



CITY OF COLORADO SPRINGS
OFFICE OF SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION

Colorado Springs is a city that celebrates special events. From major conventions and international sports events to community based festivals, parades and athletic activities, the City of Colorado Springs is proud to host hundreds of events each year. The following pages include the City of Colorado Springs' Special Event Permit Application and accompanying instructions developed to guide you through the permit process.

After you complete the Permit Application please paper clip and return the application to the City of Colorado Springs. It is recommended that you retain a copy for your records. A representative from the city will contact you upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your permit. This person will distribute copies of your application to all city departments and public agencies affected by your event. You will be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. While many public agencies joined together to make this application process simple and complete, please be aware that in some cases you may have to contact federal, state, or county agencies in addition to the City of Colorado Springs. On behalf of the City of Colorado Springs we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event! The following pages include the City of Colorado Springs Special Event Permit Application and accompanying instructions developed to guide you through the permit process.

INTRODUCTION

Permit applications must be received by the City of Colorado Springs no later than ninety (90) days prior to the actual date of your event and may be submitted as early as twelve months before your event. Colorado Springs Municipal Code Sections 3.2.401 – 3.2.423, provide the framework and guidance for the issuance of Special Event Permits within the City of Colorado Springs. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit.

It is our goal to assist event organizers in planning safe and successful events that create minimal impact on the communities surrounding the events. We hope that you find these instructions helpful in completing your Special Event Permit Application.

PERMIT PROCESS

The permit application process begins when you submit to the City of Colorado Springs a completed Special Event Permit application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

Copies of the application are forwarded and reviewed by all affected city departments and/or public agencies. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

All permits issued must be followed or may be revoked.

INTERNET/SPECIAL EVENTS CALENDAR

The City of Colorado Springs provides a calendar of upcoming special events in printed form and on the internet. Information from your permit application is considered public information and may be used in developing the calendar of community events. The City of Colorado Springs Calendar of Special Events can be accessed on the internet at www.springsgov.com/specialevents/application (*proposed web site address*).

PARK EVENTS

If you plan to hold your event at a city park, it is your responsibility to contact the appropriate division or facility manager within the Parks & Recreation Department in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. You may contact Parks and Recreation at 385-6514 or review the information on their web site at <http://www.springsgov.com/SectionIndex.asp?SectionID=47>.

VENUE

[Insert a link to web site maps to assist with venue recommendations](#)

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

SUMMARY OF EVENT

This section of the permit application is intended to provide us with an overview of your event. Information you provide in this section is public information and maybe used for promotional purposes including, but not limited to, print, electronic and internet formats. In many instances, the information you provide in this section will be used in developing the City of Colorado Springs' calendar of Special Events. Please complete the information carefully.

DESCRIPTION

Event Title: _____

Event Web Site Address: _____

Description: _____

Cost of admission: Free

- Event Category**
- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Circus |
| <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Carnival |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Museum Special Attraction | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Car/motorcycle show | <input type="checkbox"/> Other _____ |

Attendance anticipated: Total: _____ Per Day: _____

DATE/TIME

Setup: Date _____ Time _____ Day of Week _____

Event Starts: Date _____ Time _____ Day of Week _____

Event Ends: Date _____ Time _____ Day of Week _____

Dismantle Completed by: Date _____ Time _____ Day of Week _____

LOCATION

Location: _____
(General description of where the event will be held.)

SPECIFICS OF LOCATION _____
(Detailed description of all areas affected by your event.)

CONTACT INFORMATION

CHIEF OFFICER OF HOST ORGANIZATION

This is the person who has overall authority of the Host Organization.

APPLICANT

This must be the Chief Officer or a representative of the Host Organization who has been authorized by the Chief Officer to apply for the permit to plan the event. This person must be available to work closely with the city's event planning staff throughout the permitting process.

PROFESSIONAL EVENT ORGANIZER

The Chief Officer of the Host Organization may contract with professional event organizer or service provider to represent the host organization. This person or entity may be authorized to plan the event and work with the city's event planning staff in implementing the plan. The professional event organizer must be available to work closely with city event planners throughout the planning process. *A letter from the Chief Officer of the Host Organization authorizing the applicant or professional event organizer to apply for a Special Event Permit on their behalf is required and must be attached to the submitted application.*

ON-SITE CONTACT

This is the person that is in charge the day of the event and/or the person that will be at the command center.

PUBLIC CONTACT

This is the person that should be contacted if a member of the community has questions regarding the event.

NON-PUBLIC CONTACT

This is the one person that any affected department or public agency can contact if there are any questions about the permit or any additional information is required about the event. This is the person that will have all the answers regarding the event.

MEDIA CONTACT

This is the person that has authority to deal with the media prior to or the day of the event.

VENDOR CONTACT

This is the person that will be coordinating the vendors/concessionaires, if applicable.

COMMERCIAL ENTITY

All entities or organizations without IRS 501 (C) valid tax exemption status are considered to be commercial in nature.

TAX EXEMPT, NONPROFIT

This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the IRS 501 (C) tax exemption letter certifying your current tax exempt, nonprofit status is required.

Host Organization: _____
Chief Officer of Host Organization: _____
Applicant Name: _____
Street Address: _____
City: Colorado Springs State: CO Zip: _____
Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____
Email: _____

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

Name: _____
Street Address : _____
City: Colorado Springs State: CO Zip: _____
Telephone: Day _____ Evening: _____ Fax: _____ Pager/Cellular: _____
Email: _____

On-Site contact (Day of event): Name: _____ Cellular # : _____

Public Contact (Required) Name: _____
Telephone: _____ Email: _____

Non-Public Contact Name: (Required for internal use only) SAME AS PUBLIC CONTACT
Telephone: _____ Email: _____

Media Contact Name: (If different than Public Contact) SAME AS PUBLIC CONTACT
Telephone: _____ Email: _____

Vendor Contact Name: (If different than Public Contact) SAME AS PUBLIC CONTACT
Telephone: _____ Email: _____

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is this an annual event? How many years have you been holding this event? ____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your event part of a larger marketing campaign (i.e. Pikes Peak Hill Climb, State Games, etc.)?
If yes, please list: <u>N/A</u> |

ORGANIZATION STATUS/PROCEEDS/REPORTING

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Host Organization a commercial entity? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are patron admission, entry or participant fees required? If yes please provide amounts: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Are vendor or other fees required? If yes please provide amounts: _____ |

PLANNED ACTIVITIES

ENTERTAINMENT/NOISE PERMIT

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of City Code. A police officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices may be regulated by local ordinance. The number and location for these items must be included in your site map and must receive approval from the City of Colorado Springs. In certain areas and under certain conditions these items are prohibited.

- | Yes | No |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Are there any musical entertainment features related to your event? If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.
Number of Stages: <u>N/A</u>
Number of Performers/Bands: <u>N/A</u>
Performer/Band name and music type: <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will sound checks be conducted prior to the event?
If yes, start time: <u>N/A</u> Finish time: <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will sound amplification be used?
If yes, start time: <u>N/A</u> Finish time: <u>N/A</u>
Please describe the sound equipment that will be used for your event:
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will inflatable, hot air balloons or similar devices be used at your event?
If yes, please describe: <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?
If yes, please describe: <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will your event include the use of any signs, banners, decorations, or special lighting?
If yes, please describe: <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will your event include any high risk activities?
If yes, please describe: <u>N/A</u> |

PLANNED ACTIVITES (cont.)

FOOD CONCESSIONS OR PREPARATION

All Special Events held in the City of Colorado Springs that offer food for public consumption must comply with the food safety regulations of the El Paso County Department of Health and Environment and must be approved by the Health Department before opening.

The Health Department requires event coordinators to complete an application that includes information about the event and personnel involved, including names, addresses, phone numbers, as well as the Colorado Department of Revenue Sales Tax information for each food vendor. Only vendors who have been approved by the Health Department may operate at the event. Event coordinators must supply a map of the event site to the Health Department, showing approximate locations of food booths, restroom locations, hand washing facilities, water lines and connections, trash collection points and solid waste dumpsters and other information necessary for approval.

Applications must be submitted a minimum of 15 business days prior to the event. All fees shall be paid at the time application is submitted. If the application is approved by the Health Department, all vendors will be inspected and licensed on site at the event. All vendors participating in the event must submit their paperwork a minimum of 10 business days prior to the event.

To obtain the requirements for food facilities, contact the Health Department:

DEPARTMENT CONTACTS:
El Paso County Department of Health & Environment
Environmental Health Division
Food and Living Environment Program
301 S. Union Blvd.
Colorado Springs, CO 80910
(719) 575-8635
www.elpasocountyhealth.org

Guidelines for food facilities are provided by the El Paso County Department of Environmental Health. These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. You may be required to apply for a health permit if food or beverages are sold or given away during your special event. If applicable, be sure to include your organization's 501 (C) identification number in order to receive a "nonprofit" classification number by the County Department of Environmental Health. Different permits, policies and procedures depend on your classification and the number of days of your event.

In addition, all vendors selling food or items must have a sales tax registry. For information on how to obtain sales tax registration, please contact the City Clerk/Sales Tax Office at 385-5903.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does your event include food concession and/or preparation areas?
If yes, please describe how food will be served and/or prepared.
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you intend to cook food in the event area?
If yes, please specify method: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you planning on serving food to your volunteers? |

PLANNED ACTIVITIES (cont.)

ALCOHOL

In most areas of the city, the public consumption of alcohol is illegal. The Special Event Permit you receive from the City of Colorado Springs will likely prohibit the consumption of alcohol in the event venue outside of a controlled beer garden. If your event includes the consumption of alcohol, you may be required to obtain a temporary Liquor Permit. Check with the City Clerk's Office at 385-5103. You must ensure proper insurance coverage if your event includes the consumption of alcohol.

- Yes** **No**
- Does your event involve the consumption of alcoholic beverages?
If yes, please check all that apply:
- Free/Host Alcohol
 - Alcohol Sales
 - Host and Sale Alcohol
 - Beer
 - Beer and Wine
 - Beer, Wine and Distilled Spirits

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.
N/A

CONCESSIONAIRES

The City of Colorado Springs Special Events Ordinance can allow you exclusive control and regulation of any concessionaire within your defined event venue. You will want to provide a plan for regulation and controlling such concessionaires. Park regulations may vary so contact the appropriate division of the Parks and Recreation Department if your event is on park property. The event coordinator must ensure that all vendors needing electricity are hooked to the electric system in a safe and proper manner.

- Yes** **No**
- Will items or services be sold at your event?
If yes, please describe or attach a complete list of vendors and include a sample of the vendor pass that will be used. N/A _____
- Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, animal rides, etc.)?
If yes, please describe or attach a complete list of vendors. N/A

In addition, all vendors selling food or items must have a sales tax registry. For information on how to obtain sales tax registration, please contact the City Clerk/Sales Tax Office at 385-5903.

USE OF CITY PARKS

The following information is needed if you are planning your event in a City Park. Remember to include all information of your plan for the park on the site plan section of this application. No vehicles are allowed on the turf/grass in any city park for any reason. Please remove trash and put in appropriate containers provided and include this information in the sanitation plan. Failure to abide by instructions in this application or posted in the park may preclude the event from consideration in the future.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be using the bandshell? (Only applies to Acacia and Bancroft Parks)
If yes, please describe how it will be used.
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be putting up any temporary structures?
If yes, please describe. If you plan on using any tents or canopies, free-standing units are required. No stake tents/structures will be allowed.
<u>N/A</u> |

SITE PLAN/ROUTE MAP

SITE PLAN

To ensure appropriate review of your event, you must submit a detailed, to scale site plan. This is applicable for moving routes and fixed venues. Your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 1/2" x 11" or 8 1/2" x 14" standard format.

Your event site plan/route map should be submitted in a clear and legible format and include but not be limited to:

- ✓ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- ✓ The location of fencing and/or barriers. Indicate any removable fencing for emergency access.
- ✓ The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- ✓ The location of first aid facilities and ambulances.
- ✓ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- ✓ A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- ✓ Generator locations and/or source of electricity.
- ✓ Placement of vehicles and/or trailers.
- ✓ Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- ✓ Identification of all event components that meet accessibility standards.
- ✓ Lost & Found (property and people)
- ✓ Other related event components not listed above.

To supplement your site plan or route map, please provide a detailed narrative and/or timeline of your event including a description of activities within the event such as the use of pyrotechnics, inflatable's, vehicles, rides or other pertinent information that will better assist us in reviewing the components of your event. This narrative and/or timeline will assist us in better understanding the components and activities within your event.

Please provide a narrative and timeline of your event. You may provide this information as an attachment if necessary. See Attachment

The Office of the Fire Marshal (OFM) will require three (3) copies of your site plan for any OFM revocable permit application that is submitted. This process may require more than 30 calendar days based on the complexity of your event. For detailed information please visit: [http://www.springsgov.com/units/fire/packets/Special Event Info.pdf](http://www.springsgov.com/units/fire/packets/Special%20Event%20Info.pdf)

If the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, the Pikes Peak Regional Building Department may require the issuance of Building Permits. Please provide all necessary structural calculations and structural drawings to facilitate the structural review, permit issuance as well as the related site inspections required by the Pikes Peak Regional Building Department. This process may require

more than 60 calendar days based on the size, number and scope of the proposed temporary construction. For more information, visit their web site at <http://www.pprbd.org>.

Colorado Springs Utilities requires all event coordinators to submit a request for electrical and/or water services, if needed for the event. Connections to electrical or water services without approval is prohibited. For more information regarding electrical and/or water services, please visit: www.csu.org/community/sponsorship.

TRAFFIC PLAN

If your event involves street closures, or in any way obstructs vehicular or pedestrian traffic, you will be required to submit a traffic control plan and obtain traffic safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted. The traffic control plan will be reviewed by Traffic Engineering and the Police Department, and may require changes before approval. Depending upon the location and type of event, you may be required to provide barricades, traffic cones, directional signage, meter hoods, etc. It is your responsibility to obtain and properly place this equipment within the prescribed timelines before your event, and ensure that the equipment is properly removed after your event. There are several barricade companies in the area that can assist you in this process.

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your event require any street closures? If yes, please list (include times of closure and re-opening) |
| <u>N/A</u> | | |
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you attached a copy of your traffic control plan or included it as part of the site plan? |

Traffic Control Company & phone #	Name: <u>N/A</u>	Phone: _____
Company point of contact & cell #	Name: <u>N/A</u>	Cell: _____
Date/time of equipment drop off	Date: _____	Time: _____
Date/time of equipment set up	Date: _____	Time: _____
Date/time of equipment removal	_____	

PARKING AND SHUTTLE PLAN

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. As an event organizer you should develop a parking and/or shuttle plan that is suitable for the environment in which your event will take place and remember that parking, traffic congestion and environmental pollution are all factors of concern with events. You should include the use of carpools, public transportation and alternate modes of nonpolluting transportation whenever possible. You must always include accessible parking and/or access in your event plans.

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may attach more detailed information if necessary.

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event involve the use of a parking and/or shuttle plan?
If yes, please describe or provide an attachment of your plan. <u>N/A</u>
Description: <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event?
If yes, please describe or provide an attachment of your plan. <u>N/A</u>
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you designated parking (or special access) for vendors, entertainers, VIPs, etc? If so, please include a sample(s) of parking permits. <u>N/A</u> |

SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound planning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of your event, as well as, the overall activities are all areas that need to be analyzed in depth and addressed through your security plan.

The Colorado Springs Police Department will determine the minimum number of police officers and/or licensed private security guards required to adequately staff your event. The Colorado Springs Police Department has final authority to determine your event security requirements. If the prescribed numbers of police officers and/or licensed private security guards are not staffed, or prove inadequate, the Colorado Springs Police Department maintains the right to shut down any or all components of the event and/or provide additional police services that will be billed directly to the Host Organization.

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you hired a licensed professional security company to develop and manage your event's security plan?

Security Organization: N/A

Street Address: N/A

City: N/A State: N/A Zip: N/A

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Email: N/A

Private Patrol Operator License # _____

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application. N/A

N/A

MEDICAL PLAN

In an effort to help you determine the appropriate medical services for your event, the City of Colorado Springs has developed a matrix of Emergency Medical Services Resources. The Colorado Springs Fire Department Emergency Medical Services Program has final authority to determine your event medical services requirements. For more information, please contact the Emergency Medical Services at (719) 385-7255.

Yes **No** **N/A**

Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?

Medical Services Provider: N/A

Street Address: N/A

City: N/A State: N/A Zip: N/A

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Email: N/A

Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas. You may attach the plan to this application if necessary. N/A

N/A

Which level of Medical service is appropriate for your event?

Emergency Medical Services Resource Matrix

In an effort to help you determine the appropriate medical services for your event, the City of Colorado Springs had developed a matrix of Emergency Medical Services Resources.

Special considerations which may affect the recommended medical resources are:

- Night vs. Daytime events
- Number of active participants
- Type of activities at the event
 - Alcohol availability
 - Demographics of crowd
- Number of attendees
- Locations of event/multiple locations
- Weather/time of year
 - Length of event
- Medical issues encountered in past event

• Required resource

✓ Recommend resource intended to ensure safety of participants

Event Type	Anticipated Crowd Size	First Aid Station	Certified BLS Providers	Licensed Ambulance Provider	CSFD Special Events Team
Street Festival Closing >3 blocks	Less than 2,500	✓			
	2,500 to 10,000	•			
	10,000 to 50,000			•	•
	Over 50,000			•	•
Athletic/Sporting Events held outside of normal venues	Less than 2,500	✓	✓		
	2,500 to 15,000		•		
	15,000 to 25,000			•	
	Over 25,000			•	•
Parades > than 10 blocks	Less than 2,500		✓		
	2,500 to 15,000		✓		
	15,000 to 25,000			•	
	Over 25,000			•	•
Events of Complexity (concerts, large events in parks, etc)	Less than 2,500				
	2,500 to 15,000		✓		
	15,000 to 25,000		•		
	Over 25,000			•	•

Definitions:

First Aid Station: Area identified as a First Aid Station, staffed with individuals trained in basic first aide provided by the Event Organizer

Certified BLS: Individuals that are certified by the State of Colorado as Emergency Medical Technician provided by the Event Organizer

Licensed Ambulance Provider: Ambulance provider that is licensed by El Paso County

CSFD Special Events Team: Colorado Springs Fire Department medical team, including bike team and paramedic staffed medical stations.

OFFICE OF THE FIRE MARSHAL

The Colorado Springs Fire Department places a high priority on public safety and reducing the risk to fire and life safety hazards. Establishing hazard reduction and safety procedures at your special event is critical to your event planning process.

YES NO

- Does your event include the closure of any public or private access roadways?
If yes, ensure the submitted site plan identifies all closed roadways.
- Does your event include any static display located within a public or private access roadway?
If yes, ensure the submitted site plan identified locations of all static displays.
- Does your event include any tent or grouping of tents having a square footage of 2,400sq ft?
If yes, please contact the Office of the Fire Marshal for information required to be submitted in addition to this application.
- Does your event utilize Liquefied Petroleum Gas (LPS) in excess of 125 gallons aggregate water capacity?
If yes, please contact the Office of the Fire Marshal for information required to be submitted in addition to this application.
- Does your event include the use of any firework display, pyrotechnics, theatrical flame effects, flame eaters, torch juggling, etc?
If yes, please contact the Office of the Fire Marshal for information required to be submitted in addition to this application.
- Does you event include any open flame or burning that is not contained within a fireplace, barbeque grill or pit, or has a fuel area of greater than 3 feet in diameter and 2 feet high?
If yes, please contact the Office of the Fire Marshal for information required to be submitted in addition to this application.

The Office of the Fire Marshal requires two (2) copies of the site plan that is submitted for the Special Event Application. If "Yes" is checked above for any question, it is the responsibility of the applicant to ensure that the additional information required above is provided on the site plan and/or within the submittal to the Special Events application.

Special Note: If all required information (special event application information as well as any additional information required above) is submitted all together with the submission of the special events application, no additional fees from the Office of the Fire Marshal are required. However, if information required above is submitted separately from the special events application, additional fees, per the Colorado Springs Fire Department Fee Schedule will be imposed.

All permit applications and site plan reviews must be submitted at least 90 calendar days prior to the date of the special event.

Fire inspections for any additional permits issued by the Office of the Fire Marshal required above, are scheduled by calling the Office of the Fire Marshal at minimum of 3 business days prior to the event.

All Office of the Fire Marshal permit applications are to be submitted at:

Colorado Springs Fire Department
Office of the Fire Marshal
375 Printers Parkway
Colorado Springs, CO 80910
Phone (719) 385-5978

ADA ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

Disability access may include parking, rest rooms, and telephones, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible rest rooms, parking, telephones, drinking fountains, etc. The following checklist is intended to serve as planning guideline and may not be inclusive of all City, County, and State and Federal Disability Access Requirements.

- | Yes | No |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Will ADA requirements be needed at your event? If no, continue to the next section. If yes, fill out the following section. |

- | Yes | No |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Will there be a clear path of travel throughout your event venue? Please describe.
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will all food, beverage and vending areas be ADA accessible? If not, please describe.
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will all signage be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility? If not, please describe.
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> If telephones are provided, will at least one telephone at each phone bank have a volume control and be hearing aid compatible? If not, please describe.
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> If an information center is provided at your event, will customer service representatives be available to assist disabled individuals? If not, please describe.
<u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> If all areas of your event venue cannot be made accessible, will maps or programs be made available to show the location of accessible rest rooms, parking, phones (if any), drinking fountains, and first aid stations? If not, please describe.
<u>N/A</u> |

Additional Information:

N/A

RESTROOM AND SANITATION

PORTABLE REST ROOMS

The City of Colorado Springs recommends two (2) chemical or portable toilets for every 250 people, or portion thereof who attend your event. Ten percent (10%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Colorado Springs may determine the total number of required rest room facilities on a case-by-case basis.

You are required to provide portable rest room facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The City reserves the right to determine the location of portable rest rooms. The location of portable rest rooms must be included in your site map.

Yes **No**

- Do you plan to provide portable rest room facilities at your event? If yes:
Total number of portable toilets: 0
Number of ADA accessible portable toilets: 0
If no: Please explain: N/A

Rest Room Company: N/A

Contact Name: N/A

Street Address: N/A

City: N/A State: N/A Zip: N/A

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

SANITATION AND RECYCLING

As an event organizer, you must properly clean up and dispose of trash and animal waste throughout the term of your event. Immediately upon conclusion of the event, the area must be cleaned thoroughly. If you, as an event organizer set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the City of Colorado Springs. Should you fail to perform adequate cleanup or damage occurs to city property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit. A \$3,000.00 clean up bond may be required for your event. The City may not provide street sweeping services for special events, so please plan accordingly. Street sweeping is a requirement if you are planning having any animals or alcoholic consumption at your event.

Type of guest trash receptacles: _____ Number of guest trash receptacles: 0

Number of dumpsters or roll off containers: 0

Please note that all open containers must be secured with tarps and tie downs if they are left on site overnight.

Number of Recycling Containers _____

Trash Hauler (company providing trash containers)

Company Name: N/A

Contact Name: N/A

Street Address: N/A

City: N/A State: N/A Zip: N/A

Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____

Day of Event Contact: Name: Same Cell: _____

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

Please describe your plan for cleanup and removal of trash, animal waste and recyclables during and after your event.
N/A

Litter clean up team (organization, group, or company picking up trash)

Company Name: N/A
Contact Name: N/A
Street Address: N/A
City: N/A State: N/A Zip: N/A
Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____
Day of Event Contact: Name: Same Cell: _____
Start Time: _____ Finish Time: _____

Street Sweeper

Company Name: N/A
Contact Name: N/A
Street Address: N/A
City: N/A State: N/A Zip: N/A
Telephone Day: _____ Evening: _____ Fax: _____ Pager/Cellular: _____
Day of Event Contact: Name: Same Cell: _____
Scheduled sweeping Time: _____

PETS AND ANIMALS

The City discourages (**and may prohibit**) pets at special events.

Do you wish to allow pets at your event? **Yes** **No**

Are you allowing animals at your event? **Yes** **No**

If yes, what kinds of animals and how many (est.) are you expecting? Type: N/A Est. Number 0

MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on entities that may be affected by your activities. You must notify residents, businesses, places of worship and schools that may be impacted by the noise and street closures related to your event.

The City of Colorado Springs requires that notices be mailed or hand delivered three weeks prior to your event to all entities impacted by event activities. Information in this notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact your organization if they have concerns or issues that needs to be addressed.

The City of Colorado Springs may also require you to provide advisory signs prior to your event if the event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

Yes **No**

- Will your event affect any residential or business area? If no, continue to the next section. If yes, fill out the following section.

Yes **No**

- Have you presented your event concept to the officially recognized community groups that represent the venue area? If yes, please attach letters of endorsement or support from each of these groups.
If no, please explain: Attached N/A
- Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities.
If no, please explain: Attached N/A
- Do you have a sample of the notice that you propose to distribute three weeks prior to your event? If yes, please attach. Attached
If no, N/A

How do you plan to notify impacted neighbors?

- Flyers – door to door Phone E-mail Face to face contact
- Other (please explain) N/A

MARKETING AND MEDIA

Please ensure that you have conditional approval of your event before you begin to promote, market or advertise the event. Conditional approval may be made after your Special Event Permit Application has been submitted to the City of Colorado Springs, initially screened, and you have met with the entities that may be impacted by your event. Acceptance of your Special Event Permit Application by the City is not a guarantee of the date and location, or an automatic approval of your event. The event organizer must complete the application requirements entirely before the City will issue a Special Event Permit. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property; violate city sign code ordinances, or which may be difficult to clean or remove from the venue.

MARKETING/PROMOTION

- | Yes | No |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Will your event be marketed, promoted or advertised? If so, how will it be promoted:
<u>N/A</u> |

MEDIA COVERAGE

- | Yes | No |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Do you have a media sponsor(s) for your event?
If yes, please list: <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will there be live media coverage during the event?
If yes, please describe (include time(s) and location(s): <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Will media vehicles be parked within the event venue?
If yes, please describe safety plan and location(s): <u>N/A</u> |
| <input type="checkbox"/> | <input type="checkbox"/> Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?
If yes, please describe: <u>N/A</u> |

INSURANCE REQUIREMENTS

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Colorado Springs, its officers, employees, and agents" and any other public entities impacted by your event. The policy must be for a minimum of \$500,000, with an aggregate amount of \$1,000,000. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. Please note that event insurance will be primary; any City insurance will be non-contributory.

An original Certificate of Insurance must be received by the City of Colorado Springs prior to the issuance of your Special Event Permit. Mail to: Special Events Coordinator, City of Colorado Springs Police Department, 705 South Nevada Avenue, Colorado Springs, CO 80903 or can be faxed to (719) 578-6852.

Name of Carrier: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Yes **No** Have you submitted a certificate of insurance?

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Colorado Springs Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Colorado Springs.

Print Name of Applicant/Host Organization: _____

Title: _____

Signature: _____

Date: _____

Print Name of Professional Event Organizer: N/A

Title: N/A

Signature: _____

Date: _____

Host Organization's Chief Officer Signature

Date

COMPLETION

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to: City of Colorado Springs Special Events Coordinator, 705 South Nevada Avenue, Colorado Springs, CO, 80903.

Thank you for completing your Special Event Permit Application.

Before you submit your application to the City of Colorado Springs, please make sure that the following steps have been completed:

Have you:

- Signed and dated your application?
- Attached your event site plan?
- Attached your event security plan?
- Attached your event medical plan?
- Attached a copy of your accessibility plan?
- Attached your event parking and shuttle plan?
- Attached a complete entertainment list and schedule?
- Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- Attached your Certificate of Insurance?
- Attached a copy of your IRS 501(C) tax exemption letter?
- Included any permits that may be required to hold your event in the selected venue?

Submit your completed permit application to:

**City of Colorado Springs Special Events Coordinator
705 South Nevada Avenue
Colorado Springs, CO 80903**

**ATTACHMENT A
PERMIT GUIDANCE**

Permit Type	Explanation	Web Site	Contact Phone No.	Special Events packet page(s)	Date applied	Date appr.	Separ. applic.
Special Event	Street closure, or use of public property (other than a park) outside it's intended purpose	www.springsgov.com/specialevents/application	719-444-7704	3,9,10			Part of packet
Noise	Outside amplified sound	www.springsgov.com/specialevents/application	719-444-7704	6			Part of packet
Park	Use of a City park for a special event	www.springsgov.com/sectionindex.asp?sectionid=47	719-385-6514	N/A			Yes
Temporary Use	Use of private property for other than it's intended or zoned purpose	City Planning	719-385-5905	N/A			Yes
Temporary Liquor	Consumption of alcohol as a part of a special event	City Clerk's office – a fee is required	719-385-5901	N/A			Yes
Food Service	Food consumption as a part of a special event	El Paso County Health Department www.elpasocountyhealth.org A fee is required	719-575-8635	7			Yes
Structures	Portable or prefabricated structures (bleachers, platforms, scaffolding, tents) as a part of a special event	Pikes Peak Regional Building Department www.pprbd.org A fee is required	327-2880	9			Yes
Fire Marshal	Street closures, static features, tent exceeding 2,400 sq.ft., liquefied petroleum gas, open fire/burning, pyrotechnics or fireworks as a part of a special event	Office of the Fire Marshal www.springsgov.com/units/fire/packets/special_event_info.pdf A fee is required	719-385-5978	15			Yes
Electric/water	Connection to the electric or water system	Colorado Springs Utilities www.csu.org/community/sponsorship	719-668-8742	9			Part of packet