

## Special Event Fees

<b>Major Park Use</b> .....	<b>Standard Fee</b>
Rental Fee .....	\$240/per day
Damage Deposit.....	\$150/per event minimum

An event is considered a major park use when it involves bands, tents, vendors, groups over 100 people or any event in which participation requires an entry fee. Events that require the City-wide Special Events Application to be completed will also be considered a major park use. *Park administrative staff reserves the right to determine if an event is considered a Major Park Use.*

<b>Minor Park Use</b> .....	<b>Standard Fee</b>
Rental Fee .....	\$60/per day
An event is considered a minor park use when an organizer requests exclusive use of a park area, but the event does not significantly impact the park.	
<b>Bancroft Park</b> .....	<b>Standard Fee</b>
Rental Fee .....	\$20/per hour
	\$80/day max

From May 1 to September 30, no park reservation permits will be issued for the first and fifth weekends of the month at Bancroft Park.



Park reservation permits will be issued for the second and third weekends of the month except for the purpose of retail sales. The fourth weekend of the month and all weekends October 1 to April 30, may be reserved in accordance with normal park reservation regulations.

**Notice: Standard Fee** is calculated per day and per location. Sites that include restroom facilities are taken on an “as is” basis; the rental fee is for reservation rights only.

**Rest Period:** some park sites will have an annual rest period between November 15 and February 15. Permits will not be issued for events at these locations during this time period.

## Showmobile Fees

<b>Showmobile</b> .....	<b>Standard Fee</b>
Base Rental Fee – for profit.....	\$250/per day
Base Rental Fee – non-profit.....	\$125/per day
Proof of 501(c)3 status is required	
Transportation Fee.....	\$75/rental
Showmobile Staff (min. 2 hrs) .....	\$45/per hour

<b>Other</b> .....	<b>Standard Fee</b>
Vending Permit.....	\$80/per day per site
Blanket Vending Permit ..	\$250/per day per event
Electricity (limited locations) .....	\$8/per hour
Key Deposit (Refundable).....	\$10

A **Certificate of Insurance** of a general liability policy covering claims which might arise from the event including participant and spectator liability is required for each event. The policy must have a minimum limit of \$1,000,000 per occurrence and name the City of Colorado Springs as additional insured.

## Other Necessary Permits

Other non-park permits and fees may be required depending upon the scope and specific activities of an event. Please contact the appropriate entity with any questions.

**Noise Hardship Permit:** Colorado Springs Police Department ..... (719) 444-7704

**Food Vending/Distribution:** El Paso County Department of Health and Environment ..... (719) 578-3289

**Peddler’s License:** Colorado Springs City Clerk ..... (719) 385-5901

**City Sales Tax License:** Colorado Springs Sales Tax Division..... (719) 385-5903

**State Sales Tax License:** ..... Colorado Department of Revenue..... (719) 594-8706

**Meter Bagging:** ..... Colorado Springs Parking Administration..... (719) 385-5682



## Colorado Springs Parks, Recreation and Cultural Services Special Events, Farmers Markets, Festivals and Showmobile Permit



**Arts and Cultural Events**

**Community Festivals and Fairs**

**Concerts**

**Farmers Markets**

**Outreach and Promotional Events**

**Races, Runs and Walks**

**INFORMATION:**

**PHONE: 719-385-5947**

**FAX: 719-385-6505**

**WEB: [www.SpringsGov.com/Parks](http://www.SpringsGov.com/Parks)**

## Special Event Information

The Colorado Springs Parks, Recreation and Cultural Services Department has over 150 parks, trails and open spaces available for a variety of uses that include: Art and Cultural Events, Community Festivals, Concerts, Farmers Markets, Races and Walks, Rallies, Community Outreach and other large-scale public uses. We also offer a mobile stage for rent.

The Colorado Springs Parks, Recreation and Cultural Services Department requires that all events intended for public participation in our parks or facilities, or any event that would impact public usage of a park or facility, be properly permitted.

*Please note: If your event requires the closure of public roads, you will need to complete the City-Wide Special Event application. This application is available at [www.SpringsGov.com/parks](http://www.SpringsGov.com/parks). Click on Reservations and then Special Event Application.*

**The following guidelines are provided to help you determine if your event requires a Parks, Recreation and Cultural Services Special Event Permit (only one need apply):**

- 1) Event is intended for public participation.
- 2) Event participation requires an entry fee.
- 3) Event features at least one of the following: vendors, booths, beverages, food, entertainment, sound system, stages, platforms or other equipment.
- 4) Event requires exclusive use of site.
- 5) Expected attendance exceeds 100 people.
- 6) Event will impact public usage of site.

## Application Procedures

### *Application Submittal:*

All special event applications must be completed in full. There is a **\$25.00 application processing fee** which must be paid at the time of application submittal. The application processing fee is non-refundable. Once your application has been processed, one change to the reservation will be permitted without having to submit a new application and processing fee.

Applications for 2009 public festivals, concerts, runs, walks, fairs, farmers markets, other events, and showmobile rentals will be accepted beginning **January 5, 2009, at 8:00 a.m.** at the Parks, Recreation and Cultural Services Headquarters. Applications may also be faxed to (719) 385-6505. Applications will be accepted and processed on a first come/first served basis with the following exceptions:

- 1) Parks, Recreation and Cultural Services programs and City-sponsored events will receive first priority.**
- 2) Applications for established public events that have been held for the previous two years at the same park location, date and time, will receive priority consideration if an application is submitted between January 5 and January 9, 2009.**

Applications must be received at least 30 days prior to the date of the event, excluding events taking place in January, to allow enough time for processing.

## 2010 Events

Beginning January 5, 2009, the City will also begin accepting applications for 2010 public festivals, fairs, races/walks and other large-scale public events for the following locations:

- Acacia Park
- America the Beautiful Park
- Bancroft Park
- Garden of the Gods Park

These applications will be processed on a first come/first served basis and be subject to the same exceptions previously listed.

*Note: Applicants wanting to receive priority consideration based on historical usage for these four sites for 2010 will need to submit an application and application processing fee between January 5 and January 9, 2009. Fees for 2010 Special Events will be based upon the approved fees and charges for 2010 and will be billed in December, 2009.*

Permit fees for 2010 Special Events at these four sites will be due and payable by January 15, 2010. Failure to pay by the due date will result in forfeiture of the tentative permit.

## Application Approval

The Special Event application approval is based on the following criteria:

- 1) Date and time of application
- 2) Park, facility or showmobile availability
- 3) Event logistics
- 4) Type of event
- 5) Previous history of event/organizer

The application will be reviewed for approval by administration and park staff.

## Confirmation of Approval

Confirmation of approved applications will be sent by the Special Event Permit Office through email or post mail confirming the date and location of the reservation. The confirmation notice will also include an invoice and a list of other requirements related to the permit. After receipt of the confirmation package, it is the applicant or event organizer's responsibility to meet all specific deadline dates listed in the packet. The applicant or event organizer will receive a notice of cancellation if the deadlines are not met.

## Payment Policies

Permit and Damage Deposit fees are due within 20 days from the date the rental contract/permit is issued by the Department. If application is submitted within 30 days of event date, all applicable fees must accompany permit application. *Please see Special Event and Showmobile Charges section for applicable fees.*

The following methods of payment are accepted: Cash, Check, Visa, MasterCard, Discover, Money Order or Cashier's Check, made payable to City of Colorado Springs.

No refunds will be issued for cancelled events or showmobile rentals made less than 72 hours prior to event or rental. Other requests for refunds will be considered on an individual basis. Refunds will not be issued due to weather conditions existing on your event date. However, one 'rain date' change will be offered if weather conditions prevent your event from taking place. Changes will be limited to availability.



*Memorial Park*

## Rules and Regulations

All permit holders will be given a copy of the rules and regulations that apply to the type of permit issued. It is the responsibility of the permit holder to read, understand and comply with all applicable rules and regulations. Immediate revocation of permit may result from violations.

## Alcohol

It is unlawful for any person to bring into the park, possess or drink in any park alcoholic liquor or "fermented malt beverages"



at any time. The Parks, Recreation and Cultural Services Manager may permit the importation, possession and imbibing of alcoholic liquors or fermented malt beverages under the strict control and regulation of a temporary park permit. Ord. 89-87; 01-42; and 04-195.