

# THE CITY OF LONGMONT



## USE OF PUBLIC PLACES SPECIAL EVENT APPLICATION PACKET





## OFFICE OF THE CITY CLERK

350 KIMBARK ST. LONGMONT, CO 80501  
PHONE: 303-651-8649 FAX: 303-774-4721

Dear Event Planner:

Welcome to Longmont! I am excited that you have chosen Longmont as the location in which to hold your special event. In an effort to make the event application experience as smooth and efficient as possible, we have created this packet of information to help you plan your event and understand the requirements associated with holding a special event on public property in the City of Longmont.

The City Clerk's office acts as your primary point of contact at the City, coordinates most of your approvals internally, and can answer questions you may have about conducting a special event here. Your completed event application must be submitted to my office 45 days in advance of your event. Please be advised that certain procedures may be lengthy, such as acquiring proof of insurance, obtaining a liquor license, etc., so please plan accordingly.

If you have any questions or concerns please contact Michelle Sebestyen, Licensing Coordinator at 303-651-8650 or email: [michelle.sebestyen@longmontcolorado.gov](mailto:michelle.sebestyen@longmontcolorado.gov). We look forward to working with you to obtain approval for your event and thank you for choosing the City of Longmont as your preferred location!

A handwritten signature in black ink, appearing to read "Dawn Quintana".

Dawn E. Quintana  
City Clerk  
303-651-8649  
350 Kimbark Street, Longmont, CO 80501





# SPECIAL EVENT PLANNING CHECKLIST

## Pre-planning

- Please carefully consider your event’s potential for impact on others and do your best to choose a location that minimizes negative impacts on neighbors or businesses.
- Think about everything from emergency responders’ access, to impacts on neighbors including noise and parking, to how a street closure might impact businesses in the area.
- Feel free to call us and discuss your plans prior to reserving a location or submitting an application! We are happy to guide you in selecting the most appropriate location for your particular event.
- We encourage you to complete the “Notice of Intent to Conduct a Special Event” (Form #1) as much as one year in advance of your event. This notifies us of your plans and facilitates the City’s ability to reduce conflicts between large events happening on the same day.
- The early bird gets the worm as they say. The sooner you can submit your application, reserve the location, and provide all required documents, the sooner we can process it and issue a permit!

## Getting Started: What you need to know

*Do I need to fill out the Use of Public Places Special Event Application?*

- Will you be charging a fee to participants or will donations be collected from participants?
- Will you be selling or serving alcohol at the event?
- Will there be amplified sound?
- Will you be selling things on public property?
- Is the event being organized for the financial benefit of an organization?
- ***If you answered ‘Yes’ to any of these questions and your event will be on public property, you will need to complete this Use of Public Places for Special Event application form!***

*When do I need to submit my application?*

**A minimum of 45 days prior to the event.** Larger events or events with special requirements may take much longer to process and should be submitted substantially in advance of the event.  
**Please ensure your application is complete.** Do not leave any questions blank or unanswered. Incomplete applications will be returned to the applicant.

*How much does it typically cost?*

Special events typically incur the following expenses:

- **UOPP Special Event Permit Application Fee: \$50** - A non-refundable application fee of \$50 will be required if your special event is charging an entrance fee, accepting donations (even optional donations), and or selling any goods (including food trucks).
- **AOPP Form #9: \$50** - There is a non-refundable fee of \$50 if your special event will include alcohol on a public place regardless if you're charging for your event.
- **Facility Reservation Fee: \$65 per 100 participants** – Park fees can vary according to site, size of event, and potential impact of the event on the site. Roosevelt Pavilion and Sandstone are not included in these fees. Please call the Memorial Building at (303) 651-8404 for specific rates.
- **Sanitation costs** including trash/recycling services and port-a-potties (vary by event).
- **Costs for creation and implementation of a Traffic Control Plan** if streets are being closed or traffic impeded including barricade rental, marshals, and extra duty police.
- **Costs associated with obtaining liability insurance coverage.**
  - Insurance fees are variable –you can use the website: [www.theeventhelper.com](http://www.theeventhelper.com) to find coverage and prices, etc.
- **Costs for extra duty police officers, if required** (alcohol sales, traffic control, etc.)
- Each event is unique. The specific requirements of your event may require other permits and/or fees not listed here. Larger events (those with more than 1,000 people) may require additional processing fees, deposits and forms and will be handled on a case-by-case basis. Events of 7,500 or more people to be held on City-owned land south of Union Reservoir are subject to additional policies and fees. For further information, please contact the Clerk's Office.

*What can I expect after I submit my application?*

The City Clerk's Office is the main point of contact for Special Event Permit applications for all events on public property. The Licensing Coordinator will be in communication with you as your application moves through the review process to communicate any questions, deficiencies or challenges, should they arise. **It is vital that you respond promptly to any inquiries so that the processing of your permit is not delayed.**

If there are street closures or safety concerns you will be required to attend a Traffic Control Meeting. The City Clerk's Office will work with you to schedule this meeting.

Once your permit has been issued and is ready for pick up, the Clerk's Office will notify you.

## REQUIRED DOCUMENTS CHECKLIST FOR EVENTS ON PUBLIC PROPERTY

The following documents are required for **ALL** events:

- Use of Public Places Special Event Application** complete and signed.
- Special Event Rules & Regulations (Form #2)**
- Sanitation Plan (Form #3) - Please note park restrooms are closed Oct 1-April 30**
- Emergency Plan (Form #4)**
- Certificate of Insurance:**
  - ✓ Combined Single Limit of \$1,000,000
  - ✓ Must name the **City of Longmont, its officers, agents and employees as Additional Insureds**
  - ✓ If serving/selling alcohol, must include Liquor Liability
  - ✓ The correct address for Certificate Holder must read:  
**City of Longmont, 350 Kimbark St., Longmont, CO 80501**
- Fees:**
  - ✓ \$50 for Special Event Application Fee - *Note: There is no Special Event Application fee for events that do not charge a fee, accept donations (including optional donations), or sell any goods (including food trucks or vendors).*
  - ✓ \$50 for Alcohol on Public Places Application Fee
  - ✓ All fees must be submitted at the time of application
  - ✓ Please make checks payable to 'City of Longmont'
  - ✓ **Credit card payments are not accepted**
- Parks & Greenways Reservation/Payment:** If your event takes place in a city park, trail or greenway, please attach a copy of your Facility Permit that is issued to you by Recreation Services.
- Site Plan/Layout, and course maps (if applicable):** Please attach a detailed layout of the special event that includes: **\*\*Google Maps works great for this\*\***
  - ✓ An outline of the entire event venue including street names. If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
  - ✓ Identification of all event components including stages, platforms, bleachers, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, vendors, and temporary structures. Include generator locations and/or source of electricity.
  - ✓ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. Remember to provide for a minimum of twenty foot (20') emergency access lanes throughout the event venue.
  - ✓ The location of first aid facilities, ambulances (if applicable) and lost child station.
  - ✓ The location of signs (if applicable)
  - ✓ If your event includes amplified sound, please outline the perimeter of your event in **RED**. Event organizers are responsible for ensuring that sound levels do not exceed an average of 80 decibels at this defined perimeter.
  - ✓ Placement or location of vehicles and/or trailers.
  - ✓ Entry and exit locations.

**These additional documents are required if your event includes road closures, alcohol, amplified sound or other activities that impact the neighbors in the area:**

- Alcohol Affidavit Statement:** If you will be selling, serving or providing alcohol at your event, please provide a brief narrative answering/clarifying the questions/concerns below:
  - ✓ How will you ensure no service of alcohol to minors?
  - ✓ How will you handle inebriated individuals?
  - ✓ Please describe how you will store, serve and control alcohol at your event.
    - Where will the alcohol be stored?
    - How will the alcohol be served?
    - How will you control the alcohol at your event?
  
- Neighborhood Notice (all events with road closures and amplified sound require a neighborhood notice – other events may also be required to provide one at the City’s discretion):** Event organizers must distribute a neighborhood notice 7 to 10 days in advance of the event to neighboring residents and businesses about the event using bright color paper. The one page notice must include: date, time and location of the event, contact information for the event organizer, contact information for emergencies the day of the event, and a general description of the event. A sample notice is provided below. The Licensing Coordinator will alert you as to specifically which neighbors must be notified.
  
- Property Use Permission/Agreement (if a portion of the property used for your event is not City owned):** If your event includes the use of facilities or property that belongs to another individual, entity, municipality, county, or business, please attach a copy of your permission letter or agreement for said use (i.e. parking).
  
- Traffic Control Plan (if closing streets):** Event organizers must contract with a Traffic Control Company to develop a traffic control plan for the event. This plan will be reviewed by City staff and a meeting will be held to discuss the plan.

**\*\*SAMPLE NOTICE\*\***

**NOTIFICATION OF SPECIAL EVENT  
IN YOUR NEIGHBORHOOD**

**WHAT:** [Name of Special Event]  
**WHERE:** [Location of Special Event]  
**DATE(s):** [Date(s) of Special Event Impact]  
**TIME(s):** [Time(s) of Special Event Impact]  
**WHO:** [Organization Name]  
**CONTACT:** The on-site contact during the event is:  
**Name:** [Name]  
**Cellular number:** [###]

On **[date]**, our **[organization/family name]** will be producing a special event at the **[location]** within your neighborhood. We are thrilled to be guests in your neighborhood and it's important to us that we are communicating clearly with you, the neighbors.

**EVENT DESCRIPTION:**

- Event hours are from **[start hour to end hour]** on **[date(s)]**.
- Setting up will begin at **[hour]** on **[date]**, and the event will end and cleanup will begin at **[hour]** on **[date]**.
- We will leave your neighborhood as we found it: litter and recycling will be handled by **[name of contractor/or person(s)]**.
- During the event hours, we expect between **[Low # and High #]** attendees.
- Streets **[will or will not] (Select One)** be closed, and parking access at the event location may be limited between the hours of **[Time]** on **[Date]**.
- There **[will or will not]** be alcohol at this event.
- We will have amplified sound during the hours of **[time start/finish]** on **[date]**.
  - **[Describe amplified sound type: music, public address, pre-recorded or live music, outdoors or indoors?]**
  - **[Identify the location of amplified sound]**

We are working closely with the City of Longmont's Special Events – Use of Public Places Review Team to minimize the impacts of the event. Our goal is to create an enjoyable and positive experience in your neighborhood.

If you or any of the surrounding residents and businesses have questions or comments about impacts of this event, please contact **[me / us]** at:

**[Contact Name]**  
**[Email]**  
**[Phone #]**



# USE OF PUBLIC PLACES SPECIAL EVENT APPLICATION

## APPLICANT INFORMATION

Event Organizer/Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsoring Business or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Public Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization and/or Event Website: \_\_\_\_\_

Does your business or organization have a Sales and Use Tax License from the City of Longmont?

Yes  No  City of Longmont Sales Tax #: \_\_\_\_\_

## GENERAL EVENT INFORMATION

Title of Special Event: \_\_\_\_\_

Location(s): \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time(s): from \_\_\_\_\_ to: \_\_\_\_\_

Set up Date: \_\_\_\_\_ Time(s): from \_\_\_\_\_ to: \_\_\_\_\_

Clean up Date: \_\_\_\_\_ Time(s): from \_\_\_\_\_ to: \_\_\_\_\_

Yes  No  Is there a fee to participate or will donations be requested?

Yes  No  Is this an annual event? Number of years held: \_\_\_\_\_

General description of event (300 words or less – attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of attendees/participants: \_\_\_\_\_ + Number of event staff/volunteers \_\_\_\_\_

**Total Estimated Attendance:** \_\_\_\_\_

Parking spaces recommended (Total estimated attendance ÷ 3) \_\_\_\_\_

Describe your parking plan (attach agreements/permissions from any third parties):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT LOGISTICS**

*For all 'Yes' responses, submit the corresponding additional forms listed in parentheses.*

**All applications must be accompanied by a Site Plan Drawing.**

**Site Plan – required**

**All applications must be accompanied by a Certificate of Insurance**

**COI - required**

**All applicants must sign the Special Event Rules & Regulations.**

**Form #2 - required**

**All applications must be accompanied by a Sanitation Plan.**

**Form #3 – required**

**All applications must be accompanied by an Emergency Plan.**

**Form #4 - required**

Have you reserved the park/park facility/ trail or greenway? (attach copy)

Yes  No

Will any streets be closed or will the flow of traffic be affected by the event?

Yes  No  (Form #5)

- If yes, have you enclosed your Neighborhood Notification Letter?

Yes  No

Does your event include the use of canopies, tents, or stage(s)?

Yes  No  (Form #6)

Will there be any amusement equipment? (climbing wall, bounce house, etc.)

Yes  No  (Form #6)

Will there be any hazardous materials (propane, chemicals)?

Yes  No  (Form #6)

Will there be any high-risk activities (skydiving, balloon rides)?

Yes  No  (Form #6)

Will the event involve open burning?

Yes  No  (Form #6)

Will the event include a fireworks display?

Yes  No  (Form #6)

Will the event use electricity?

Yes  No  (Form #6)

Will amplified sound be used during the event?

Yes  No  (Form #7)

- If yes, have you enclosed your Neighborhood Notification Letter?

Yes  No

Will there be food or merchandise vendors at this event?

Yes  No  (Form #7)

Will there be promotional or directional signs at or around the event?

Yes  No  (Form #8)

Will alcohol be sold or served at the event?

Yes  No  (Form #9)

- If yes, have you enclosed your Alcohol Affidavit Statement?

Yes  No

**SIGNATURES**

**By signing this application I agree that I have read and understand the conditions of the Longmont Municipal Code pertaining to the type of permit for which I am applying. I understand that: I must respond in a timely manner to requests for additional information; I must distribute neighborhood notices a minimum of seven days prior to the event; and, I may be required to attend traffic control meetings or additional planning meetings with City staff. Failure to do any of these things or to meet any other requirements set forth by City staff may result in the delay of approval or the denial of this application. I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.**

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CITY OF LONGMONT USE ONLY**

**Application Fee Required:** \_\_\_ Yes \_\_\_ No

**Check #:** \_\_\_\_\_ **Cash:** \_\_\_\_\_

- **UOPP \$50** \_\_\_ Yes \_\_\_ No

- **AOPP \$50** \_\_\_ Yes \_\_\_ No

**Total:** \_\_\_\_\_



## SPECIAL EVENT RULES & REGULATIONS

The responsible organization, as a condition of being granted a special event permit within the City, agrees to abide by the following rules, regulations, and conditions established by the City of Longmont as follows:

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, unless the event is City-sponsored.
2. The responsible organization shall indemnify and hold harmless the City, its officers, officials, and employees 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 costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the community 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 specified by the City. 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 the "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. **A copy of the insurance policy shall be provided to the City and approved by the City as a condition of the event being approved. The City of Longmont must be listed as an additional insured on the policy.**
4. The responsible organization shall, upon conclusion of the event, return the site to its pre-event condition immediately. Any damages are the responsibility of the organization sponsoring the event.
5. The City reserves the right to stop any activity if the event or any of its components are deemed unsafe, to cause long-term damage to the area, or a hazard to the participants or the surrounding area. Additionally, the City reserves the right to stop any activity that was not included on this application and has not been approved of by City staff.
6. The responsible organization shall collect and pay, or cause to be collected and paid, all applicable sales tax for the direct sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event by said organization. In addition, the event organizer is responsible for ensuring that all vendors obtain a City of Longmont Sales Tax license and must submit a complete list of vendors within seven days of the conclusion of the event.
7. The City of Longmont cannot guarantee availability of public property for special events. If two or more special events plan to use the same City property on the same date, City staff will strive to accommodate each event by working with the organizers to find alternate locations or dates.
8. The City of Longmont cannot issue permits or approve activities on behalf of other jurisdictions, such as the County Health Department, Sheriff's Office, State Patrol or Boulder County Fairgrounds. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the City of Longmont.
9. Events with amplified sound must maintain reasonable noise levels not to exceed an average of 80 decibels at the perimeter of the event. Decibel readers may be checked out from the City Clerk's Office on a first come-first served basis upon payment of a refundable deposit of \$100.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



# SANITATION PLAN

## FORM #3

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Total Attendance: \_\_\_\_\_

Event organizers are expected to ensure there are sufficient restrooms and to remove all waste from the event site as a condition of the approval of the event. Please tell us how you plan to do this.

### RESTROOMS

Is there one existing restroom for every 250 people expected?    Yes  No

• **Please note: Park restrooms are closed for the winter (2<sup>nd</sup> Sunday in October until 2<sup>nd</sup> Sunday in April)**

✓ If no restrooms are available, or if there are not enough existing restrooms for every 250 people expected, you must provide port-o-lets for this event at your expense. A minimum of 5%, but never less than 1, of the units must be ADA accessible. If clusters of portable toilets are provided at various locations at the event site, at least one unit in each cluster must be ADA accessible.

Name of Vendor: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

City of Longmont Sales Tax #: \_\_\_\_\_

### TRASH & RECYCLING

City policy requires that event organizers remove all waste from the event site and provide one recycle bin for every trash bin. Large events may need to contract with a company for a roll-off disposal dumpster. Zero waste events are encouraged.

Consider the following when determining the number of containers needed:

- the site layout
- the number of guests
- the length of the event
- distribution of materials, handouts, fliers and giveaways
- food service/sales
- alcohol service/sales

How many trash bins will you bring for your event? \_\_\_\_\_ Recycling bins? \_\_\_\_\_

How do you plan to manage trash and recycling for this event?

Contract with a company:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

City of Longmont Sales Tax #: \_\_\_\_\_

Staff and/or Volunteers:

How often do you plan to empty the bins? \_\_\_\_\_

Where will trash and recyclables be deposited when containers are emptied? \_\_\_\_\_

\_\_\_\_\_



# EMERGENCY PLAN

## FORM #4

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Total Attendance: \_\_\_\_\_

On-site Emergency Contact the day of the event: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

### MEDICAL PLAN

Yes  No  Have you provided access for emergency responders to your event?

Yes  No  Will there be an on-site Medical Aid tent or lost child area?

Yes  No  Have you hired a professional emergency medical services provider?

If yes, please provide the company information:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

City of Longmont Sales Tax #: \_\_\_\_\_

Describe your plan for handling an emergency (attach additional pages if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is strongly suggested that even for the smallest events, event organizers should have the basic items with them to help mitigate a situation. For example, but not limited to: small first aid kit, small fire extinguisher, sun screen, bug spray, bottle of water for dehydration.

### POLICE SUPPORT

**You may be required contract with the City for off-duty officers at your event. Typically, the City requires two uniformed officers for the duration of a public event with alcohol or to assist with road closures and traffic control. City staff will discuss these requirements with you, if applicable.**



# STREET CLOSURE & TRAFFIC CONTROL

## FORM #5

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Total Attendance: \_\_\_\_\_

Event organizers are responsible for contracting with a professional Traffic Control Company for the creation of a Traffic Control Plan, placement of traffic control devices, and event personnel to help with traffic control the day of the event. City staff will evaluate the proposed Traffic Control Plan and may require adjustments to it during the required Traffic Control Meeting that the event organizer must attend.

### TRAFFIC CONTROL PLAN

**Attach a professional Traffic Control Plan to this application. The Traffic Control Plan shall:**

- ✓ Identify the entire event venue including the names of all streets or areas to be closed
- ✓ Indicate the route and direction of travel proposed for the event
- ✓ Identify the location and type of all temporary traffic control devices and personnel
- ✓ Allow twenty foot (20') emergency access lanes throughout the event venue
- ✓ Allow periodic resident access if in a residential area

### STREET/RIGHT-OF-WAY CLOSURE INFORMATION

1. Type of event:  Parade  Sporting Event/Race  Festival  Other \_\_\_\_\_

2. Indicate where entries will assemble (if applicable), and where the event starts and ends:

Assembly Point: \_\_\_\_\_ Time: \_\_\_\_\_

Start: \_\_\_\_\_ End: \_\_\_\_\_

3. Route Description, if applicable (attach a map with an overview of the route): \_\_\_\_\_

\_\_\_\_\_

4. List the streets that will be closed (attach a map showing the street closures): \_\_\_\_\_

\_\_\_\_\_

5. If Parade, indicate the number of entries by type:

Vehicle \_\_\_\_\_ On Foot \_\_\_\_\_ Animals \_\_\_\_\_

6. Will the event take place in or around Roosevelt Park? Yes  No

*If yes, please contact Recreation at (303) 774-4754 to confirm that the date of your event does not conflict with any large events at the two City facilities located at Roosevelt Park.*

7. Closure Time: from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

8. "No Parking" Signs:

Setup: Date \_\_\_\_\_ Time \_\_\_\_\_ Removal: Date \_\_\_\_\_ Time \_\_\_\_\_

9. Barricade & Traffic Control Devices:

Setup: Date \_\_\_\_\_ Time \_\_\_\_\_ Removal: Date \_\_\_\_\_ Time \_\_\_\_\_

10. Name of Equipment/Traffic Control Provider:

Company: \_\_\_\_\_

Traffic Control Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ City of Longmont Sales Tax #: \_\_\_\_\_



# TENTS, STAGES, HAZARDS & ELECTRIC

## FORM #6

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Total Attendance: \_\_\_\_\_

City staff will carefully review each event in order to mitigate any hazard or danger to the public. The City may require additional permits and insurance for these types of items.

### TENTS & CANOPIES

Yes  No  Will you have tents or canopies?

How many? \_\_\_\_\_ 10' x 10' \_\_\_\_\_ 20' x 20' \_\_\_\_\_ Other \_\_\_\_\_

Please provide the rental company information, if applicable.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ City of Longmont Sales Tax #: \_\_\_\_\_

### STAGES

Yes  No  Will any stages be set up for this event?

How many? \_\_\_\_\_ Size \_\_\_\_\_ x \_\_\_\_\_ Make/Model \_\_\_\_\_

Construction \_\_\_\_\_

Please provide the rental company information, if applicable.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ City of Longmont Sales Tax #: \_\_\_\_\_

### ELECTRICITY

Yes  No  Do any components of this event require a power source?

Describe event elements requiring power: \_\_\_\_\_

Please indicate the source:

Existing Power Source/Outlet (if approved by City staff)

Describe: \_\_\_\_\_

Generator

\_\_\_\_\_ Quantity \_\_\_\_\_ Make \_\_\_\_\_ Wattage

Please provide the rental company's information, if applicable.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ City of Longmont Sales Tax #: \_\_\_\_\_

## HAZARDOUS MATERIALS

Yes  No

Will any of the following be used in the event area for cooking or any other purposes?

- LP gas
- Charcoal
- Open Flame

Describe the number, locations and purposes:

---

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Yes  No

Will there be a fireworks display?

Please provide the fireworks display provider's information.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ City of Longmont Sales Tax #: \_\_\_\_\_

## HIGH RISK ACTIVITIES

Yes  No

Will any of the following activities be included in your event? (Check all that apply)

Each activity should also be shown on your Site Plan Drawing.

***Please note that you or the activity provider may be required to provide additional insurance in order to provide these types of high-risk activities on City property.***

- Balloon Rides
- Bounce House
- Bungee Jumping
- Climbing Wall
- Skydiving
- Other: \_\_\_\_\_



# ENTERTAINMENT & VENDORS

<b>FORM #7</b>
Event Name: _____
Event Date: _____
Total Attendance: _____

## ENTERTAINMENT AND AMPLIFIED SOUND

- Yes  No  Are there any musical entertainment features to your event?  
 Number of Performers/Bands \_\_\_\_\_
- Yes  No  Will sound amplification be used?  
 If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_
- Yes  No  Will sound checks be conducted prior to the event?  
 If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Describe your plan for maintaining sound levels at an average of 80 decibels as per City code:  
 \_\_\_\_\_

✓ ***Decibel readers may be checked out from the City Clerk's Office to assist you with monitoring the noise levels of your event upon payment of a \$100 refundable deposit.***

## VENDORS

- Yes  No  Will there be food or beverage vendors at your event?  
*If yes, contact the Boulder County Department of Public Health for a Temporary Event License:  
 Boulder County Department of Public Health Food Safety Program  
 303-441-1564  
 www.BoulderCountyFood.org*
- Yes  No  Will there be merchandise vendors at your event?
- Yes  No  Will services be provided at your event (massage, animal rides, etc.)?  
*Each service provider may be required to provide a certificate of insurance.*

If you answered 'yes' to any of these questions, you will be provided with a temporary vendor sales tax permit that you must provide to your vendors. Vendors are required to remit City sales tax on all sales within thirty (30) days of the conclusion of the event.



# SIGNS, ADVERTISING & MEDIA

<b>FORM #8</b>
Event Name: _____
Event Date: _____

**SIGNS & MARKINGS**SIGNS:

Yes  No  Will there be promotional or directional signs at or around the event?

Date of Sign Placement: \_\_\_\_\_ Date of Sign Removal: \_\_\_\_\_

1. Type of Sign: \_\_\_\_\_

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Material: \_\_\_\_\_ Location: \_\_\_\_\_

2. Type of Sign: \_\_\_\_\_

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Material: \_\_\_\_\_ Location: \_\_\_\_\_

3. Type of Sign: \_\_\_\_\_

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Material: \_\_\_\_\_ Location: \_\_\_\_\_

MARKINGS:

Yes  No  Will there be markings on the sidewalks or roadways?\*

*Please note: No permanent markings are allowed.*

Describe the number, locations, material used and type of markings:

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Date of Placement: \_\_\_\_\_ Date of Removal: \_\_\_\_\_

Method of Removal: \_\_\_\_\_

**ADVERTISING**

Yes  No  Will this event be marketed, promoted or advertised?

Please attach a sample or copy of your marketing material(s).



# ALCOHOL ON PUBLIC PLACES APPLICATION & REGULATIONS

<b>FORM #9</b>
Event Name: _____
Event Date: _____
Total Attendance: _____

## EVENT INFORMATION:

Event Organizer / Primary Contact: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Type of Event (fundraiser, birthday, festival, etc): \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_

Hours when alcohol will be served: \_\_\_\_\_ to \_\_\_\_\_

*Alcohol consumption on City property is limited to the hours between 11:00 a.m. to 11:00 p.m.*

Is this event:  Private  By invitation only  Public\*

***\*If you selected "Public", you will also be required to apply for a Liquor Special Event Permit as is required per state statute to sell or serve alcohol to the public. Please request the appropriate forms and information from the City Clerk's Office, (303) 651-8650.***

Is the event organizer:  Individual  For-profit  Non-profit

Will there be a charge for your event or for drinks? Yes  No

Type of alcohol to be served or sold: \_\_\_\_\_

Please list specific food to be served during the event: \_\_\_\_\_

## RULES & REGULATIONS:

The responsible party, as a condition of being granted an Alcohol on Public Places permit, agrees to abide by the following rules, regulations, and conditions established by the City of Longmont as follows:

1. Applicant will pay the filing and processing fee of \$50.00 (cash or check made payable to City of Longmont) pursuant to L.M.C. Chapter 13.38
2. Applicant is at least 21 years of age and is responsible for conduct of all guests.
3. Applicant must provide a valid Certificate of Insurance with liquor liability naming the City of Longmont as additional insured with a combined single limit of \$1,000,000.
4. The consumption of alcoholic beverages shall be limited to the hours between 11:00 a.m. and 11:00 p.m.
5. Alcohol must be kept in the immediate vicinity of and not further than 15 feet from the shelter or reserved portion of park or public area or, for public events, in the area designated in the application for a Liquor Special Event Permit.
6. Only beer or malt beverages in cans are allowed on public property. No glass bottles or containers are allowed. Kegs are not permitted for private parties on public property.
7. The applicant agrees to provide sandwiches or other food snacks at all times.
8. Underage persons shall not be served nor permitted to consume alcoholic beverages.
9. The applicant and participants agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event.
10. Police and City officials have the discretion and responsibility to enforce state law and local codes and have the authority to close down an event at which alcohol violations are witnessed including underage drinking and/or over consumption.

***By signing below, the applicant agrees to the conditions listed herein.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_