



Updated: 07/08/2009

Major Event Permit Application

Park and Recreation
Glenwood Springs
100 Wulfsohn Road
Glenwood Springs, CO
(970) 384-6310; FAX: (970) 945-4128

APPLICANT INFORMATION

Over 251 participant's

Daily Attendance _____

Name of Applicant (Must be on-site during the event)

() _____ () _____ () _____
Phone Number Cell Phone Number Fax Number

Address

City, State, Zip

EVENT INFORMATION

Name of Event (Type of Event/Activity)

Event Date(s)

Hours of Event Set Up Take Down

Location(s) of Event

Sponsor(s) of the Event

Sponsor(s) of the Event

SITE PLAN

Will the event include any of the following? (Indicate on site plan)

- *Barriers () Yes () No
- *Temporary Fencing () Yes () No
- *Will lighting be needed () Yes () No
- *Inflatable's/Amusement Rides () Yes () No
- **Open flames () Yes () No
- **Tents or Canopies () Yes () No

***You are required to schedule meeting (10 business days before event) with Parks Superintendent at (970) 384-6366**

****Tents or Canopies may require permit contact City Fire Department (970) 384-6433**

****Open Flames will require contact with City Fire Department (970) 384-6433**

Does event propose closing or impeding access to any City streets, sidewalks, alleys or parking lots? (Indicate on site plan) If so Street Obstruction permit required () Yes () No

***Will there be Traffic Control? () Yes () No (Indicate on site plan)**

***To contact the Engineering Department, please call (970) 384-6435**

***To contact the Streets Department, please call (970) 384-6350**

PORTABLE TOILET DUMPSTERS

One (1) 4-yard dumpster is required per five hundred (500) people - required # _____

One (1) portable toilet is required per two hundred (200) people – required # _____

The location and placement of dumpsters and portable toilets needs to be approved by **Parks Superintendent in the pre-event meeting.**

ENTERTAINMENT

- 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:

FOOD SALES

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

- Will there be any contracted concessionaries/caters? Yes No
If yes, list name of concessionary/cater:

- Have proper health department permits been secured? Yes No

ALCOHOL

- Will there be alcohol sold? Yes No
If yes, is alcohol included in the price of admission? Yes No

- Will alcohol be served? Yes No
If yes, are servers trained in Responsible Serving of Alcohol (RSOA) 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.

A Special Event Liquor Permit must be obtained to sell or serve alcohol.

To obtain an application, contact the City Clerk at (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: _____

A minimum of one (1) officer is to be in attendance for every one hundred (100) people during 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.

EMERGENCY

- Has sponsor met with Glenwood Springs Fire Department to review fire/safety needs? Yes No

To schedule an appointment with the Glenwood Springs Fire Department, please Call (970) 384-6480. If on-site EMT services needed, this service is at the expense of the sponsor.

**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 attach a copy of Insurance Coverage.

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 _____

Final Approval _____

Date _____

Comments _____

**CONDITIONAL/
FINAL APPROVAL**

Conditional Approval _____
Date _____

Site Plan Attached () Yes () No
Insurance Certificate () Yes () No
Special Event Permit () Yes () No
Permit's () Yes () No

Traffic Control Contract () Yes () No
Sales Tax Permit () Yes () No
Street Obstruction Permit () Yes () No
Portable Toilet and Dumpsters () Yes () No

Application Fee \$ _____ Damage Deposit \$ _____ Charges \$ _____ = Total \$ _____

Comments _____

Approved By:

Jeff Hecksel, City Manager

Attest:

Robin Unsworth, City Clerk

Tom Barnes, Parks & Recreation Director

Charges: Cash \$ _____ Check # _____ \$ _____ CC \$ _____ Date _____ \$ _____

Office Use: Desk Calendar _____ Park Calendar _____ Rec Trac _____ Payment Rec'd _____ Deposit Log _____
Routing Completed _____ Comments Attached _____