

Dear Event Organizer,

On behalf of the Mayor, City Council and City Employees, welcome to Idaho Springs and thank you for considering the City of Idaho Springs for your special event.

To make the process a pleasant experience for all concerned, a packet of information has been included with this letter. Please read all material carefully. The **completed** packet will need to be given to the City Clerk 60 days prior to your event.

Please return the entire packet, *even if some of the forms do not apply to your event.*

All special events will need to be presented to the Idaho Springs City Council. The City Clerk will set an appearance time once all paperwork is received and approved.

If any alcohol will be included in your event another packet will need to be obtained from the City Clerk's Office. No alcohol can be served, sold or consumed in any public area without a State and local liquor license as well as an additional insurance requirement.

New this year is a \$25 application fee per day of the event.

We are here to help in anyway possible. Please feel free to contact my office with any questions or concerns.

Sincerely,

Reba Bechtel
City Clerk

REQUIRED INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION BEFORE IT CAN BE CONSIDERED. PLEASE CHECK THE INFORMATION PROVIDED.

- _____ 1. Map of the area involved, showing locations of barricades, security personnel, location of activities, fencing, entrances and exits.
- _____ 2. Written approval of all business owners, vendors and private land owners in the affected area.
- _____ 3. A written plan for notifying the community of the street closure (if applicable).
- _____ 4. Certificate of insurance naming the City of Idaho Springs as an additional insured. (See insurance requirements)
- _____ 5. Proof of a City of Idaho Springs business license (if applicable).
- _____ 6. Trash and sanitation plan (see "Trash and Comfort Station Rules and Regulations)
- _____ 7. **A \$10.00 deposit is required for each city owned traffic control device. Deposits must be in the form of cash or certified funds and will be returned only after all items are returned in proper condition.
- _____ 8. Timeline of events and locations.
- _____ 9. \$100 Clean-up deposit & \$25 Application fee per day
- _____ 10. Outside Agency approval signatures.

I hereby agree to indemnify the City of Idaho Springs, its council, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the above event.

Event Organizer Signature

Date

Idaho Springs Special Event Rules and Regulations

Event Name _____

Event Date _____

The responsible organization, as a condition of being granted a special event within the City, agrees to abide by the following rules, regulations and conditions established by the City of Idaho Springs:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City.
2. The responsible organization shall indemnify and hold harmless the City, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including cost of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the special event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The responsible organization shall procure and maintain at its own cost, liability insurance in the amount of not less than \$600,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these "Rules" by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types. The City of Idaho Springs must be listed as an additional insured. *Proof of said insurance must be provided to the City and approved by the City as a condition of the event being approved.*
At the discretion of the City Council, some activities/events may not be subject to established insurance requirements.
4. The responsible organization shall collect and pay all sales tax applicable to the sale of food, drinks, souvenirs, service and other taxable item or activity sold at the special event.
5. The responsible organization holding the event on City property shall, upon conclusion of the event, return the site to its pre-event condition as soon as possible. If literature is distributed to the public during an event, the organizers are required to pick up all associated trash within a three-block radius of the event location. Event organizers must supply their own trash bags and cleaning supplies. The organizers are responsible for clean-up.
6. All events shall be confined to the boundaries of the area reserved and shall not block or impede the sidewalk or traveled area. This includes access to fire lanes and handicapped areas.
7. Stakes will not be driven in the grass without prior approval of the City.
8. Identification signs for the event may be placed only with prior approval of the City, and must be removed within 24 hours after the event.
9. The City of Idaho Springs cannot issue permits or approve activities on behalf of other jurisdictions such as County Health Department, the Sheriffs Department, State Patrol, etc. It is the responsibility of the organization to secure the necessary approval from other entities.
10. The responsible organization agrees to abide by any additional regulations and requirements set forth on all permit application forms submitted.

Event Planner Signature

Date

CITY PARKING AREA and CITY PARK RESERVATION PERMIT

Event Name: _____

Date(s) of Event: _____

Reservation requested from (date and time) _____ to _____

Which area are you requesting?

- Courtney Reily Cooper Park
- Citizens Park
- Other _____

- West Parking (15th to 16th Ave. between Idaho & Water Street
- East Parking (16th to 17th Ave. between Idaho & Water Street
- BOTH

Briefly describe your event: _____

Will there be music? YES _____ NO _____ Live _____ Amplified _____

Will you erect a tent? YES _____ NO _____ How many people are expected? _____

Will you be serving alcohol? YES _____ NO _____

- Alcohol may **not** be sold or consumed in any public area without a State and local license.
- Glass is not permitted in the parking lots or in the parks.
- Obtain a Special Event liquor license application from the City Clerk. It must be submitted at least 30 days prior to the event.

IF YOU ARE RESERVING CITIZENS PARK the public rest rooms must be checked and cleaned both during and after the event. (Supplies provided by organization holding event)

Landscape or facility damage will be billed to event organizer at replacement cost PLUS 15%

STREET CLOSURE APPLICATION

Applicant: _____

Mailing Address: _____

Contact person: _____ **Daytime Phone** _____

Dates (s) and time (s) of requested street closure:

Date	Street	Time (indicate a.m. or p.m.)
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

**Describe requested closure locations, including street name, block, and cross street(s):
Draw closures on map provided.**

Trash and Comfort Station Rules & Regulations

Trash Receptacles Required

The type, location and size of your event will indicate the number of trash receptacles you will be required to provide (see approval page). The organization sponsoring the event is responsible for disposing of all trash and clean up of the area used during the event.

For an event that will have 100 or more attendees a dumpster must be obtained by the event sponsors.

Comfort Station Regulations (existing public facilities may be included as part of requirement)

Small Events

Number of Attendees	Minimum # of Restroom Facilities
1 -10	1
11-20	2
21-30	3
31- 40	4
Over 40	1 facility for each 20 additional attendees

Large Events

Average Crowd Size	Average Hours at the event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1000	4	6	8	8	9	9	11	12	13	13
2000	5	6	9	12	14	16	18	20	23	25
3000	6	9	12	16	20	24	26	30	34	38

A bad experience with a portable restroom can affect the users attitude toward the event itself. Under normal conditions most persons will use sanitation facilities once every four hours. Each portable restroom facility should accommodate a maximum of 200 uses. Weather conditions and the consumption of food, liquids, beer and other alcoholic beverages will increase usage by 30-40%. Your local portable restroom contractor's experience will help you in planning properly for any event. Good planning for sanitation at special events pays! A satisfied customer will stay longer, spend more money, and return next year. Your portable restroom contractor can advise you on availability of hand washing units, handicap facilities, and many other special event items.

CLEAN-UP CHECK LIST
(Completed by City staff)

Mall Area

_____ All trash picked up

_____ Brick area swept

Restrooms

_____ Trash emptied

_____ Floors swept & mopped

_____ Sinks & toilets clean

Parking Areas

_____ All trash picked up

_____ Parking area hosed down

_____ Trash containers emptied

_____ Barricades removed

Other Areas

_____ All trash picked up

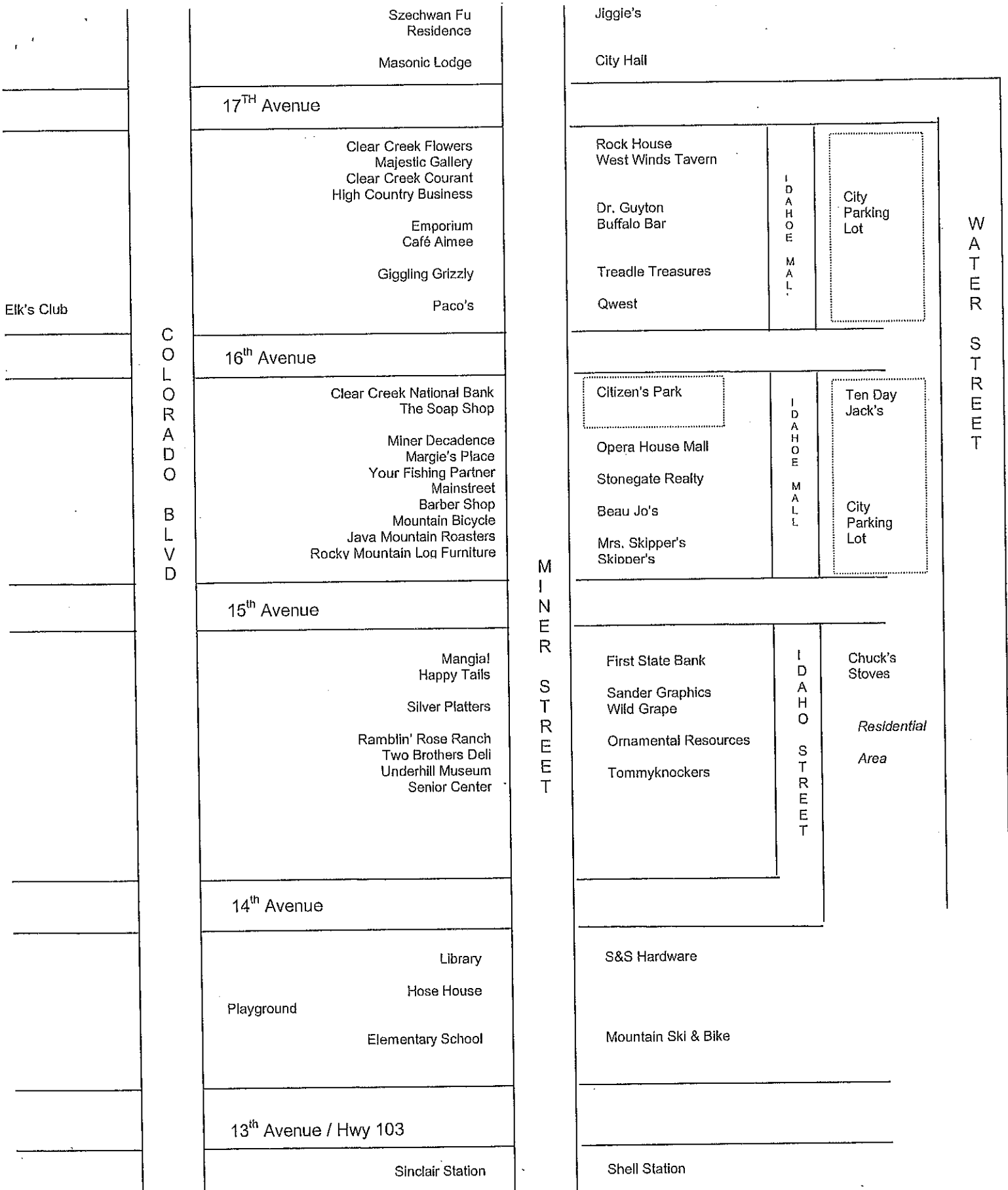
_____ Trash containers emptied

_____ Barricades removed

City materials used to complete clean-up _____

Date and time of clean-up inspection _____

By _____



This map does not display the entire City. If your event will take place in an area not shown here, you must provide a map showing the specific location(s) you wish to use.

