



# EXTERNAL SPECIAL EVENT APPLICATION

## APPLICANT INFORMATION:

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

Applicant Name: \_\_\_\_\_

Organization Name (if different from applicant): \_\_\_\_\_

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

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

Primary Contact Person: \_\_\_\_\_

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

## EVENT INFORMATION:

Event Day Primary Contact Person : \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Event Location\*: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Attendance: \_\_\_\_\_

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

Number of event/volunteer staff: \_\_\_\_\_ Is this event public or private?  PUBLIC  PRIVATE

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**REQUIRED FORMS AND SUBMISSIONS:**

**THE FOLLOWING FORMS AND SUBMISSIONS ARE REQUIRED (provided to you after this initial application):**

- All applicants must sign the Special Event Rules & Regulations **FORM 2**
- All applications must submit Sanitation and Waste Management Plan and the Festival & Event Stormwater Agreement **FORMS 3A & 3B**
- All applications must submit Emergency Services Plan **FORM 4**
- All applicants must submit Site Plan with required information **Site Plan**
- All applicants must submit a Certificate of Insurance **Certificate of Insurance**
  - » Listing the Town of Firestone as Additionally Insured and Certificate Holder

**ADDITIONAL INFORMATION AND FORMS (provided to you after this initial application):**

**For all YES responses, a corresponding form(s) will be provided to you**

- |  |                             |                              |                          |
|--|-----------------------------|------------------------------|--------------------------|
| Is there a fee to participate in your event?   | <input type="checkbox"/> NO | <input type="checkbox"/> YES |                          |
| Will your event include a parade or race?  | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 5</b>            |
| Will your event require street closures?   | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORMS 6A &amp; 6B</b> |
| Will your event include any site-built structure/tent/canopies greater than 400 square feet/ 20' X 20' or greater? | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORMS 7 &amp; 11</b>  |
| Will your event include any site-built structure/tent/canopies open to the public?                                 | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 7</b>            |
| Will your event include any stages, platforms and/or bleachers?  | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 7</b>            |
| Will your event include any electrical work utilizing site-construction equipment or wiring?                       | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 7</b>            |
| Will your event include any electrical equipment or work utilizing in excess of 120 volts?                         | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 7</b>            |
| Will there be any amusement equipment? (climbing wall, bounce house, etc.)   | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 7</b>            |
| Will amplified sound be used at the event? (loud speaker)  | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORMS 8A &amp; 8B</b> |
| Will you have any musical entertainment? (including DJ)  | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORMS 8A &amp; 8B</b> |
| Will your event include food or retail vendor sales? (including Food Trucks)                                       | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 8A &amp; 11</b>  |
| Will your event run later than 10 p.m.?  | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 8B</b>           |
| Will your event require security or Police presence?   | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 9</b>            |
| Will alcohol be sold or served at your event? *  | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORMS 9 &amp; 12</b>  |
| Do you wish to display signage at event or around Town?  | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 10</b>           |
| Do you plan to have a fireworks display?   | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 11</b>           |
| Do you have to have activities that will require water?  | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <b>FORM 11</b>           |

**\* An additional Special Event Liquor Permit is required through the Town Clerk's office**

*The Liquor License application and fees are separate from this application. The documentation in this application is to inform the Town of Firestone of your intention to have alcohol at your event.*

**PARK RULES:**

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.

**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
- 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.

**SITE PLAN:**

**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.

The following checklist should be utilized when creating your site plan.

- |  |  |
|--|--|
| <input type="checkbox"/> Plan drawn to scale electronically or drawn by hand   | <input type="checkbox"/> Distances from roadways                   |
| <input type="checkbox"/> Distances between structures  | <input type="checkbox"/> Height of proposed structures             |
| <input type="checkbox"/> Proposed site access points (entrances and exits)   | <input type="checkbox"/> Proposed parking areas                    |
| <input type="checkbox"/> Photos/rendering of proposed structures   | <input type="checkbox"/> Electrical / generator location(s)        |
| <input type="checkbox"/> Contractors/vendors associated with project   | <input type="checkbox"/> Signage plan indicating location of signs |
| <input type="checkbox"/> Restrooms/Portable Toilets  | <input type="checkbox"/> Handicapped Accessibility                 |
| <input type="checkbox"/> If site is not paved, show location of tracking pad(s) to be used to prevent mud from escaping site |  |

**If you event falls on land not owned by the Town, please submit an approval letter from the property owner (if different from the applicant) with this application.**

**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. An invoice for fees owed will be created upon application approval and must be paid before permit is created. 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
- **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.
- **Trail Usage Rental Fee:** \$150 per day.
- **Temporary Street Closure:** \$25, nonrefundable

**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:** \_\_\_\_\_

<b>TOWN OF FIRESTONE USE ONLY</b>	
Permit Review Date: _____	Edits: _____
Approved: _____	Denied: _____

Application Fee Received: Yes: _____ No: _____
Additional Fees Required: Rush Processing: _____ Parade Permit: _____ Park Usage: _____ Trail Usage: _____
Park Usage: _____ Temporary Street Closure: _____ <b>Total Fees:</b> _____
Payment Type: Check: _____ Cash: _____ Credit Card: _____ Notes: _____