



Firestone, Colorado

Special Event Application Packet



SPECIAL EVENT APPLICATION PACKET

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 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. 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 | 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. 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

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

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