

Complete and return to Glenwood Springs Parks and Recreation. Contact Yvette Baker for further information
 970.384.6310 (phone), yvette.baker@cogs.us (email)
Event permit applications must be submitted no less than 3 months in advance.
Event should not be scheduled or advertised without final approval.

Applicant Information

Name (On-site Contact): _____
 E-Mail: _____ Telephone Number: _____
 Company/Organization: _____
 Mailing Address: _____

Event Information

Start Date: _____ End Date: _____ Time of Day: _____ (AM/PM) to _____ (AM/PM)
 Name of Event: _____ Expected Attendance: _____
 Description of the Event (Please attach further narrative if necessary): _____

 Location(s) of the Event: _____
 Sponsor(s) of the Event: _____

Event Details

Yes	No							
<input type="checkbox"/>	<input type="checkbox"/>	Will this event be open to the public?						
<input type="checkbox"/>	<input type="checkbox"/>	Will there be an admission charge? <i>If yes, please list below. Attach further narrative if necessary.</i>						
		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><i>Price:</i></td> <td style="width: 50%; border: none;"><i>Item:</i></td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>	<i>Price:</i>	<i>Item:</i>	_____	_____	_____	_____
<i>Price:</i>	<i>Item:</i>							
_____	_____							
_____	_____							
<input type="checkbox"/>	<input type="checkbox"/>	Will there be entertainment? <i>If yes, please list below. Attach further narrative if necessary.</i>						
		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><i>Time:</i></td> <td style="width: 50%; border: none;"><i>Group:</i></td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>	<i>Time:</i>	<i>Group:</i>	_____	_____	_____	_____
<i>Time:</i>	<i>Group:</i>							
_____	_____							
_____	_____							
<input type="checkbox"/>	<input type="checkbox"/>	Will there be food provided and/or sold? <i>If yes, the event must report to Garfield County Public Health Department. Please list vendors below. Attach further narrative if necessary.</i>						
		<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><i>Vendor:</i></td> </tr> <tr> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> </tr> </table>	<i>Vendor:</i>	_____	_____			
<i>Vendor:</i>								

<input type="checkbox"/>	<input type="checkbox"/>	Will there be any contracted concessionaries/caters? <i>If yes, the event must report to Garfield County Public Health Department. Please list below.</i>						
<input type="checkbox"/>	<input type="checkbox"/>	Will there be sales of any of these items? <i>A Sales Tax Permit must be obtained for the sale of any items.</i>						
		<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><i>Concessionary/Cater/Vendor:</i></td> </tr> <tr> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> </tr> </table>	<i>Concessionary/Cater/Vendor:</i>	_____	_____			
<i>Concessionary/Cater/Vendor:</i>								

<input type="checkbox"/>	<input type="checkbox"/>	Will alcohol be sold? <i>A Special Event Liquor Permit must be obtained to sell or serve alcohol.</i>						
<input type="checkbox"/>	<input type="checkbox"/>	If yes, is alcohol included in the price of admission?						
<input type="checkbox"/>	<input type="checkbox"/>	If no, will alcohol be served only?						
<input type="checkbox"/>	<input type="checkbox"/>	Are the Servers trained in Responsible Serving of Alcohol (RSOA)?						
<input type="checkbox"/>	<input type="checkbox"/>	Will Security Guards be required? <i>Security is required for events of 100 people or more.</i>						

Application Requirements

Rec'd	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Site Plan *</p> <p><i>Event cannot prohibit or impede access to public rest rooms, boat ramps, or trail systems. Provide a detailed site plan with locations for the following: parking, vendor parking, traffic control (including pedestrian crossings), emergency access, temporary fencing/barriers, tent/canopies, portable toilets, dumpsters, and inflatables/amusement rides</i></p> <p><i>*7th Street Events: A 12' minimum clear path shall be facilitated through the event area for EMS response. Items <u>prohibited</u> from being placed under the bridge include climbing walls, inflatables, dunk tanks, flame throwers, fire jugglers, ice carvings, amusement rides, and petting zoos.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>On Site Meeting</p> <p><i>Major event site plans require a pre-event meeting scheduled at least ten (10) business days prior to event. Contact the Facility Rental Coordinator at 970.384.6310 to schedule.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Inflatable Approvals</p> <p><i>Company Used? _____</i></p> <p><i>Inflatables are only allowed in designated areas of City Parks and with approval from the Parks Superintendent. User must abide by all manufacture guidelines. Insurance coverage naming the City of Glenwood Springs should be named as additional insured in the amount of 1 Million Dollars per event.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Right of Way Permit (ROW Permit)* \$35 (Obstruction Only) for obstruction of all public roads and alleys.</p> <p><i>Requires a Traffic Control Plan and Certified Traffic Control Supervisor (event's expense).</i></p> <p><i>Company Used? _____</i></p> <p><i>Event (traffic control company) shall supply all traffic control devices necessary.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Permit and \$35 fee required with a (5) five business day minimum review. Permit is available online from the Engineering Department website: https://www.gwsco.gov/155/Engineering</i></p> <p><i>*7th Street Events: A ROW permit is not required for events scheduled on 7th Street. The City will provide an approved traffic control plan to the event coordinator. Traffic control devices may be checked out on a first come/first serve basis from the City. Scheduling for devices can be completed through the Streets Department at 970.384.6379. Device placement must match the provided plan. Any missing or damaged devices are subject to the events' security deposit. If devices cannot be secured from the City, the coordinator must secure devices from another vendor at their own cost.</i></p> <p><i>If the event coordinator would like to use an alternative plan, one must be submitted through a ROW Permit Application and devices provided by the event at their own cost.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Garfield County Food Vendor Licensing/Registration</p> <p><i>If there will be food, the event must report to Garfield County Public Health Department at 970.625.5200 x 8102. For more information visit the Garfield County website: https://www.garfield-county.com/environmental-health/food-safety/</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Sales Tax Permit – \$25 + \$100 deposit</p> <p><i>A Sales Tax Permit must be obtained for the sale of any and all items. Please visit the City website for information: http://www.gwsco.gov/509/Licensing. Contact the Finance Department with questions.</i></p>

<input type="checkbox"/>	<input type="checkbox"/>	Special Event Liquor Permit	<p><i>The Liquor Permit is required for all events serving or selling liquor. An application must be submitted to the City Clerk no less than 60 days prior to the event. A copy of all approved permits must be submitted before final event approval will be given. Information can be found on the City website:</i> https://www.gwsco.gov/385/Event-Permits</p>
<input type="checkbox"/>	<input type="checkbox"/>	Event Security Scheduled <i>(Security is required for events of 100 people or more)</i>	<p>Number of Security Scheduled: _____ Security Company Used: _____ Scheduled Date(s)/Time(s): _____ Contact Person and Phone Number: _____ <i>One (1) security guard/fifty (50) people attending with a minimum of two (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 two (2) weeks prior to the event.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Fire Department Tent Permit - \$75	<p>Number of Tents: _____ Size of Tents: _____ <i>Tents over two hundred (200) square feet or canopies over four hundred (400) square feet require a Tent Permit. The Tent Permit is subject to a \$75 fee. Permit is available from the City of Glenwood Springs Fire Department website: https://www.gwsco.gov/479/Permits</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Open Flame Cooking Approvals (Fire Department)	<p><i>Contact the City Fire Department at 970.384.6480 to schedule an appointment for review of the fire/safety needs. If on-site EMT service needed, this service is at the expense of the event. For more information visit the Fire Department website: https://www.gwsco.gov/164/Fire</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Dumpster(s) Scheduled	<p>Number of Dumpsters Required: _____ Company Used? _____ <i>One (1) 4-yard dumpster is required per five hundred (500) people</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Portable Toilets Scheduled*	<p>Number of Portable Toilets Required: _____ Company Used? _____ <i>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. *7th Street Events: Additional portable toilets are only required if the expected attendance exceeds four hundred (400) people.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Special Event Permit Payment –	TOTAL FEES from page 4 _____

Permit Fees

	Cost	Item	Quantity	Total Cost
<input type="checkbox"/>	\$35	Application Fee		_____
<input type="checkbox"/>	\$25/hour	Staff Fees	____hours	_____
<input type="checkbox"/>	\$35/day	7 th Street Rental	____days	_____
<input type="checkbox"/>	\$35/day	Bethel Plaza Rental	____days	_____
<input type="checkbox"/>	\$25/4 hours minimum	Field Rental/Lights	____hours	_____
<input type="checkbox"/>	\$100/day * Groups 76-200 people	Park Rental	____days	_____
<input type="checkbox"/>	\$250/day * Groups 201-500 people	Park Rental	____days	_____
<input type="checkbox"/>	\$500/day * Groups 501-1500 people	Park Rental	____days	_____
<input type="checkbox"/>	\$750/day* Groups 1501+ additional \$1/person	Park Rental	____ people ____ days	_____
<input type="checkbox"/>	\$500 for up to 250 people +plus \$250 for every additional 500 people (max deposit \$1500)	Deposit	____ people	_____
	*25% discount for City of Glenwood Springs Residents & Non-Profits			_____
			TOTAL FEES:	_____

The City of Glenwood Springs requires 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.

The undersigned Applicant agrees to indemnify and hold harmless the City of Glenwood Springs, and its agents and employees from and against any and all claims, damages, losses, and expenses including reasonable attorneys' fees in case it shall be necessary to file an action arising out of performance of the work described herein, that is (a) bodily injury, illness, or death, or for property damage including loss of use, and (b) caused in whole or in part by applicant's negligent act or omission, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.

Sponsor Signature: _____ **Date:** _____

Conditional Approval: _____ **Date:** _____

Final Approval

City Manager Approval:

Debra Figueroa, City Manager Date

Parks & Recreation Director Approval:

Brian Smith, Parks & Recreation Director Date