

**IDAHO SPRINGS SPECIAL EVENT  
APPLICATION**

Type of Event \_\_\_\_\_

Description of the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone/Email \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Date(s) and Time(s) of Event \_\_\_\_\_

Brief description of Event \_\_\_\_\_

\_\_\_\_\_

Number of people expected at the event \_\_\_\_\_

Length of reservation requested (include set-up and clean-up time) \_\_\_\_\_

\_\_\_\_\_

Police coverage needed:

✓ How many officers \_\_\_\_\_

✓ Times officers will be needed \_\_\_\_\_

✓ Where officers will be needed \_\_\_\_\_

\_\_\_\_\_

Number of portable toilets and trash receptacles the event will supply:  
(See Trash and Comfort Station Rules and Regulations)

\_\_\_\_\_ Portable toilets

\_\_\_\_\_ Trash receptacles

Special requests (use separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

Signature of Event Contact

Date

=====

Date application received \_\_\_\_\_

Application determined complete by City Clerk \_\_\_\_\_

\$100 Clean-up deposit & \$25 Application Fee per day received by \_\_\_\_\_ Date \_\_\_\_\_

**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 & \$50 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 immediately. 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.

11. If two or more special events plan to use the same City property on the same date, the first event to submit a complete packet shall have precedence.

12. The City of Idaho Springs cannot guarantee availability of public property for special events.

\_\_\_\_\_  
Event Planner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Planner Printed Name



**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 (15<sup>th</sup> to 16<sup>th</sup> Ave. between Idaho & Water Street

East Parking (16<sup>th</sup> to 17<sup>th</sup> 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%



## 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. The area(s) will be inspected the morning after the event and the results of the inspection will determine if a refund of the deposit is warranted. 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.

Number of trash receptacles required \_\_\_\_\_

Other special requirements \_\_\_\_\_

\_\_\_\_\_

**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**

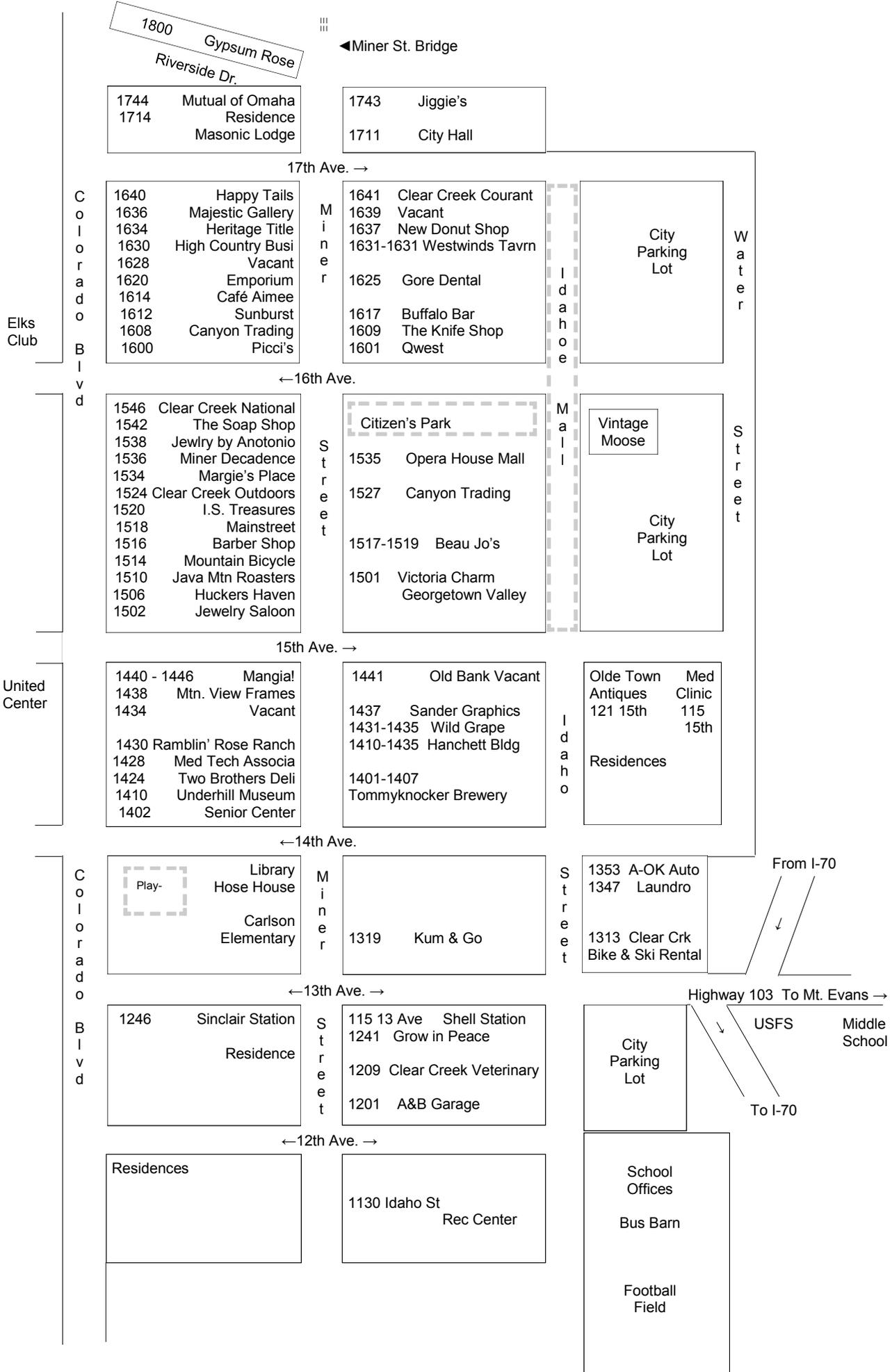
- \_\_\_\_\_ All trash picked up
- \_\_\_\_\_ Trash containers emptied
- \_\_\_\_\_ Barricades removed

City materials used to complete clean-up \_\_\_\_\_

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**Date and time of clean-up inspection** \_\_\_\_\_

**By** \_\_\_\_\_



1800 Gypsum Rose  
Riverside Dr.

Miner St. Bridge

1744 Mutual of Omaha  
1714 Residence  
Masonic Lodge

1743 Jiggie's  
1711 City Hall

17th Ave. →

Elks Club  
Colorado Blvd

1640 Happy Tails  
1636 Majestic Gallery  
1634 Heritage Title  
1630 High Country Busi  
1628 Vacant  
1620 Emporium  
1614 Café Aimee  
1612 Sunburst  
1608 Canyon Trading  
1600 Picci's

Miner St

1641 Clear Creek Courant  
1639 Vacant  
1637 New Donut Shop  
1631-1631 Westwinds Tavn  
1625 Gore Dental  
1617 Buffalo Bar  
1609 The Knife Shop  
1601 Qwest

Idaho St

City Parking Lot

Water Street

←16th Ave.

United Center

1546 Clear Creek National  
1542 The Soap Shop  
1538 Jewelry by Anotonio  
1536 Miner Decadence  
1534 Margie's Place  
1524 Clear Creek Outdoors  
1520 I.S. Treasures  
1518 Mainstreet  
1516 Barber Shop  
1514 Mountain Bicycle  
1510 Java Mtn Roasters  
1506 Huckers Haven  
1502 Jewelry Saloon

Miner St

Citizen's Park  
1535 Opera House Mall  
1527 Canyon Trading  
1517-1519 Beau Jo's  
1501 Victoria Charm  
Georgetown Valley

Idaho St

Vintage Moose  
City Parking Lot

Water Street

15th Ave. →

United Center

1440 - 1446 Mangial  
1438 Mtn. View Frames  
1434 Vacant  
1430 Ramblin' Rose Ranch  
1428 Med Tech Associa  
1424 Two Brothers Deli  
1410 Underhill Museum  
1402 Senior Center

Miner St

1441 Old Bank Vacant  
1437 Sander Graphics  
1431-1435 Wild Grape  
1410-1435 Hanchett Bldg  
1401-1407  
Tommyknocker Brewery

Idaho St

Olde Town Med  
Antiques Clinic  
121 15th 115  
15th  
Residences

←14th Ave.

United Center

Library  
Play- Hose House  
Carlson  
Elementary

Miner St

1319 Kum & Go

Idaho St

1353 A-OK Auto  
1347 Laundro  
1313 Clear Crk  
Bike & Ski Rental

From I-70

←13th Ave. →

United Center

1246 Sinclair Station  
Residence

Miner St

115 13 Ave Shell Station  
1241 Grow in Peace  
1209 Clear Creek Veterinary  
1201 A&B Garage

Idaho St

City Parking Lot

Highway 103 To Mt. Evans →

USFS

Middle School

To I-70

←12th Ave. →

United Center

Residences

Miner St

1130 Idaho St  
Rec Center

Idaho St

School Offices  
Bus Barn  
Football Field

BLOCK PARTY 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.

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Street Closure Approved by:

Police Chief \_\_\_\_\_ Date \_\_\_\_\_  
Dave Wohlers 303-567-4291

Public Works Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Randy Rasmussen 303-567-2400

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_  
Kelly Babeon 303-567-4342 ext 123

EMS Director \_\_\_\_\_ Date \_\_\_\_\_  
Nicolana Johnson 303-567-4221

\*\*This applicant is  is not  required to provide a traffic control plan. The applicant is  is not  required to hire a barricade company for this event.

Name of barricade company: \_\_\_\_\_



Dear Event Organizer,

On behalf of the Mayor, City Council and Employees, welcome to Idaho Springs and thank you for choosing 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.*

Some special events will need to be presented to the Idaho Springs City Council. If Council approval is required, the City Clerk will set an appearance time once all paperwork is received and approved.

If any alcohol will be included in your event you will need to apply for a special event liquor license. No alcohol can be served, sold or consumed in any public area without a local liquor license as well as an additional insurance requirement. The fee for a liquor special event is \$100.00.

Please note the \$25 application fee per day of the event and a \$100.00 deposit for trash removal and general clean-up.

*Contact the Clear Creek Courant to get your event in the calendar section of the local newspaper.*

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

Sincerely,

Diane Breece  
City Clerk

## SPECIAL EVENT PERMIT QUESTIONNAIRE AND AFFIDAVIT

1. What type of an event is planned (i.e., annual, quarterly, benefit, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_
2. Explain in detail the nature of your organization, its function, and who or what benefits from its operations (attach separate sheet if necessary)  
\_\_\_\_\_  
\_\_\_\_\_
3. Who or what organization will be the recipient of funds derived from this event?  
\_\_\_\_\_  
\_\_\_\_\_
4. How many attendees are expected at this event?  
\_\_\_\_\_
5. Describe the premises at which this event will take place  
\_\_\_\_\_  
\_\_\_\_\_
6. What type of security will be provided at this event?  
\_\_\_\_\_  
\_\_\_\_\_
7. How many security personnel will be on hand?  
\_\_\_\_\_
8. How will security personnel be identified? (i.e., shirts, hats etc.)  
\_\_\_\_\_  
\_\_\_\_\_
9. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_
10. What type of entertainment will be provided, if any, for this event?  
\_\_\_\_\_  
\_\_\_\_\_
11. What method will be used in checking identification for proper age of attendees (i.e., at the bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e., stamp or mark on the hand, etc)  
\_\_\_\_\_  
\_\_\_\_\_

12. How will the conduct and level of intoxication of attendees be monitored and by whom?

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13. Have volunteers or members of you organization been trained in the sale/service of alcohol beverages?

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14. What types of alternate beverages and food/snacks will be available?

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15. Explain how this event will be marketed describing what kinds of advertising material will be Distributed and the targeted recipients of such material.

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I hereby certify, under penalty of perjury, that the information provided to the Idaho Springs Liquor Authority contained in this affidavit is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

STATE OF COLORADO  
COUNTY OF CLEAR CREEK) SS.  
CITY OF IDAHO SPRINGS

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires