Contact*:

**Event contact is the primary contact for planning purposes. This contact must be reachable on event day.*

Street Address:

City: **State:** **Zip:**

E-Mail:

Daytime Phone: **Cell Phone:**

SECTION 3 – EVENT INFORMATION

Name of Event:

Event Website:

Event Location/Address:

Event Category (Check all that apply):

- Car/Motorycle Show
- Circus/Carnival
- Concert/Performance
- Festival/Celebration
- Film/Photography
- Fundraiser

- Parade/Procession/March
- Sports/Recreation
- Other:

Event Timeline:

	Day of Week	Date	Start Time	End Time
Set-Up				
Event Start				
Event End				
Tear-Down				

Describe your event: (The description provided may be used to advertise your event via the City’s Facebook Page, Event Calendars, etc. For this purpose please be sure to include your event’s purpose/benefit, any entertainment that will be present, and activities you wish to advertise. Please keep your description to 150 characters or less):

Not a public event, please do not publicize.

Is this a first time event? Yes No

If no, how many years have you been holding this event and at what locations?

Estimated Attendance

Prior Year Attendance (Actual):

Prior Year Attendance (Estimated, if no ticket or participant fee that tracks attendance):

Prior Year Attendance (Unknown, if this is a first time event):

Current Year Estimated Attendance:

Participants:

Spectators:

If available, please also indicate the estimated number of:

Vendors:

Support Staff/Volunteers:

Media:

Are patron admission, entry or participant fees required? Yes No

If yes, provide amounts:

Senior:

Adult:

Military:

Children:

Are vendor or other fees required? Yes No

If yes, provide amounts:

SECTION 4 – CITY PARKS, TRAILS & OPEN SPACES

Will you be using a City Park, Trail or Open Space? Yes No

If yes, which location?

Will you be putting up temporary structures on Park, Trail or Open Space property?

Yes No

If yes, please describe, and indicate temporary structures on your site plan.

Reminder: Stakes MAY NOT be used to secure temporary structures on City property.



I have read and understand the Parks, Recreation and Cultural Services Department Rules and Regulations. A signed copy of the Rules and Regulations is included with the permit application.

SECTION 5 – WATER & ELECTRICITY

Will you need access to park water? Yes No

Will you need access to park electricity? Yes No

Will you need water or electricity at other public locations? Yes No

If yes, please describe location requested:

If yes, submit request to Colorado Springs Utilities at:

www.CSU.org/Pages/Sponsorship-r.aspx or by calling (719) 668-3838

SECTION 6 – PRIVATE PROPERTY

Will you be using private property for all or part of your event? Yes No

If yes, submit written authorization from the private property owner(s) with this application, and indicate location of private property on your site plan.

Will you be putting temporary structures on private property? Yes No

If yes, please describe in detail:

SECTION 7 – DOWNTOWN MAINTENANCE

Will your event take place on the street or sidewalk within the Greater Downtown Colorado Springs Business Improvement District (BID), also known as the “Downtown Core?” Yes No

The Downtown BID extends north to St. Vrain Street, south to Moreno Avenue, east to Weber Street and west to Sierra Madre Street. For a detailed map, go to www.DowntownCS.Com/BID.

If yes, contact The Downtown Partnership at www.DowntownCS.com or at (719) 886-0088 for additional information about the Downtown BID Event Impact Fee.

Events occurring in the Downtown BID must also:

- Complete the Downtown BID Event Impact Fee Application and submit the appropriate fee to the Downtown Partnership.
- Provide notification to business properties, including street-level businesses, office buildings and residents no less than three weeks prior to the event. Notification should include all streets impacted, whether as staging areas or event activity areas, or streets immediately surrounding the event. (See Mitigation of Impact section of this application for additional details).
- Ensure that spectators do not enter/damage flower beds and do not climb on, deface or damage public art.

SECTION 8 – EVENT NARRATIVE, TIMELINE & SITE PLAN

To ensure appropriate review of your event, a detailed narrative and/or timeline of the event including a description of activities, schedule of entertainment, or other pertinent information must be provided to better assist the City in reviewing the components of your event.

Applicant must also attach a detailed plan for moving routes and fixed venues. The site plan should be produced in a clear and legible manner and submitted in an 8 1/2" x 11" or 8 1/2" x 14" standard format.

A detailed site plan should include, but is not limited to the following:

- Maps of staging areas for parades/races
- Route maps for parades/races
- Street closures/barricade placements
- Parking lots
- Fire lanes
- Trash cans/recycling bins
- Restrooms
- Food, beverage and retail vendors
- Beer gardens
- First aid stations
- Amusement rides/inflatables
- Tents
- Building or tent entrances and exits
- Fireworks fallout zones and launching areas
- Stages

Reminder: Applications will not be accepted without the submission of a Site Plan. A Site Plan is a critical supporting document which helps to ensure that the proper locations are booked for your event.

SECTION 9 – SIGNAGE & LIGHTING

Does your event include the use of any signs, banners, pennants, flags, streamers, decorations or special lighting? Yes No

If yes, show locations on your site plan, indicating specifically what type of sign, decoration or lighting will be used.

Describe the signs, decorations and/or lighting to be used during your event:

At what times will you be using signage, decorations and/or lighting?

Will signage be placed inside the event boundaries? Yes No

Will signage be placed outside the event boundaries? Yes No

If yes, please describe:

Signage Set-Up:	Date	Time
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Does your event include any open burning or flame not contained within a fireplace, BBQ grill or pit, such as a bonfire, pyre or beacon? Yes No

If yes, complete and submit the **Open Burning Permit Application** to the Division of the Fire Marshal no later than **30 DAYS** prior to your event.

Does your event include any single food vendor utilizing Liquefied Petroleum Gas (LPG) in amounts more than 125 gallons water capacity? Yes No

If yes, complete and submit the **Temporary LPG Use Application** to the Division of the Fire Marshal no later than **30 DAYS** prior to your event.

Does your event include any vendor cooking food utilizing solid fuels and/or LPG? Yes No

If yes, all cooking vendors must read and sign the **Cooking Requirements at Special Events** document.

SECTION 12 – MEDICAL PLAN

**The Colorado Springs Fire Department's Medical Division has final authority to determine medical service requirements for all events.*

Based on the **Emergency Medical Services Resource Matrix**, which resources will be required for your event's medical plan? (Check all that apply).

- First Aid Station Certified Basic Life Support (BLS) Provider
 CSFD Special Events Team Licensed Ambulance Provider

Name of Medical Services Provider:

Contact Name:

E-Mail:

Daytime Phone:

Cell Phone:

Please describe your medical plan:

Applicable information includes the event's medical communication plan, number, certification levels and types of resources that will be at the event, description of how resources will be managed and deployed and hours of set-up and dismantle of medical aid stations.



I understand that the Colorado Springs Fire Department Chief, or his/her designee, has final authority to determine medical service requirements for all events.

SECTION 13 – SECURITY PLAN

**The Colorado Springs Police Department has final authority to determine the minimum number of Police Officers to adequately staff all events, and to determine security requirements for all events.*

As an event organizer, you are required to provide a safe and secure environment for your event. To facilitate your

planning, the Colorado Springs Police Department will design and implement your Security Plan.

You are required to hire a private security company for Beer Gardens. You may also hire a private security company to protect your property after event hours.

Will you be hiring a private security company for your event? Yes No

Name of Security Company:

Contact Name:

E-Mail: **Daytime Phone:** **Cell Phone:**

Please describe your security plan:

Applicable information includes the event's communication plan, number, certification levels and types of resources that will be at the event, and description of how resources will be managed and deployed.



I understand that the Colorado Springs Police Department Chief, or his/her designee, has final authority to determine security requirements for all events.

SECTION 14 – TRAFFIC PLAN

**The Colorado Springs Police Department has final authority to determine the minimum number of Police Officers to adequately staff all events, and to determine traffic control requirements for all events.*

Does your event require any street closures, in any way obstruct vehicular or pedestrian traffic or require a motorcycle/police escort to navigate through City streets? Yes No

If yes, provide contact information for your Traffic Control Company, and complete the **Street Listing Worksheet for Traffic Plans**, which includes the streets impacted and closure times.

Reminder: The event organizer/permit-holder is responsible for contacting the Traffic Control Company of their choice to secure the event date.

Name of Traffic Control Company:

Contact Name:

E-Mail: **Daytime Phone:** **Cell Phone:**

Equipment Drop-Off: **Date** **Time**

Equipment Set-Up: **Date** **Time**

Equipment Pick-Up: **Date** **Time**

Does your event require a motorcycle/police escort? Yes No

If yes, what is the estimate number of participants for the procession?

If yes, include a copy of your proposed route with this application.



I understand that the Colorado Springs Police Department Chief, or his/her designee, has final authority to determine traffic control requirements for all events.

SECTION 15 – PARKING & SHUTTLE PLAN

Will your event utilize off-site parking? Yes No

If yes, where will parking be located?

Do you have property owner authorization to use private property for parking? Yes No

Name of Parking Property Owner:

E-Mail:

Daytime Phone:

Cell Phone:

What time will off-site parking lots be available?

Will your event involve the use of parking shuttle services? Yes No

If yes, indicated the location of pick-ups/drop-offs on your site plan.

Shuttle Pick-Up Times:

Shuttle Drop-Off Times:

Have you developed a handicapped accessible parking and/or transportation plan? Yes No

If yes, where will parking be located?

Is there designated parking/special access for vendors, volunteers, VIPs, etc? Yes No

If yes, where will parking be located?

If yes, include a sample of parking passes/permits with your application.

SECTION 16 – HOODING PARKING METERS

Does your event require parking meters to be hooded? Yes No

If yes, please provide a meter hooding plan, which includes which streets will be impacted, the start and end locations and sides of the street to be hooded. *Example: Hooding Tejon Street from Platte to Colorado, on both sides of the street.*

Will you be printing your own hoods? Yes No

Will you be hooding your own meters? Yes No

If no, meters will be hooded by CSPD Parking Enforcement, and the Event Organizer will be charged for the service provided.

Reminder: All meters must be hooded at least two (2) hours prior to the closure time. However, meters may NOT be hooded any sooner than one hour prior to the required hooding time. All hoods must be removed immediately following the conclusion of the event. Example: A two-hour meter needs to be hooded prior to 4:00 pm the day before an event to ensure that there is no parking the following morning. Hooding may not begin to take place any earlier than 3:00 pm.



I understand the meter hooding requirements for special events.

SECTION 17 - NOISE

Will there be any music or amplified sound at your event? Yes No

If yes, please complete the **Noise Hardship Permit Application** and submit directly to the Colorado Springs Police Department's Special Events Sergeant.

SECTION 18 - MITIGATION OF IMPACT

Will your event impact any residential or business areas? Yes No

If yes, how do you plan to notify neighbors? (Check all that apply)

- Flyers (door-to-door)
- Postcard/Mailer
- Phone
- E-Mail
- Face-to-face contact
- Other:

Attach a sample of the notice you plan to distribute to impacted neighbors.

Have you presented your event concept to officially recognized community groups that represent the venue area? Yes No

If yes, attach letters of support to your application.

If no, explain:

Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? Yes No

If yes, attach letters of support to your application.

If no, explain:



I understand that all events are required to provide notification to affected residential or business properties. When notifying, street closures should be illustrated and described, and a detailed timeline should be included. Notification must occur at least three weeks prior to my event date.

SECTION 19 - VENDORS & CONCESSIONAIRES

Will taxable property or services be sold at your event? Yes No

If yes, all vendors/organizers selling taxable tangible personal property or taxable services must collect and remit City of Colorado Springs sales tax, and must be licensed (permanent or temporary) for each event. Please see the following for more clarification:

- Vendors/Organizers that hold a permanent City of Colorado Springs Retail Sales Tax License may remit the sales tax due on their regular sales tax return. The City of Colorado Springs license number must be provided before the event. (License # _____)
- If a permanent license is not held, a Temporary Sales Tax License must be obtained by each vendor/organizer before the event takes place and a cash bond may be required depending on the scope of the event. The City of Colorado Springs license number must be provided before the event. (License # _____)
- The event organizer may also obtain the Sales Tax License (Retail or Temporary) and allow each vendor who participates in the event to submit their sales tax through that license. To accommodate that option, envelopes can be provided to each vendor and then collected at the conclusion of the event to be turned in with the license holders' sales tax return by the due date.
- The City of Colorado Springs requires that each event organizer, regardless of license status, submit a complete Vendor Listing to the City of Colorado Springs Sales Tax Department prior to the event.

Will the Event Organizer be selling taxable tangible personal property or taxable services at the event?

Yes No

If yes, the event organizer must:

- Follow steps above to see what requirements need to be met.
- Provide the City of Colorado Springs Sales Tax License Number if a Permanent License or Temporary License is held. (License # _____)
- Remit the collected sales tax before the due date indicated on the license form or on your sales tax return form.

If no, the event organizer must:

- Submit a complete **Vendor Listing** to the City of Colorado Springs Sales Tax Department prior to the event.
- Direct each vendor to view our license requirements on our website, www.ColoradoSprings.gov/Finance/Page/Sales-Tax-License-Applications-and-Forms or to call our office at (719) 385-5903 for more information.

SECTION 20 – VENDORS & CONCESSIONAIRES

Will food be sold inside your event boundary? Yes No

If yes, a Peddler's License is required for any vendor wishing to sell foodstuffs within the City of Colorado Springs.

Do you intend to cook food within the event area? Yes No

If yes, contact El Paso County Public Health at www.ElPasoCountyHealth.org/Services/Special-Event-Vendors or at (719) 578-3199 for additional information regarding food and vendor permits.

Reminder: Any single food vendor utilizing Liquefied Petroleum Gas (LPG) in amounts greater than 125 gallons water capacity or any vendor cooking food utilizing solid fuels and/or LPG may require additional permits or inspections by the Colorado Springs Fire Marshal. (See Division of the Fire Marshal section of this

application for additional details).

SECTION 21 – ALCOHOL

Will your event include the sale and/or consumption of alcoholic beverages? Yes No

If yes, check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Beer
- Wine
- Spirits

Will your event involve the consumption of alcoholic beverages outside a City Park?

- No Yes

If yes, applicant must submit an application for a **Special Event Liquor Permit** to the City Clerk's Office no less than **30 DAYS** prior to the proposed event.

Reminder: Special Event Liquor Permits are only available for non-profit organizations and require a separate public hearing. Additionally, events which serve alcohol must provide proof of Liquor Liability Insurance. Please see Insurance Requirements section of this application for additional details.

Will your event include the sale and/or consumption of alcoholic beverages in a City Park?

- Yes No

If yes, complete and submit the **Park Beer Garden Policy and Permission to Serve Alcohol Application** to the Parks, Recreation & Cultural Services Department no later than **60 DAYS** prior to your event. Also, please indicate the size and location of your beer garden on your site plan.

Reminder: The sale and/or consumption of Spirituous Liquor is prohibited in City parks.

If yes, applicant must submit an application for a **Special Event Liquor Permit** to the City Clerk's Office no less than **30 DAYS** prior to the proposed event.

Reminder: Special Event Liquor Permits are only available for non-profit organizations and require a separate public hearing. Additionally, events which serve alcohol must provide proof of Liquor Liability Insurance. Please see Insurance Requirements section of this application for additional details.

SECTION 22 –RESTROOMS, TRASH & RECYCLING

Do you plan to provide portable restroom facilities at your event? Yes No

Reminder: The City of Colorado Springs recommends two (2) chemical or portable toilets for every 250 people. Ten percent (10%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time.

If yes, please provide the total number of portable toilets:

If yes, please provide the total number of ADA accessible toilets:

Name of Portable Restroom Company:

Contact Name:

E-Mail:

Daytime Phone:

Cell Phone:

Equipment Drop-Off: Date Time

Equipment Pick-Up: Date Time

Do you plan to provide trash receptacles/recycling bins at your event? Yes No

***Reminder:** The City of Colorado Springs recommends one (1) trash receptacle and one (1) recycling bin per 500 people. This figure is based upon the maximum number of attendees at your event during peak time. Park trash cans and dumpsters may not be included in calculating the number of receptacles needed for your event.*

If yes, please provide the total number trash receptacles:

If yes, please provide the total number recycling bins:

If yes, please provide the total number of dumpsters/roll-off containers:

Name of Waste Management/Recycling Company:

Contact Name:

E-Mail:

Daytime Phone:

Cell Phone:

Equipment Drop-Off: Date Time

Equipment Pick-Up: Date Time

Please describe your plan for clean-up and removal of trash, animal waste and recyclables during and after your event:

***Reminder:** You may hire a professional service of your choice and/or use a volunteer team. If City services are needed because clean-up is inadequate or damages occur, the event will be invoiced. In addition, such failure may result in denial of future approval of a Special Event Permit.*

Do you plan to have a street sweeper before or after your event? Yes No

***Reminder:** Street sweeping is required for any event that includes animals, food or alcohol in the street.*

Name of Street Sweeping Company:

Contact Name:

E-Mail:

Daytime Phone:

Cell Phone:

Scheduled Sweeping Time: Date Time

SECTION 23 –ANIMALS

Will animals be part of your event? Yes No

If yes, please describe what kind and how many:

Do you wish to allow pets at your event? Yes No

Reminder: Per title II and title III of the Americans with Disabilities Act (ADA), entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.

SECTION 24 – VIPs & MEDIA

Will there be high-profile individuals present at your event? High-profile individuals may include, but is not limited to political figures, military personnel, celebrities, etc. Yes No

If yes, please provide a list of individuals, their titles and the date/time in which they are expected to be present.

Will there be live media coverage of the event? Yes No

If yes, please describe (include time and location):

Will media vehicles be parked within the event venue? Yes No

If yes, please indicate their locations on your site plan.

SECTION 24 – ADA ACCESSIBILITY

As required by the federal Americans with Disabilities Act of 1990, as amended, all events, workshops, conferences, hearings, or any other activities held on City property (City facilities, including buildings and parks, and public rights-of-way) must be accessible to people with disabilities.

For more information regarding ADA requirements, the following resources are available:

Rocky Mountain ADA Center - <http://www.ADAInformation.org> or 1-800-949-4232
Accessible Temporary Events - [Planning Guide](#)



I acknowledge that Special Events are required to meet all ADA requirements and are the responsibility of the Event Organizer.

SECTION 25 – INSURANCE

Events are required to have **Commercial General Liability Insurance** in which the “**City of Colorado Springs, its elected and appointed officials, employees and volunteers**” are included as **Additional Insured with respect to the policies required by the Special Event Permit**. The policy must be for a minimum of \$1,000,000, with an aggregate amount of \$1,000,000. Additional insurance may be required dependent upon the event size and any high risk activities. Coverage must be maintained for the duration of the event including setup and dismantle dates. Event insurance will be primary; any City insurance will be non-contributory.

Events that intend to serve or sell alcoholic beverages at an event must also submit a Certificate of Insurance providing proof of a **Liquor Legal Liability Insurance Policy or properly endorsed General Liability**

Insurance Policy. Events that hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, must submit a Certificate of Insurance from the vendor providing proof of a liquor legal liability insurance policy or properly endorsed general liability insurance policy. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000. **This requirement applies to the business or group which serves or sells the alcohol.**

The Certificate Holder for all events shall be:

The City of Colorado Springs
30 S. Nevada Ave.
Colorado Springs, CO 80903

Name of Insurance Carrier:

Contact Name:

Address:

E-Mail:

Daytime Phone:



I understand that Certificates of Insurance which do not meet the requirements indicated above, or do not have the correct physical address for the City of Colorado Springs will not be accepted as complete.

SECTION 26 – AFFIDAVIT OF APPLICATION

I, _____ am authorized to represent and bind the Host Organization. The Host Organization represents and certifies as follows:

1. That the information contained in this Special Event Application is true and correct to the best of my knowledge and belief.
2. That the Host Organization, has read, understands and agrees to comply with the ordinances governing the proposed special event as set forth in the City Code of the City of Colorado Springs, 2001, as amended.
3. To comply with all other laws, rules, regulations and requirements of the City, County, State, and Federal governments, and any other applicable entity which may pertain to or govern the use of the event venue and the overall conduct of the special event.
4. The Host Organization acknowledges that the acceptance of any plans required as a part of the Special Event Application does not constitute an approval or an acknowledgment by the City of the adequacy of the information contained in the plans.
5. To pay all applicable taxes, including possessory interest taxes and understands that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this special event or any other related permit.
6. In accord with the City Code, to pay any costs and fees for City services that are incurred by or on behalf of the special event within 60 days of billing by the City.

Print Name of Organization Contact:

**Organization contact will be the Special Event Permit-Holder.*

Title:

Signature: _____ Date: _____