



Event Park Permit Application

City of Glenwood Springs
Park and Recreation
100 Wulfsohn Road
Glenwood Springs, Co. 81601
(970) 384-6310 Fax (970) 945-4128

Updated: 08/2017

Participants _____
Daily Attendance _____

APPLICANT INFORMATION

Name of Applicant – On-Site Contact

Phone Number Cell Phone Number Email

Company/Organization

Address

EVENT INFORMATION

Name of Event/Date(s)

Complete Event/Activity Details

Hours of Event Set Up Take Down

Location(s) of Event

Sponsor(s) of the Event

Sponsor(s) of the Event

SITE PLAN

Major events must submit a detailed site plan identifying the proposed event area. Event cannot prohibit or impede access to public rest rooms, boat ramps, or trail systems. Sponsor is required to provide a detailed site plan with the following information:

Parking locations	Vendor parking locations
Traffic Control	Street Obstruction/Street Closure
Emergency access	Temporary fencing/Barriers
Tent/Canopy placement	Locations of Port-a-Potties
Dumpster locations	Inflatable's/Amusement Rides

RECEIVED _____

REQUIREMENTS

Plan for parking/traffic control

Plan for pedestrian crossing – (required paid traffic control person)

Company Used

If barriers are needed please contact City Street Department (970) 384-6350

COMPLETED _____

RECEIVED _____

Does event propose closing or impeding access to any City streets, sidewalks, alleys or parking lot? _____ If so Street Obstruction permit required. Contact Engineering Department (970) 384-6435.

RECEIVED _____

Will event include inflatable's/amusement rides? _____ Inflatable's are allowed in the City Parks only in designated areas approved by Parks Superintendent. User must abide by all manufacture guidelines and The City of Glenwood Springs will require insurance coverage naming the City as additional insured in the amount of 1 Million Dollars per event. Company Rented From: _____

COMPLETED _____

COMPLETED _____

Will event include tents or canopies? _____ Number _____ size _____ Permit may be required please contact City Fire Department (970) 384-6433.

COMPLETED _____

Will event have open flames/cooking? _____ if yes required contact with the City Fire Department (970) 384-6433.

COMPLETED _____

Meet with City Fire Department to review fire/safety needs, to schedule an appointment call City Fire Department (970) 384-6480. If on-site EMT service needed, this service is at the expense of the sponsor.

One (1) 4-yard dumpster is required per five hundred (500) people - required # _____
One (1) portable toilet is required per two hundred (200) people, in cooperation with the American with Disabilities Act, at least one (1) portable toilet is to be handicap accessible
Company Used _____

For placement of Tents/Canopies/Dumpsters/Port-a-Potties/Temporary Fencing/Vendors/Inflatable's/Amusement Rides a required pre-event meeting must be scheduled at least (10) business days prior to event: Contact Parks Superintendent at (970) 384-6366.

**ENTERTAINMENT
FOOD SALES**

Will there be an admission charge? () Yes () No
If yes, list all price categories:

Will there be entertainment? () Yes () No
If yes, list group and scheduled time:

Will there be food provided and/or sold? () Yes () No
If yes, list vendor:

Will there be any contracted concessionaries/caters? () Yes () No
Will there be sales of any items? () Yes () No
If yes, list name of concessionary/cater/vendors:

COMPLETED _____

**Must report event with Garfield County Public Health Department:
Nettie Mojarro (970) 625-5200 Ext. 8128 email: nmojarro@garfield-county.com**

Event Coordinator Plan Review must be filled out and sent to County for all vendors selling food.
Have proper Health Department permits been secured? () Yes () No

**A Sales Tax Permit must be obtained for the sale of any and all items.
To obtain a Sales Tax Permit, please call (970) 384-6420.**

ALCOHOL

Will there be alcohol sold? () Yes () No
If yes, is alcohol included in the price of admission? () Yes () No
Will alcohol be served only? () Yes () No
If yes, are servers trained in Responsible Serving of Alcohol (RSOA)? () Yes () No

A Special Event Liquor Permit must be obtained to sell or serve alcohol. To obtain an application, contact the City Clerk @ (970) 384-6403. The Liquor permit application must be submitted to the City Clerk at least 60 days prior to the event. A copy of all permits must be submitted before final event approval.

EVENT SECURITY

Has Glenwood Springs Police Department been contracted for security purposes? () Yes () No
OR
Has a Security Company been hired for event? () Yes () No
If yes, provide the following: Security Company _____
Scheduled date(s) Time(s): _____
Number of staff contracted: _____ Contact person/phone number: _____

Security guards will be required for events with 100 people or more attending 1 security guard per 50 attending with a minimum of 2 guards per event, at the sponsor's expense. To schedule off-duty police officers, please call (970) 384-6500. Officers must be scheduled a minimum of 2 weeks prior to the event.

COMPLETED _____

**INSURANCE
COVERAGE**

The City of Glenwood Springs will require insurance coverage naming The City of Glenwood Springs as additional insured in the amount of 1 Million Dollars per event. The City of Glenwood Springs may require a higher amount for some events. Please provide a copy of Insurance Coverage.

RECEIVED _____

I have read and do understand the terms and conditions of this permit, and do hereby agree on behalf of the Sponsor of this event, that all participating in this event shall adhere to and abide by all applicable ordinances, state and local rules and regulations. Sponsor shall release the City from any liability and holding the City of Glenwood Springs harmless from any claims resulting from leased premises during the term of use.

Event should not be scheduled or advertised without final approval

Sponsor Signature _____ Date _____

Conditional Approval _____ Date _____

Application fee \$ _____ Damage Deposit \$ _____ Charges \$ _____ Total _____

FINAL APPROVAL

Approved By: _____

City Manager

Brian Smith, Parks & Recreation Director

- Payment Received**
- Site Plan Attached**
- Special Event Permit**
- Insurance Certificate**
- Traffic Control Contract**
- Portable Toilets and Dumpsters Contract**
- Street Obstruction Permit**
- Other Permits**
- Schedule pre-meeting**
- City Comments**

Big Events Calendar____ Rec Trac____ Payment Rec'd____
Deposit Log____ Routing Completed____ Comments Attached____