



City of Fort Collins Parks
413 S. Bryan Ave
Fort Collins, CO 80521

City of Fort Collins Parks Division

Phone: (970-221-6660) Fax: (970-221-6849)

SHOWMOBILE REQUEST FORM

EMS Res. # _____
Date Ent. _____
Ent. By _____
Event Log _____
Inv. # _____
OFFICE USE ONLY

THIS FORM AND ALL ATTACHMENTS MAKE UP THE SHOWMOBILE RENTAL CONTRACT.

Today's Date: _____

LOCATION REQUESTED:

Date(s) Requested: _____

Time(s) Requested: Beginning: _____ (a.m. p.m.) Ending: _____ (a.m. p.m.)

Event Name: _____

Customer Name: _____

Contact Person: _____

Contact Person Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Email: _____ Approximate Number Attending: _____

Comments: _____

Will Customer be using the Showmobile outside city limits? Yes _____ No _____

Will Customer need to use the 50amp generator that the City provides? Yes _____ No _____

Will Customer be renting a different generator? Yes _____ No _____

(If yes, Utility Locates will need to be called if a grounding rod is required. Call UNCC at 811 or 1-800-922-1987 one week prior to the event.)

If the Showmobile will be located at a Park: We request that amplified sound only be from 9:00am to 9:00pm on Friday and Saturday, and from 9:00am to 8:00pm on Sunday-Thursday. Sound levels should be respectful to the surrounding neighborhoods. To ensure any amplification meets the sound ordinance regulations, please contact Code Compliance at 970-224-6046.

This applies to all Parks except Civic Center Park. Please refer to paragraph 8 for Amplification at Civic Center Park

I, the undersigned, have read and received the attached Showmobile Policies, Rental Rates form and Park Rules and Regulations and, on behalf of the Customer, agree to adhere to all requirements. If Customer is a corporation or other entity, the person signing on behalf of Customer affirmatively states that he or she has authority to act on behalf of the Customer and to bind Customer to this contract.

Customer Signature

Date

SHOWMOBILE POLICIES

1. Any person or organization/agency desiring use of the Showmobile (“Customer”) must make application on the designated Showmobile Rental Request/Contract Information Form. Customer’s signature on the Information Form denotes agreement with all terms of this Policy.
2. Reservation must be made no later than two (2) weeks prior to the desired date of use.
3. A reservation hold fee of \$100.00 must accompany the Rental Request/Contract Form. Reservations are taken on a first come basis. Full rental fee must be paid at least 5 business days prior to the event.
4. Customer must cancel five (5) business days in advance of the rental date in order to receive a refund. Cancellations made after this time may result in forfeiture of the rental fee.
5. If the rental is canceled due to inclement weather, the refund shall be based on the costs incurred by the City as a result of the agreement. If the Showmobile is fully set up before a cancellation occurs, no refund will be given.
6. Parks Division personnel will approve all Showmobile locations to avoid potential damage of turf, facilities, and the Showmobile itself.
7. The City does not have a public address or sounds system; however, the Parks Division will provide **instruction** for hook-up of a sound system and electrical circuitry. If any additional electrical work needs to be done there will be a \$35.00 per hour charge with a minimum one-hour charge.
8. **Amplification at Civic Center Park Events:** We request that amplified sound only be from 12:00pm to 9:00pm on Friday and Saturday, and from 12:00pm to 8:00pm on Sunday-Thursday. Sound levels should be respectful to the surrounding neighborhoods. Deviation from these times must be Okayed by staff.
9. To ensure any amplification meets the sound ordinance regulations, a Noise Variance Form must be completed. For any questions, please contact Code Compliance at 970-224-6046.
10. The City does have a generator that the Customer may use for a fee of \$50.00. Use of the generator **MUST** be arranged at the time of contract.
11. All Customers, regardless of affiliation, must pay the transportation fee.
12. If the Customer is planning on having the showmobile set up outside of city limits, we charge an additional transportation fee of \$10.00 per mile from the Park Shop to the destination.
13. If the Showmobile will be kept at a site overnight, the Customer must provide overnight security. The Customer is responsible and must reimburse the City for the cost for any and all repairs for any damage to the Showmobile that occurs while the Showmobile is in the Customer’s possession.
14. The Customer agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.
15. Customer acknowledges that there are risks inherent in the activities that will be undertaken pursuant to this rental that may result in bodily injury or property damage to participants or others. Customer acknowledges that private parties may bring equipment onto the City facility where the activities undertaken pursuant to this Application and Agreement will occur, and that such equipment is not provided and maintained by the City. The City makes no representations regarding the condition or safety of any such equipment. The City does not assume any responsibility for lost or stolen articles, damage to Customer’s property, or injury to persons using City facilities, and Customer hereby waives any claims against the City related to any such damage or injury. Unless Customer is a government entity, Customer will indemnify and release the City, its officers, employees, agents, contractors and volunteers against all claims, causes of action, damages, liability, loss or costs, including reasonable attorney’s fees, of every kind and nature, directly or proximately resulting from or caused by any act or omission of the Customer or any of its officers, agents, employees, representative, assigns, guests, patrons or invitees or by their use of occupation of the Showmobile, and any loss or damage to property prior to, during or subsequent to the use of the Showmobile by the Customer. Government Customers are responsible for their own negligence and the direct consequences of their performance hereunder. Nothing herein shall be deemed to be a waiver of the protections of the Colorado Governmental Immunity Act, C.R.S. Secs. 24-10-101 et seq.

Customer initials: _____

For after hours Emergencies ONLY you may call Parks on-call at 970-219-3450

**CITY OF FORT COLLINS – PARKS
SHOWMOBILE RENTAL REQUEST/CONTRACT
RENTAL RATES FORM**

Today's Date: _____

Event Name: _____

Basic Unit (16' X 32')\$300.00 x ____ /days = \$ _____

Basic Unit plus 1/3 staging (1 row / 24' X 32') ... \$475.00 x ____ / days = \$ _____

Transportation \$125.00 \$ _____

Additional \$10.00 per mile, for locations outside city limits.. \$10.00/mile \$ _____

Use of 50 amp Generator \$50.00 \$ _____

Electrical Support (per hour) \$35.00 \$ _____

Additional Charges \$ _____

TOTAL RENTAL CHARGE \$ _____

Reservation Hold Fee (to reserve Showmobile) \$100.00 \$(_____)

Showmobile cannot be delivered until final payment is made. **BALANCE DUE** \$ _____

(Final payment must be made at least 5 business days prior to event)

Customer initials: _____

**CITY OF FORT COLLINS
PARK RULES AND REGULATIONS**

Summary of Laws, Rules, and Regulations for use of Parks, Trails, and Facilities Located Therein, Whether Inside or Outside City Limits

A. *The following activities are prohibited in or on City parks and trails by Section 23-203(a) of the City Code:*

Alcoholic Beverages: Possess or consume any alcoholic beverage, open or unopened, except where allowed by a special event permit issued by the City's Liquor Licensing Authority. [NOTE: by City policy such permits are issued only for Civic Center park, Oak Street Plaza park or Legacy park, unless the CS director permits otherwise.]

Animals/Birds: Violating any provision of Chapter 4 of the City Code, including but not limited to: license required (Code § 4-31); rabies vaccination required (§ 4-51); removal of animal waste required (§ 4-71); animals at large prohibited (§ 4-93); disturbance of peace and quiet prohibited (§ 4-94); public nuisance prohibited (§ 4-95); trapping restricted (§ 4-120); Fort Collins is a wild bird sanctuary/refuge and all wild birds are protected (§ 4-156); killing or capturing wild birds is unlawful (§ 4-157).

Ashes: Scattering cremated remains of any human or animal.

Bathing: Bathing or washing persons or objects.

Fires: Violating any provision of Chapter 9 of the City Code. Lighting a campfire, bonfire or other fire except for fires in grills provided by the City or fires in portable grills or stoves on tables provided by the City, or as authorized by a permit. Burning of refuse or rubbish is prohibited. No fire shall be left unattended.

Fishing Without a Valid License.

Glass Bottles/Containers: Bringing in or possessing.

Golf Balls: driving, hitting, or throwing golf balls

Miscellaneous Offenses: violating any provision of Chapter 17 of the City Code, including but not limited to: **trespass** (Code § 17-40); **littering** (§ 17-41); **discharge of weapons** (§ 17-101); **depositing bodily waste** (§ 17-103); **disturbing the peace** (§ 17-121) **disorderly conduct** (§ 124); **harassment** (§ 126); and **nudity** (§ 17-142);

Special Events: Violating any provision of Chapter 23.5 of the City Code regarding special events, including but not limited to holding a special event without a permit (Code § 23.5-3)

Trash: Discarding or releasing any waste or hazardous substance except for trash generated from activities in the park, which must be disposed of in marked trash receptacles. Tampering with trash containers is prohibited (Code § 12-20)

Vandalism/Tampering: Removing, destroying, mutilating, modifying or defacing any City property.

Vehicles: Operating or parking a motor vehicle other than on established roadways or in designated parking areas, or violating any provision of the Fort Collins Traffic Code

Wildlife: Harassing or permitting the harassment of wildlife.

B. *The following activities are prohibited in or on City parks and trails by Section 23-203(b) of the City Code unless a sign has been posted permitting such use:*

Horses: Riding or having a horse more than ten (10) feet from a designated trail or roadway, or on any irrigated turf grass.

Ice: Walking, skating, or otherwise entering on the ice on any waters.

Motorized Models and Rockets: Operating a motorized model boat, car, truck, aircraft or other motorized model vehicle or launching a model rocket in, onto or over a park or trail.

Skating and Skateboarding: Skateboarding or in-line skating, except on a sidewalk, roadway, parking area or designated trail.

Swimming: Swimming or wading in the water.

C. *The following activities are prohibited in or on City parks and trails by Section 23-203(d) of the City Code unless authorized by a permit issued by the Parks Department:*

Boats: Operating a motorized boat.

Camping.

Collecting or Removing Materials: Collecting seeds, cuttings or plants or removing archaeological, geological or paleontological materials.

Commercial Activities: Performing a service for commercial gain or selling or offering to sell any item for commercial gain.

Constructing a structure.

Depositing Rocks, Wood or Dirt.

Feeding Wildlife: Feeding songbirds, squirrels, ducks, geese or any other wildlife species.

Group Events: Conducting or sponsoring an event expected to include 100 or more people or requiring a Special Events Permit.

Hours of Usage: Entering a park during the hours of 11:00 p.m. to 5:00 a.m. (specific hours for use of various park facilities such as ballfields, tennis courts, etc. will be effective upon conspicuous posting.)

Planting: Planting trees, shrubs, grasses, flowers or other plants.

Posting Notices: Posting a notice or sign, including fastening, displaying or depositing cards, posters or other written materials or erecting a display.

D. *In addition, no person shall engage in any activity when a sign has been posted by the Parks Department stating that such activity is not allowed in that area. (Code § 23-203(c))*

Last Update: 6/2011

Recycling Options for Public Events

Purpose

Organizers are required to provide recycling for large events held in Fort Collins parks as a condition of their permit from the Parks and Recreation Department, in alignment with the City's goals to divert waste from landfill disposal. The following information is intended to help park users determine how to design and implement a recycling program best suited for their event. Additional information about recycling is available from the City's Natural Resources Department at (970) 221-6600.

What Gets Recycled?

At minimum, materials that must be collected include all "commingled" beverage bottles and cans: glass, aluminum, plastic, and steel (tin) containers. In addition, if significant amounts of higher-grade waste paper will be generated by an event (i.e., brochures, flyers, or publications), or if there is a lot of cardboard, it must also be recycled.

Where do Materials go to be Recycled?

All recyclables collected at City park events must be delivered to a legitimate recycling plant or broker (e.g., not disposed of in landfills). If you use a vendor to provide collection services, they may have their own processing plant. Other recycling facilities or processors in the area are listed at the end of this document.

Who Provides Collection Service?

Event organizers may either collect the recyclables themselves and deliver them to a processor (referred to here as self-hauling) or hire a vendor.

Self-haulers

Self-haul recyclers should use clearly labeled containers for collecting material separately from trash. Recycling containers may be co-located with trash receptacles, but ample signage should be used to help attendees make the distinction between the two types of collection containers. Remember, if cross-contamination occurs, it is very time-consuming and difficult to clean up materials to meet recycling processors' quality standards.

Local Service Providers

Event organizers may contact several recycling companies, as well as trash haulers, about providing recycling services. Prices and types of recycling containers offered will vary.

1. Gallegos Sanitation, Inc. (970) 484-5556
2. Habitat for Humanity's "Cans for Habitat" program (970) 223-9909 ext. 212
3. National Recycling, Inc. (970) 493-7478
4. Ram Waste Systems, Inc. (970) 226-3396
5. [Recycle America](#), Inc. (303) 399-6351
6. Waste Management, Inc. (970) 482-6319
7. Waste-Not Recycling, Inc. (970) 669-9912 or (800) 584-9912

Recycling Centers

City of Fort Collins Public Drop-off Center
1702 Riverside Drive, Fort Collins, CO 80524
phone (970) 221-6600

Colorado Iron and Metals
1400 E. Mulberry, Fort Collins, CO 80524
phone (970) 482-7707

Larimer County Public Drop-off Center
5887 S. Taft Hill Rd., Fort Collins, CO 80526
phone (970) 226-1101

Aragon Iron and Metals
516 N. Hwy 287, Fort Collins, CO 80524
phone (970) 484-2577

Zero Hero
www.zeroheroevents.com
phone (970) 237-1498

Rocky Mountain Recycling
1475 N. College Ave., Fort Collins, CO 80524
phone (970) 484-5384



CITY OF FORT COLLINS NOISE ORDINANCE VARIANCE REQUEST FORM

Pursuant to Section 20-27 of the Fort Collins Municipal Code, any person who owns or operates a noise source may apply to the Code Compliance Inspector for a variance from one (1) or more of the provisions of the Noise Article. Applications for a variance must supply the following information:

Name: _____ Date: _____

Address: _____ Phone: _____

1. The nature, location, dates and duration of the noise source:

2. The reason for which the variance is requested, including the hardship that will result to the applicant, his/her client or the public if the permit of variance is not granted:

3. The level of noise (approx. decibel level and description of the type of noise) that will occur during the period of the variance:

4. The Section or sections of this Article for which the variance shall apply:

5. A description of interim noise control measures to be taken for the applicant to minimize noise and the impacts occurring from the noise:

6. A specific schedule of the noise control measures that shall be taken to bring the source into compliance with this Article within a reasonable time:

7. Method used to notify all residential and commercial properties located within 800 feet of the noise source (please, attach a copy of notice):

Signature of Applicant: _____ Date: _____

No variance shall be approved unless the applicant presents adequate proof that:

1. Noise levels occurring during the period of the variance will not constitute a danger to public health; and
2. Compliance with this Article would impose an unreasonable hardship on the applicant without equal or greater benefits to the public.

Under no circumstances shall the noise level of an activity, for which the time period of the variance granted is more than eight (8) hours, exceed ninety (90) decibels.

In determining whether to grant a variance, the Code Compliance Inspector shall consider:

1. The character and degree of injury to, or interference with, the public health and welfare and the reasonable use of property that is caused or threatened to be caused;
2. The social and economic value of the activity for which the variance is sought; and
3. The ability of the applicant to apply the best practical noise control measures.

A variance may be revoked by the Code Compliance Inspector if there is:

1. Violation of one (1) or more terms or conditions of the variance;
2. Material misrepresentation of fact in the variance application; or
3. Material change in any of the circumstances relied on by the Code Compliance Inspector in granting the variance.

Certain venues and events are more sensitive to the effects of amplified sound. This is due to site specific topography, height and location of surrounding buildings, streets and landscaping, and the type and scope of the event-specific sound.

These venues may require monitoring by code compliance inspectors in order to both proactively and reactively address neighborhood concerns. Monitoring requires staff time and is an additional expense to the city and will be billed to the organizers of the event. The amount will vary depending upon the time required to adequately monitor and address neighborhood concerns.

Failure to supply the above information required by the Code Compliance Inspector shall be cause for rejection of the application.

The Code Compliance Inspector may, at his or her discretion, limit the times, days and duration of the variance. Any person granted a variance may apply for a new variance prior to the expiration of the original variance period.

A fee of \$25 must be submitted at the time the variance request is submitted.

This variance is GRANTED/DENIED on this date: _____

Terms and conditions of the variance:

Variance authorized/denied by: _____

Code Compliance Inspector

Code Compliance Inspector printed name: _____

Denial of a Noise Variance Request may be appealed to the Neighborhood Services Division Manager.

Please provide required information, sign and date the document and bring the application and payment of \$25 to Neighborhood & Building Services at 281 N. College Ave. For questions, please call 970-224-6046.