



# Firestone, Colorado

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Special Event Application Packet



# SPECIAL EVENT APPLICATION PACKET

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Dear Event Planner,

Welcome to Firestone! We are excited you have chosen Firestone as the location in which to hold your special event. A special event means an organized procession or assembly of 25 or more people requiring the exclusive use of all or a portion of a public right-of-way, public park, recreation area or other Town facility; involving the temporary closure of public rights-of-way; requiring traffic control; or creating a public safety hazard. Examples of special events, include but are not limited to, festivals, celebrations, carnivals, races, parades, fundraisers, fairs, rodeos, camps and other similar activities. In an effort to make the event application experience as smooth and efficient as possible, we have created this packet of information to help you plan your event and understand the requirements associated with hosting a special event on public property in the Town of Firestone.

The Town of Firestone's Communication and Community Outreach office will act as your single point of contact with the Town, and will coordinate most of your approvals internally. The Communications and Community Outreach office can answer questions you may have about conducting a special event in our community. The success of your event relies upon your event planner providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits and applications, and help to head off any potential problems or concerns.

The Town of Firestone requires your completed event application must be submitted to the Communications and Community Outreach office a minimum of 60 days in advance of your event. Please be advised that certain procedures may be lengthy, such as acquiring proof of insurance, obtaining a liquor license, etc. so please plan accordingly. Applications received with less than 60 days advance notice will be charged additional rush processing fees and some permits may not be able to be approved.

The following packet (which is available online at [www.FirestoneCO.gov/specialevent](http://www.FirestoneCO.gov/specialevent) or at the Community Development office, 8308 Colorado Blvd. Ste. 200, Firestone) will help you plan for your event accordingly. You will only need to submit the forms applicable to your event. We encourage you to utilize the planning checklist to help you determine which forms you need to fill out and submit with your application. Once you have completed the appropriate applications and forms, submit them with your application processing fee to the Communications and Community Outreach office at 8308 Colorado Blvd. Ste 200 or email Kristi Ritter at [kritter@firestoneco.gov](mailto:kritter@firestoneco.gov). The Town of Firestone will conduct a review process upon receipt of the application and will contact you when your application has been completely processed by all of the appropriate departments, or if you have provided incomplete information or something in your plan requires modification. Approval or denial of your application will occur approximately 30 days prior to your event.

Once your application has been approved, you will receive a Special Event Approval Plan and any required permits from the Town. You will need to have these items with you at the event as proof of authorization.

Upon submitting your application you will be required to pay any applicable application and rental fees. Upon approval of your application, you will be provided with an estimate and billed for any required Town services during your event.

It is our goal to provide an efficient process for reviewing and approving your event. We look forward to working with you to obtain approval for your event, and thank you for choosing the Town of Firestone as your preferred location.

Regards,

Kristi Ritter  
Communications & Community Outreach Coordinator  
Town of Firestone | Community Development Department  
8308 Colorado Blvd. Ste. 200 | Firestone, CO 80504  
Direct 303-531-6254 | Cell 303-506-3361 | Fax 720-476-4232  
[kritter@firestoneco.gov](mailto:kritter@firestoneco.gov) | [www.FirestoneCO.gov](http://www.FirestoneCO.gov)



# SPECIAL EVENT PLANNING CHECKLIST

This checklist is intended to help you better plan your special event, and to properly submit all necessary forms. It serves as a guide only. Check off all necessary forms and include them with your complete application.

Prior to planning your event, the Town of Firestone asks that you consider issues related to the following areas and your event's impact on the Town's general functions, including emergency responders' access to roads, neighbors affected by ongoing noise and street closures' impacts on businesses. The Town may suggest alternatives to decrease the negative impacts as much as possible including a different venue or location. Feel free to call the Communications and Community Outreach office at 303-531-6254 and discuss your plans prior to reserving a location and submitting an application.

- Fees:** The Town of Firestone charges the following Special Event Application fees. In addition, supporting agencies that are part of the review process may have additional applicable fees. Not all fees may be applicable to your event. You will find complete fee information on the appropriate form in the application packet. All fees should be submitted at the time of application. Please make checks payable to the Town of Firestone.
  - **Special Event Application Review Fee:** \$100, nonrefundable
  - **Rush Processing Fee:** \$100, nonrefundable. This fee will be added to the application fee if the proper paperwork is not submitted 60 days in advance of the event. This does not guarantee that certain permits can be processed in time, such as Special Event Liquor License.
  - **Parade Fee:** \$50. Refundable if your application is not approved.
  - **Park Usage Rental Fee:** \$200 per day. This includes all shelters at the park, picnic tables, existing trash containers and restrooms, but not exclusivity of the park. Event holder must supply staff to empty the garbage cans and remove to dumpster as part of Sanitation and Waste Management Plan. Refundable if your application is not approved.
  - **Trail Usage Rental Fee:** \$150 per day. Refundable if your application is not approved.
  - **Temporary Street Closure:** \$25, nonrefundable
  - **Fire Department Fees:** Fees may be required by the Frederick-Firestone Fire Protection District for permits including but not limited to fireworks, carnivals and large tents. The fire district is also available to be hired to provide emergency responder and first aid at special events for a fee determined and invoiced by the district.
  - **Recreation District Fees:** Fees may be required by the Carbon Valley Park & Recreation District and will be invoiced directly by the district. The district manages athletic fields in Firestone and is tasked with the scheduling of the fields. Please contact the district directly at 303-833-3660, ext. 119.
  - **Firestone Police Department Security:** Event holders may hire police officers to provide security at special events. Separate charges will be determined and invoiced by the Firestone Police Department.
  - **Special Event Liquor License:** \$25 special event liquor license fee, nonrefundable. If you would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License and process this with the Town Clerk.
  
- Special Event Application (FORM 1):** All event holders are required to submit the Special Event Application.
  
- Site Plan:** Please attach a detailed drawing that shows the layout of the event as close to scale as possible. Maps of Town parks can be found online at [www.FirestoneCO.gov/specialevent](http://www.FirestoneCO.gov/specialevent). Hand drawn maps are not recommended but must be legible if used.

The site plan should include:

  - **Overall Plan:** An outline of the entire event venue including the names of all streets or areas that are part of the event.
  - **Event Components:** Identification of all event components including stages, platforms, bleachers, canopies, tents, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
  - **Electrical:** Include generator locations and/or source of electricity.
  - **Restrooms/Portable Toilets:** Event holders must provide bathroom access. You must specify where these restroom facilities are located on your event site plan and whether they are gender specific and handicap accessible. If you are hosting an event at a Town park that has restrooms, please also mark those on your site plan. Please see recommendations from the International Portable Sanitation Association below under the Sanitation and Waste Management heading for recommended numbers.

- **Fencing/Barricades:** The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. Remember to provide for a minimum of 20-foot emergency access lanes throughout the event venue.
- **First Aid/Medical:** The location of first aid facilities, ambulances and lost child station, if applicable.
- **Vendors:** Detailed location of all vendor booths, including food vendors.
- **Parking:** Event holders must attach a parking plan that establishes where attendees will be directed to park their vehicles, and which will cover a minimum of one-third the number of attendees expected at the event.
- **Handicapped Accessibility:** Event holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan.
- Entry and exit locations

**Special Event Rules & Regulations (FORM 2):** All event holders are required to read and sign a Rules & Regulations form.

**Certificate of Insurance:** All event holders must provide the Town of Firestone with a certificate of general liability insurance policy covering claims that may arise during to the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and must name the Town of Firestone as additionally insured. Because this often is a lengthy process, the Town will accept your application and begin the review process pending receipt of proof of insurance no later than 30 days prior to the event.

The responsible organization/individual shall indemnify and hold harmless the Town, its officers, officials, employees and insurance pool from and again any and all damage and loss to person or property and shall defend the Town from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the special event.

A copy of the policy or appropriate insurance certificate shall be provided to the Town and approved by the Town as a condition of the special event being approved. Send certificates of insurance and copies of policy endorsement to certificate holder:

Town of Firestone  
 151 Grant Ave.  
 Firestone, CO 80520  
 Fax: 720-476-4232  
 Email: [kritter@firestoneco.gov](mailto:kritter@firestoneco.gov)

**Sanitation and Waste Management Plan (FORM 3):** All events must provide a sanitation and waste management plan that includes contractors utilized for restrooms and trash. The recommendation for provision of toilets is one restroom for each gender for every 200 persons. The International Portable Sanitation Association provided the chart below as a rough guideline for estimating the number of portable sanitation units that will be required for special events. Public events that require portable units must include at least one ADA portable unit.

# of people	Number of Hours for Events									
	1	2	3	4	5	6	7	8	9	10
200-500	4	4	4	6	6	6	8	8	8	8
1000	4	4	4	6	6	6	8	8	8	12
2000	8	8	8	8	8	12	12	12	12	16
3000	8	8	10	10	10	12	16	16	20	20
4000	8	8	12	12	16	16	20	24	24	28

**Emergency Services Plan (FORM 4):** All special events must provide a plan highlighting emergency access routes and a plan to mitigate fire and emergency medical emergencies. The Frederick-Firestone Fire Protection District is available for hire for all special events within the Town of Firestone. For more information, call 303-833-2742.

**Parade or Race (FORM 5):** All events that include a parade or race (foot, bike or any other) must submit a Parade or Race form.

**Temporary Street Closure (FORM 6A & 6B):** For events that require street closures, have street activities or require public parking to be block off, event holders must submit a Temporary Street Closure form.

- Buildings, Temporary Structures and Power Sources (FORM 7):** Any event placing any building or temporary structure (including stages or bleachers), or installing any power-generation source (generator) may require a permit from the Town's building inspector.
- Entertainment and Vendors (FORM 8A):** All events that include vendors, entertainment or amplified sound must submit an Entertainment and Vendors form.

**Food Vendors:** The event holder is responsible to make sure all food vendors are properly licensed through the Weld County Department of Health & Environment. For information on obtaining a license, call 970-304-6415 or visit [www.co.weld.co.us/Departments/HealthEnvironment/EnvironmentalHealth/FoodSafety/FAQ-TemporaryEvents.html](http://www.co.weld.co.us/Departments/HealthEnvironment/EnvironmentalHealth/FoodSafety/FAQ-TemporaryEvents.html)

**Amplified Sound - Noise Ordinance (Firestone Municipal Code 9.16.140):** The Town of Firestone's noise ordinance applies to all events utilizing amplified sound. During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The Special Event Application shall reflect whether amplified sound requests will be used during the event. The approval of a Special Event Application is not an authorization to violate the Town's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the special event organizer. Event participants are cautioned to use amplified sound responsibility.

**Entertainment Petition (FORM 8B):** The event holder is responsible for having this form completed if they request the 10 p.m. park curfew to be extended or waived based on event logistics.

- Security (FORM 9):** The Town of Firestone Police Department reserves the right to specify need for and number of security personnel required at an event. The police department will review all special events applications for required security arrangements. The safety of the community and attendees are of primary concerns at all times. Additional fees may apply and will be invoiced by the police department.
- Signage (FORM 10):** All temporary signs require approval from the Town of Firestone. An application for temporary signage must be received with the special event application for approval and processing.
- Hazardous Conditions (FORM 11):** Special events that include firearms or weapons, fireworks displays, open burning or other hazardous conditions must fill out a Hazardous Conditions form.
- Special Event Liquor License (FORM 12 and supplemental packet):** If you would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License and process this with the Town Clerk.

**Additional Considerations:**

- Sales Tax License – Retail Vendor Sales:** The Town of Firestone and the State of Colorado mandate full tax license compliance prior to final approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax license and provide them with the information to remit all sales tax to the State of Colorado. The Town of Firestone is a statutory Town with the State of Colorado, meaning that all sales tax for both the Town of Firestone of 3% and the State of Colorado of 2.9% must be remitted to the state.
- Property Use Permission/Agreement:** If your event includes the use of facilities or property that belongs to another individual, entity, municipality, county or business, please attach a copy of your permission letter or agreement for said use.
- Americans with Disabilities Act (ADA) Requirements:** Applicants are expected to make every effort to follow ADA guidelines to accommodate and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; maintaining already designated parking and accessibility to portable restrooms.

Please return all applications and supporting documents to:

**Town of Firestone | Communications & Community Outreach Office**

Kristi Ritter | Communications & Community Outreach Coordinator | Community Development Department  
 8308 Colorado Blvd. Ste. 200, Firestone, CO 80504 | 303-531-6254 | Fax 720-476-4232 | [kritter@firestoneco.gov](mailto:kritter@firestoneco.gov)



# SPECIAL EVENT APPLICATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization and/or Event Website: \_\_\_\_\_

Contact on-call During Event: \_\_\_\_\_ Cell: \_\_\_\_\_

## EVENT LOCATION REQUEST

The applicant requests use of the following Town of Firestone park or facility:

- |  |   |
|--|---|
| <input type="checkbox"/> Firestone Regional Sports Complex | <input type="checkbox"/> Prairie Ridge Park |
| <input type="checkbox"/> Firestone Trail                   | <input type="checkbox"/> Miners Park        |
| <input type="checkbox"/> Harney Park                       | <input type="checkbox"/> Sagebrush Park     |
| <input type="checkbox"/> Hart Park                         | <input type="checkbox"/> Settlers Park      |
| <input type="checkbox"/> Other _____                       |   |

**The Carbon Valley Park & Recreation District manages athletic fields in Firestone and is tasked with the scheduling of the fields. If you wish to reserve or host a special event utilizing any athletic fields, please contact the district directly at 303-833-3660, ext. 119. Additional fees will be determined and invoiced by the district and will be the responsibility of the event holder.**

**SITE PLAN:** Applicant must submit an event site plan to this application that shows the layout of the event as close to scale as possible. Maps of Town parks can be found online at [www.FirestoneCO.gov/specialevent](http://www.FirestoneCO.gov/specialevent). Hand drawn maps are not recommended but must be legible if used.

With your park rental, the following items are included. Any additional items will be at the expense of the event holder.

- Use of existing park trash cans. Event holder must supply staff to empty the garbage cans and dumpster rented by the event holder. Additional trash cans may be rented from a company and will be at the event holders cost.
- Use of Town picnic tables, if applicable.
- Use of Town restrooms, if applicable. Town restrooms will be maintained and cleaned by Town staff. Additional portable restroom units, if required, are the event holders' costs and will not be maintained by Town staff.

- Use of electrical outlets, if applicable. Any needed power boxes or cords must be rented through a rental company and will be the expense of the event holder.

Event holder requests the Town of Firestone to turn off park sprinkler system for this event.

Event holder requests 10 p.m. curfew extension.       **Approved**       **Not Approved**

- The curfew for all Town parks is 10 p.m. Your event must be over and your support staff cleared from the park by 10 p.m. unless an exemption has been requested and approved. Crowds spilling over from parks cannot block access to public streets that have not been closed by this event permit.
- If event holder is requesting curfew extension, they must complete FORM 8B.

**Park Rules:**

- No glass
- No alcohol
- No fighting
- No firearms
- No littering
- No structures
- Noise ordinance enforced
- Keep bicycles off the grass
- Vehicles permitted in designated areas only
- No fires. Only gas barbeque stoves are permitted.
- Animals must be kept on a leash at all times and picked up after

**EVENT DETAILS**

What time will set up for the event begin? \_\_\_\_\_ What time will tear down be complete? \_\_\_\_\_

Number of event/volunteer staff: \_\_\_\_\_ Number of attendees expected: \_\_\_\_\_

Parking spaces recommended (total attendance divided by 3): \_\_\_\_\_

**COMMUNITY/NEIGHBORHOOD NOTICE**

Please outline your plan for notifying the community, neighborhoods and media for your event.

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**EVENT LOGISTICS**

*For all YES responses, please submit the corresponding forms listed*

**REQUIRED FORMS AND SUBMISSIONS**

All applications must sign the Special Event Rules & Regulations	FORM 2
All applications must submit Site Plan with required information	Site Plan
All applications must submit a Certificate of Insurance listing the Town of Firestone as Additionally Insured	Certificate of Insurance
All applications must submit appropriate fees made payable to the Town of Firestone	Application fee
All applications must submit Sanitation and Waste Management Plan	FORM 3
All applications must submit Emergency Services Plan	FORM 4

**ADDITIONAL INFORMATION AND FORMS**

- Is this event public or private?  Public  Private
- Is there a fee to participate in your event?  No  Yes
- Will your event include a parade or race?  No  Yes FORM 5
- Will your event require street closures?  No  Yes FORM 6A
- Will your event use tents/canopies/electricity/stage?  No  Yes FORM 7
- Will there be any amusement equipment? (climbing wall, bounce house, etc.)  No  Yes FORM 7
- Will your event include food or retail vendor sales?  No  Yes FORM 8
- Will amplified sound be used during the event?  No  Yes FORM 8
- Will your event require security/police officer patrol?  No  Yes FORM 9
- Will signage be used as part of the event?  No  Yes FORM 10
- Will your event include fireworks, open fires or hazardous materials?  No  Yes FORM 11
- Will alcohol be served?  No  Yes FORM 12

**APPLICATION FEES**

The Town of Firestone charges the following Special Event Application fees. In addition, supporting agencies that are part of the review process may have additional applicable fees. Not all fees may be applicable to your event. All fees should be submitted at the time of application. Please make checks payable to the Town of Firestone.

- **Special Event Application Review Fee:** \$100, nonrefundable
- **Rush Processing Fee:** \$100, nonrefundable. This fee will be added to the application fee if the proper paperwork is not submitted 60 days in advance of the event. This does not guarantee that certain permits can be processed in time, such as Special Event Liquor License.
- **Parade Permit Fee:** \$50. Refundable if your application is not approved.
- **Park Usage Rental Fee:** \$200 per day. This includes all shelters at the park, picnic tables, existing trash containers and restrooms, but not exclusivity of the park. Event holder must supply staff to empty the garbage cans and remove to dumpster as part of Sanitation and Waste Management Plan. Refundable if your application is not approved.
- **Trail Usage Rental Fee:** \$150 per day. Refundable if your application is not approved.
- **Temporary Street Closure:** \$25, nonrefundable
- **Special Event Liquor License:** \$25 special event liquor license fee, nonrefundable. If you would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License and process this with the Town Clerk.

**SIGNATURE**

By signing this application, I agree that I have read and under the conditions of the Special Events Application from the Town of Firestone. I understand that I must respond in a timely manner to requests for additional information and be available to meet with staff regarding any questions surrounding my special event request. Failure to do any of these things or to meet any other requirements set forth by Town staff may result in the delay of approval or the denial of this application. I acknowledge that the information contained in this application is true, correct and complete to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____

FOR TOWN OF FIRESTONE USE ONLY	
Application Fee Required: ____ Yes ____ No	Total Fees: _____
Additional Fees Required: ____ Rush Processing	Check # _____ Cash _____ Credit Card _____
____ Parade Permit    ____ Park Usage	Notes: _____
____ Trail Usage        ____ Park Usage	_____
____ Temporary Street Closure    ____ Special Event Liquor	_____



# SPECIAL EVENT RULES & REGULATIONS

Event Name: \_\_\_\_\_

The responsible organization, as a condition of being granted a special event license within the Town of Firestone, agrees to abide by the following rules, regulations and conditions established by the Town as follows:

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 Town.
2. The responsible organization shall indemnify and hold harmless the Town, 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 Town from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the community 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 Government 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 costs, liability insurance in the amount of not less than \$1,000,000 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 2 of these "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. A copy of the policy shall be provided to the Town and approved by the Town as a condition of the event being approved. The Town of Firestone must be listed as additionally insured on the policy.
4. The responsible organization, if holding the special event on Town property shall, upon conclusion of the event, return the site to its pre-event condition immediately.
5. The Town of Firestone cannot guarantee availability of public property for special events. If two or more special events plan to use the same Town property on the same date, Town staff will strive to accommodate each event by working with the organizers to find alternative locations or dates.
6. The Town of Firestone cannot issue permits or approve activities on behalf of other jurisdictions, such as the Weld County Health Department or Frederick-Firestone Fire Protection District. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the Town of Firestone.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY Permit/Request Reviewed By: _____ Department: _____ Edits: _____ Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____	
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# SANITATION & WASTE MANAGEMENT PLAN

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

All events must provide a sanitation and waste management plan that includes contractors utilized for restrooms and trash as a condition of the approval of the event.

## RESTROOMS

The International Portable Sanitation Association provided the chart within the checklist as a rough guideline for estimating the number of portable sanitation units that will be required for special events. Public events that require portable units must include at least one ADA portable unit.

Is there one restroom at the event location for each gender for every 200 persons?  Yes  No

If no, please provide portable restrooms for this event at your expense.

Name of Vendor: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## TRASH

How many trash containers will be used? \_\_\_\_\_

How often do you plan to empty them? \_\_\_\_\_

Where will trash be deposited when containers are emptied? \_\_\_\_\_

How do you plan to manage trash for this event?

Staff and/or volunteers

Contract with a company

Name of company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Describe your plan for cleanup and removal of waste during and after your event: \_\_\_\_\_

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Firestone of my sanitation and waste management plan for the event I am organizing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____



# EMERGENCY SERVICES PLAN

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

All special events must provide a plan highlighting emergency access routes and a plan to mitigate fire and emergency medical emergencies. Emergency access routes must be noted on the site plan.

**The Frederick-Firestone Fire Protection District may be available for hire for all special events within the Town of Firestone. Additional fees will be determined and invoiced by the District and will be the responsibility of the event holder. For more information, call 303-833-2742.**

Have you provided access for emergency responders in your site plan drawing?  Yes  No

Have you hired a professional emergency medical services provider to manage your event?  Yes  No

If yes, please provide company information.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Will there be any on-site first aid or ambulances?  Yes  No

If yes, please note location on your site plan.

Describe your plan for handling an emergency (attached additional pages if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Firestone of my emergency services plan for the event I am organizing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____



# PARADE & RACE

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Parade and/or race route maps must be included with this application, including start and end. Hand drawn maps are not recommended but must be legible if used.**

## PARADE

Participants: Number and type of motor vehicles/floats: \_\_\_\_\_

Number and type of mounted animals: \_\_\_\_\_

Number of total entries: \_\_\_\_\_

- Vehicles towing trailers are not considered floats.
- No vehicles or floats can exceed a height of 12 feet or length of 45 feet
- The Town of Firestone encourages parade entries to be careful if they wish to throw candy or handouts from vehicles or floats. This creates dangerous situations for children running into the middle of the parade route with motorized vehicles. If entries want to distribute candy or other items to spectators, the Town encourages participants walk candy or handouts to children and spectators, or walkers can throw candy along the street edge.
- No shooting Silly String or water guns from vehicles or floats.
- Alcoholic beverages, drugs and tobacco are forbidden on any float, in any vehicle or by any participant. Participants consuming these drugs prior to or during the parade will be removed from the lineup. All Town, county and Colorado state statues concerning the consumption of alcoholic beverages will be strictly enforced by the police before, during and after the parade.
- Drivers of any and all vehicles in the parade areas must possess a valid driver's license, be at least 18 years old and possess all liability vehicle insurance.
- Exhibitions of speed or reckless driving, (wheelies, peeling out, burnouts, etc.) are not permitted.

## RACE

Participants: Number of pedestrian/foot racers: \_\_\_\_\_

Number of bicyclists: \_\_\_\_\_

Number of total participants: \_\_\_\_\_

Please describe the details of the race: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Firestone of my parade and race plans for the event I am organizing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____



# TEMPORARY STREET CLOSURE

Applications for a Temporary Street Closure permit shall contain, at a minimum, the following information and shall provide such additional information and materials as may be requested or required pursuant to Section 12.16.080 (Temporary Street Closures) of the Firestone Municipal Code.

## STREET CLOSURE REQUEST

- Applicant(s) are responsible for contacting residents affected by the proposed Temporary Street Closure request. A petition (FORM 6B) shall be circulated to all residents and 80%, at a minimum, shall favor the Temporary Street Closure. The circulated petition shall be submitted with the Temporary Street Closure request.
- Applicant must include a map of affected area with application outlining the following:
  - Identify the entire venue including the names of all streets or areas to be closed.
  - The map must indicate the route and direction of proposed event.
  - Identify the location and type of all temporary traffic control devices and personnel.
  - Allow 20 foot emergency access lanes throughout the event venue.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Affected Intersection(s) of Street Closure Request (attach map of affected area): \_\_\_\_\_

Describe Request: \_\_\_\_\_

Start Time (no earlier than 8 a.m.): \_\_\_\_\_ Finish Time (no later than 10 p.m.): \_\_\_\_\_

Name of Barricade Company: \_\_\_\_\_

Barricade Company Contact: \_\_\_\_\_ Phone of Barricade Company: \_\_\_\_\_

## APPLICANT

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## CONDITIONS OF THE PERMIT

1. Applicant(s) are responsible for contacting residents affected by the Temporary Street Closure request. A Petition (FORM 6B) shall be circulated to all residents and 80%, at a minimum, shall favor the Temporary Street Closure. The circulated Petition submitted with the Temporary Street Closure request shall be attached to the permit.

2. A barricade with "Road Closed" signs shall be used to close the street. Applicant(s) are responsible for renting barricades. Barricades must be staffed at all times to answer questions and maintain barricades. Barricades must be movable to accommodate emergency access for police, fire and emergency medical services.
3. Advance notice signs shall be placed at the locations of the street closure shown on the site plan one week prior to the event. Signs should be "H" type frame and secured. Tripod frames not allowed. Placement, maintenance and pickup of the sign(s) are the responsibility of the event holder.
4. A drive aisle of 20 feet shall be kept clear and open at all times for the entire length of the Temporary Street Closure for use of emergency personnel. The Town of Firestone requires all related event set-ups (tables, chairs, toys, etc.) be placed on one side of the street only to allow access for emergency vehicles in the event of an emergency.
5. Applicant(s) are responsible for cleanup after the Temporary Street Closure or related event.
6. Town of Firestone Noise Ordinance will be enforced. If during the Temporary Street Closure or related event, the Town of Firestone determines there is a public safety hazard, Law enforcement officers respond on more than one occasion to noise or any complaint related to this event, or if there is a violation of any permit condition, the Temporary Street Closure permit will be revoked immediately. Additionally, a ticket may be issued for any nuisance complaints. Upon revocation of this permit, the applicant(s) will be responsible for closing down any related event immediately, ensuring participants vacate the premises, removing barricades and thoroughly removing any related event supplies and trash. The Town of Firestone is not responsible for any expenses incurred by the permit holder(s).
7. Applicant(s) understands that this is a revocable permit, which can be canceled at any time if complaints are received or Town Ordinances are violated.
8. If law enforcement officers respond to a complaint of noise, or any complaint related to this event, the applicant(s) must immediately identify themselves to the responding officers as the responsible parties. The applicant(s) must cooperate in helping resolve complaints.
9. All applicable Town of Firestone Ordinances and regulations have been or will be complied with, in accordance with this Revocable Temporary Street Closure permit. The applicant(s) will take responsibility for any violation of Town of Firestone laws that occur in relation to the Temporary Street Closure or related event.

## APPLICATION FEES

The Town of Firestone charges the following Temporary Street Closure application fee. Please make checks payable to the Town of Firestone.

- **Temporary Street Closure:** \$25, nonrefundable

## SIGNATURE

As an applicant for a Temporary Street Closure permit, I certify that I have read and understand all of the conditions and procedures that are required in order to obtain the permit and I agree to comply with each of those conditions and procedures. I agree to indemnify and hold harmless the Town of Firestone, and all Town of Firestone officers, employees, agents and representatives, from any claims, liability, court awards, or damages, including the costs of defending such claims, and including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to any person, firm, partnership, or corporation that may arise from the occurrence of the Temporary Street Closure or from any event related to the Temporary Street Closure.

I understand that a Temporary Street Closure permit does not authorize violation of Town or State laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a Temporary Street Closure permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, a Temporary Street Closure or from related events.

I affirm, under penalty of per jury, that the statements and representations made in connection with this application are true to the best of my knowledge. I have read, understand and agree to the Temporary Street Closure requirements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWN OF FIRESTONE USE ONLY

Permit/Request Reviewed By: \_\_\_\_\_ Department: \_\_\_\_\_  
 Edits: \_\_\_\_\_ Approved  Denied  Date: \_\_\_\_\_

### FOR TOWN OF FIRESTONE USE ONLY

Fee Required: \_\_\_\_ Yes \_\_\_\_ No      Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_





# BUILDING, STRUCTURES & POWER SOURCES

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**If your special event includes any of the following, you may need to obtain a permit from the Town's Building Official. If necessary, the Town's Building Official will contact you. All Building Permit applications are subject to permit fees, plan review fees and construction materials use tax.**

**Additional fees may be applicable based on review by the Frederick-Firestone Fire Protection District, and will be invoiced directly by the district.**

Building permits and/or inspections also may be required whenever the Frederick-Firestone Fire Protection District deems it necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems in accordance with the Town's building code.

Will your event include any site-built structure/tent/canopies greater than 400 square feet?  Yes  No

What size is the tent(s) you plan to use? \_\_\_\_\_

Will your event include any site-build structure/tent/canopies open to the public?  Yes  No

Will your event include any stages, platforms and/or bleachers?  Yes  No

Name of Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Will your event include any electrical work utilizing site-construction equipment or wiring?  Yes  No

Will your event include any electrical equipment or work utilizing in excess of 120 volts?  Yes  No

Will your event include any amusement equipment, ie. carnival, bounce houses, climbing wall?  Yes  No

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Firestone of any conditions that may cause need for a Building Inspection by checking off all of the conditions above that apply to the event I am organizing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____



# ENTERTAINMENT & VENDORS

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

## ENTERTAINMENT

The Town of Firestone’s noise ordinance applies to all events utilizing amplified sound. During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The Special Event Application form shall reflect whether amplified sound requests will be used during the event. The approval of a Special Event Application is not an authorization to violate the Town’s noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the special event organizer. Event participants are cautioned to use amplified sound responsibly.

Will amplified sound be used at the event?  Yes  No

If yes, start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Are there any musical entertainment features to the event?  Yes  No

Number of performers/bands: \_\_\_\_\_

Describe your plan for maintaining acceptable decibel/sound levels: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## VENDORS

The Town of Firestone and the State of Colorado mandate full tax license compliance prior to final approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors’ current sales tax license and provide them with the information to remit all sales tax to the State of Colorado. The Town of Firestone is a statutory Town with the State of Colorado, meaning that all sales tax for both the Town of Firestone of 3% and the State of Colorado of 2.9% must be remitted to the state.

Will there be business/retail vendors at the event?  Yes  No

Will there be food or beverage vendors at the event?  Yes  No

**The event holder is responsible to make sure all food vendors are properly licensed through the Weld County Department of Health & Environment. For information on obtaining a license, call 970-304-6415 or visit [www.co.weld.co.us/Departments/HealthEnvironment/EnvironmentalHealth/FoodSafety/FAQ-TemporaryEvents.html](http://www.co.weld.co.us/Departments/HealthEnvironment/EnvironmentalHealth/FoodSafety/FAQ-TemporaryEvents.html)**

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Firestone of my entertainment and vendor plans for the event I am organizing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____





# EVENT SECURITY

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

The Town of Firestone Police Department reserves the right to specify need for and number of security personnel required at an event. The police department will review all special events applications for required security arrangements. The safety of the community and attendees are of primary concerns at all times. Areas that will be considered included, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts.

If you know you will be hiring security, please fill in the information below. Otherwise, the Firestone Police Department will indicate any additional requirements at the bottom of this page.

The applicant has hired its own independent, licensed staff for the event.

Security Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

The location of event security personnel must be noted on the event site plan sketch, which needs to be attached to this application.

If you intend to sell or provide alcoholic beverages to attendees, you must apply for a Special Event Liquor License. To make a decision about event security, it is important that the Firestone Police Department have the following information.

A map showing in detail the boundaries of the area you are requesting be part of the permitted area for alcohol possession and service. This can be a copy of the map or site plan being submitted for the Special Event Liquor License, but it must be submitted as an additional attachment.

Provide a detailed description of how you as the event holder plan to delineate the boundary of the permitted area so that those in possession of alcohol are aware of the boundaries.

Provide a detailed description of how you as the event holder will prevent those in possession of alcohol from leaving the permitted area while in possession of alcohol, as well as how you will otherwise prevent the transfer of alcohol to areas outside the boundary.

## SIGNATURE

I, the undersigned, understand and agree to the conditions as set forth by the police department any other conditions deemed appropriate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Permit specific provisions established by the Firestone Police Department:

Number of officers required: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Total Hours: \_\_\_\_\_ Total Estimated Event Cost: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____



# EVENT SIGNAGE

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

All signage as part of a special event is required to be listed and included as part of the application, including all banners, teardrop banners, inflatables and H-frame real-estate-type signs. For more information, please refer to Firestone's sign code.

**If the event holder wishes to place signage on a property not owned by the applicant or the Town of Firestone, a letter of approval is required to be attached to this application.**

## APPLICANT

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## TYPE OF SIGNAGE

What type of signage do you plan to utilize for the event?  
Banner \_\_\_\_\_ H-frame Signs \_\_\_\_\_ Other \_\_\_\_\_

Size of signs: \_\_\_\_\_

Date of signs to be displayed: \_\_\_\_\_

*All signs must be removed within 48 hours after the event.*

### Required:

- Full color drawing of all signs
- Map showing location of proposed sign placement

Event Signage Description: \_\_\_\_\_

## SIGNATURE

I, the undersigned, have provided the correct information regarding event signage for the event in which I am planning.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____



# HAZARDOUS CONDITIONS APPLICATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**The Frederick-Firestone Fire Protection District is part of the Town of Firestone special event review process. All special events applications are reviewed for overall public safety in accordance with the requirements of the 2012 International Fire Code adopted as amended, as the fire code of the Town of Firestone. Additional fees may be determined and invoiced by the Frederick-Firestone Fire Protection District.**

**APPLICANT**

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you plan to use, install, operate or conduct any of the following at your event?

- Fireworks display – a state licensed display operator is responsible for obtaining the required permit from the Frederick-Firestone Fire Protection District.
- Erect and use a temporary tent greater than 400 square feet
- Open burning (bonfires, cooking, etc.)
- Using open flame torches or candles

Attach an event site plan with dimensions to this application. The Frederick-Firestone Fire Protection display will contact you to go over additional paperwork that may be required.

**SIGNATURE**

I, the undersigned, have provided the correct information above for the event in which I am planning.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Frederick-Firestone Fire Protection District provisions:**

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TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____



# SPECIAL EVENT LIQUOR APPLICATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

If you would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License. By state law, CRS 12-48-102(1)(a), applicants for a Special Event Liquor License must meet the following criteria.

Applicants wishing to qualify for a special event permit must be: an organization which has been incorporated under Colorado law for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain (i.e., nonprofit); an organization which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature (i.e. American Legion, VFW, etc.); a regularly established religious or philanthropic institution; any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to the Fair Campaign Practices Act; or a municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented. C.R.S. § 12-48-102.

Organizations cannot receive a special event permit for more than 15 days in one calendar year. C.R.S. § 12-48-105 (3).

## SPECIAL EVENT LIQUOR LICENSE APPLICATION

As part of the Special Event Application, at least 30 days in advance of the event, the applicant must submit to the Town Clerk's office the following:

- Completed application with the date(s) of the event (available online [www.FirestoneCO.gov/townclerk](http://www.FirestoneCO.gov/townclerk));
- A diagram of the area to be licensed showing bars, walls, ingress/egress, and dimensions;
- If the event is to be held outside, a narrative regarding how the area will be controlled (i.e. fences, ropes, barriers, etc.) demonstrating that alcohol beverages will remain within the licensed area and that private alcohol beverages will not be brought into the premises;
- Evidence that the applicant has permission to use the premises for which the license is sought (e.g. lease, deed, letter); and
- \$25 special event permit fee. F.M.C. 5.08.090(I).

Full details explaining the application process are found in the Town of Firestone's Special Event Liquor License application packet available on the Town's website at [www.FirestoneCO.gov/townclerk](http://www.FirestoneCO.gov/townclerk).

## SIGNATURE

As a condition of being granted this permit, I hereby agree to comply with Town, 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 that glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless the Town of Firestone, its officers, officials, employees and agents for all liability claims arising from the event, and have attached a certificate of insurance for the event to guarantee indemnification.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF FIRESTONE USE ONLY	
Permit/Request Reviewed By: _____	Department: _____
Edits: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____

FOR TOWN OF FIRESTONE USE ONLY		
Fee Required: _____ Yes _____ No	Check # _____	Cash _____ Credit Card _____