



City of Central

141 Nevada Street • P.O. Box 249
Central City, CO 80427

Dear Event Organizer,

On behalf of the Mayor, City Council and City Employees welcome to Central City and thank you for considering the City of Central 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 30 days prior the marketing of your event.

All special events will need to be presented to the City Manager, the City Clerk will forward the application once all paperwork is received and approved.

Please complete and submit pages 1 through 4, adding pages 5 and/or 6 if applicable. Pages 8 and 9 are provided for your information. Be certain to note the application checklist (page 7) for other information to be submitted.

If any alcohol will be included in your event another packet will need to be obtained from the City Clerk's Office. No alcohol can be served, sold or consumed on any public area without a State and local liquor license. Additional insurance coverage is also required.

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

Sincerely,

Reba Bechtel, CMC
City Clerk

****A \$25 per day event fee and a \$100 clean-up/checkout deposit is required. The clean-up/checkout deposit will be returned upon inspection of the event site by City Staff if the area has been cleaned as required and any rented items returned in pre-rental condition.

LOCAL: 303-582-5251 • FAX: 303-582-5210

CENTRAL CITY SPECIAL EVENT APPLICATION

Name of Event _____

Organizer/Contact _____

Mailing Address _____

Phone/Email _____

Sponsoring Organization _____

Date(s) and Hour(s) of Event _____

Brief Description of Event _____

Number of People Expected _____

Number of Trash and Toilet Facilities Required (See Trash and Sanitation Facility Guidelines, page 9):

_____ Portable Toilets _____ Other Facilities _____ Trash Receptacles

Police Coverage Needed:

- Times officers will be needed _____
- Where officers will be needed _____

Signage (number, size and location – Note: signs over 24 sq. ft. require a sign permit) _____

Will you serve alcohol? Yes ___ No ___ If yes, have you submitted your liquor license request? Yes ___ No ___

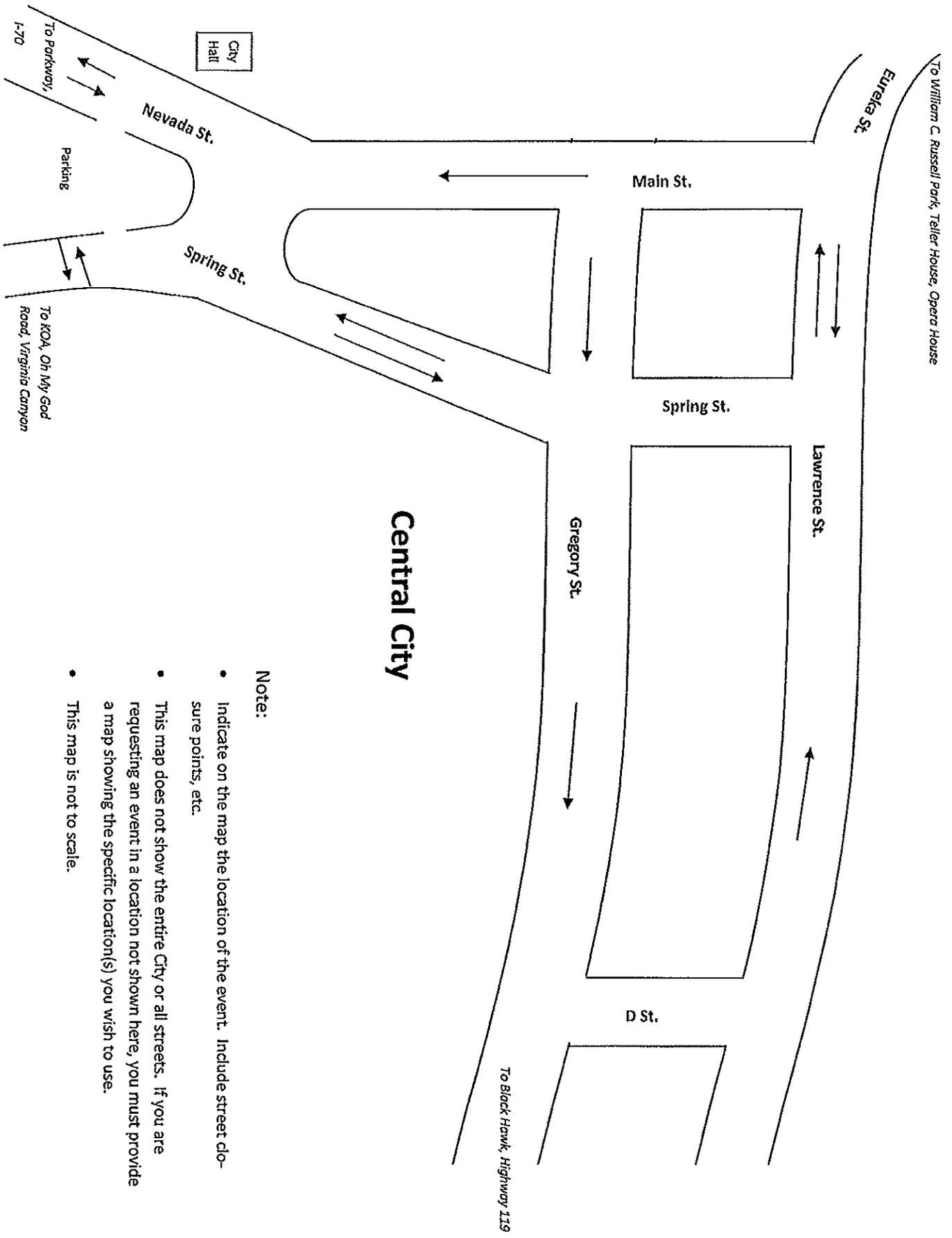
Special Requests (attach separate sheet if necessary): _____

I confirm the information provided in this application is complete and accurate and that I have read and agree to abide by the Rules and Regulations provided with this application packet (page 8).

Event Contact _____ Date _____

Date Application Received _____

Event Fee Received \$ _____ Clean-up Deposit Received \$ _____



Note:

- Indicate on the map the location of the event. Include street closure points, etc.
- This map does not show the entire City or all streets. If you are requesting an event in a location not shown here, you must provide a map showing the specific location(s) you wish to use.
- This map is not to scale.

SPECIAL EVENT APPLICATION APPROVAL

Name of Event _____

Date(s) of Event _____

OUTSIDE AGENCY APPROVALS (acknowledging the event, listing any special issues; obtained by applicant):

Emergency Services 303-582-5499

By: _____ Date _____
Zane Laubhan, Exec Director

CITY DEPARTMENT APPROVALS (listing any special issues; obtained by applicant):

Police Department 303-582-5251 x 524

Public Works Department 303-582-5251 x 201

Police Chief Date

Public Works Director Date

Fire Department 303-582-3473

By: _____
Date

Number of Portable Toilets Required _____ Number of Trash Receptacles Required _____

Special conditions/requirements _____

By: _____ Date _____

**SPECIAL EVENT
CLEAN-UP & CHECKOUT INSPECTION REPORT**

Name of Event _____

Mall Area

_____ All trash picked up

_____ Brick area swept

Restrooms

_____ Trash emptied

_____ Floors cleaned

_____ Sinks & toilets clean

Parking Areas

_____ All trash picked up

_____ Area hosed down

_____ Trash containers emptied

_____ Barricades removed

Other Areas

_____ All trash picked up

_____ Trash containers emptied

_____ Barricades removed

Items to be returned

_____ Barricades _____ Tables

_____ Tents _____ Stage

_____ Chairs _____ Other

Condition of City materials/time to complete clean-up _____

Date and Time of Inspection _____

Recommendation:

_____ Return full deposit

_____ Retain \$ _____ of deposit; return balance

By: _____

Disposition: _____

City Clerk

Date

CITY STREETS and CITY PARK RESERVATION REQUEST

Name of Event _____

Which area(s) are you requesting?

- Main Street
- Lawrence/Eureka Street
- William C. Russell Park
- Other _____

Date	Time (include set-up and clean-up time)
_____	_____ to _____

Will there be music? Yes ___ Live ___ Amplified ___ No ___

Will you erect a tent? Yes ___ Dimensions _____ No ___

NOTE: If you are reserving William C. Russell Park, the public restrooms must be checked and cleaned both during and after the event. Supplies provided by event sponsor.

STREET CLOSURE REQUEST

Name of Event _____

List street names, blocks to be closed and duration of closure. Indicate closures on map (page 2).

Date	Street	Time (indicate a.m. or p.m.)
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

SPECIAL EVENT APPLICATION CHECK LIST

- ___ Map of area involved showing location of activities. Page 2 of application packet may be adequate for your event. If not, include a detailed map showing all relevant locations such as tents, stage, barricades, security personnel, fencing, entrances and exits.
- ___ Written plan for notification to all business owners and private land owners in the affected area
- ___ Certificate of Insurance naming the City of Central City as an additional insured (See Rules and Regulations, #3; page 8)
- ___ Proof of a current City of Central City business license, if applicable
- ___ Trash and sanitation plan (See Trash and Sanitation Facility Guidelines, page 9)
- ___ Timeline of events and locations
- ___ \$100 Clean-up/Damage deposit
- ___ \$25 per day Event Fee
- ___ Fee for rental items (each): Stage-\$500, Barricades-\$5, Tents-\$10, Tables-\$5, Chairs-\$10 for 20
- ___ \$10 deposit 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.**
- ___ Outside Agency approval signatures
- ___ City Department approval signatures

CENTRAL CITY SPECIAL EVENT RULES AND REGULATIONS

The responsible organization and its representatives, as a condition of being granted permission to hold a special event within the City, agree to abide by the following rules, regulations and conditions established by the City of Central City.

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 Central City 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 be responsible for collection and payment of all sales tax applicable to the sale of food, drinks, souvenirs, service and other taxable items or activities 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 as soon as possible. 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 Central City cannot issue permits or approve activities on behalf of other jurisdictions such as the County Health Department, the Sheriff's Department, State Patrol, etc. It is the responsibility of the event organizer 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.

TRASH AND SANITATION FACILITY GUIDELINES

Remember to check your approval form when received. It may indicate that more trash receptacles and/or sanitation facilities are required than you proposed.

Trash Receptacles

The type, location and size of your event will indicate the number of trash receptacles you will be required to provide. The organization sponsoring the event is responsible for disposing of all trash and clean up of the area used for an event.

For an event that will have 200 or more attendees, a dumpster must be obtained by the event sponsors.

Sanitation Facilities

Existing public facilities may be included to help meet the needs of the attendees. Providing facilities that are handicap-accessible is encouraged. If beverages of any kind are served during the event, additional facilities should be provided. A bad experience with a portable restroom can affect users' attitude toward the event itself.

In general, at least one restroom facility should be available for every 20 attendees. The average number of hours an attendee will spend at the venue must be taken into consideration.

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 up to 40%. Your 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 may other special event items.

All portable restrooms must be removed within 24 hours or if on a weekend, no later than the Monday following the event.