

# Special Event Permit Guidelines

(Or how to know when you need one)

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. If you should have any questions which are not answered in this application packet, please contact the Special Events Coordinator at 970-221-6555 or e-mail your questions to [sevents@fcgov.com](mailto:sevents@fcgov.com).

You will need to fill out a special event permit application if your event –

- Will interfere with vehicular or pedestrian traffic (occurs on City streets or rights-of-way), or
- Takes place on public property (including Old Town Square and Oak Street Plaza).

This includes block parties, parades, athletic events, and other special events, as defined below.

- **Block Party:** A festive gathering which requires the closure of a street. A special event permit is not required for block parties not requiring street closure.
- **Parade:** A march or procession which interferes with pedestrian and/or vehicular traffic. A special event permit is not required if the parade has 40 or less participants, stays on the sidewalks, and abides by all traffic regulations and controls.
- **Athletic Events:** An occasion when a group of participants collectively engage in a sport or other forms of physical exercise which interferes with pedestrian or vehicular traffic. This includes bicycle and foot races.
- **Other Special Events:** Street fair, arts and crafts show, carnival, soapbox derby, rally or other event which interferes with pedestrian or vehicular traffic.

***NOTE: A special event permit is not a permit to violate City codes, ordinances, rules, or regulations, IE: noise violations. If a violation occurs, it may result in citation(s) issued to the event applicant/responsible person.***

## **Processing Procedure:**

Once you obtain a permit application, please submit the completed application to the Special Events Coordinator not less than **20 business days** before the date of the event for block parties, **45 business days** before the date of the event for events involving the sale or service of alcohol, and **30 business days** before the date of the event for all other events, and no more than one year prior to the event date. This will allow sufficient time for processing of the application. The application will be routed through the Police Department, Risk Management, the Fire Department, and Traffic Operations for approval to ensure that the application meets City requirements. This review process may require additional time if questions and/or problems with the application arise. If applicable, application information will also be forwarded to various City departments; IE: Code Enforcement. If alcohol is to be served at the event, you must also contact the Liquor Licensing Authority and obtain a permit from the Authority, as well.

### **Applicant Responsibilities:**

- ❑ **Attach route or event map:** A map is required for all events.
- ❑ **Fee:** A \$50 fee will be required for all events except block parties or events sponsored by a non-profit organization. This fee is to cover administrative costs. It will be waived if the applicant provides a letter from the non-profit organization which states that the event is for non-profit and lists the tax-exempt ID number; a copy of the tax-exempt certificate must also be attached.
- ❑ **Indemnification Agreement:** Prior to issuance of a permit, the applicant, and sponsor if applicable, must sign an indemnification agreement. This agreement indemnifies the City of Fort Collins from any liability, which may arise as a result of the special event. This needs to be witnessed and signed in the presence of a notary public. Notaries are available during business hours at FCPS. There is no charge for this service.
- ❑ **Signatures of affected residents and/or businesses:** Required for any street or sidewalk blockages or closures – including residences above businesses (i.e.: Old Town Square area) unless other arrangements have been made with the Special Event Coordinator.

# SPECIAL EVENT PERMIT APPLICATION

## EVENT INFORMATION

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

Event Website: \_\_\_\_\_

Complete Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Time: from \_\_\_\_\_ (a.m./p.m.) to: \_\_\_\_\_ (a.m./p.m.)

## DETAILS OF EVENT

Blockage/Closure Time: from \_\_\_\_\_ (a.m./p.m.) to: \_\_\_\_\_ (a.m./p.m.)

Location of Street/Sidewalk Blockage/Closure: \_\_\_\_\_

**(Note: Location or route map is REQUIRED for EVERY event. A Traffic Control Plan may also be required.)**

Estimated Number of Participants/Spectators: \_\_\_\_\_

*(required)*

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

*(if applicable)*

Name of Organization: \_\_\_\_\_ Email: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

*(required)*

Person in Charge  
on Day of Event: \_\_\_\_\_ Email: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Do Not Write in Area Below*

Application Fee Required:	Yes _____	No _____	Authorizing Official: _____
Application Fee Paid:	Date: _____	Receipt #: _____	Attached? _____

**GENERAL INFORMATION**

Parking Spaces? Yes \_\_\_ No \_\_\_ **(Parking Enforcement may require obstruction permit)**

**(Contact Transportation/Parking Enforcement if any portion of event takes place in the downtown area)**

Traffic Control/Security (Attach Plan) Yes \_\_\_ No \_\_\_ **(Contact a traffic control company for info)**  
Describe: **(Required for any street closure)**

Sound Amplification Equipment? Yes \_\_\_ No \_\_\_ **(Contact Code Compliance for info)**  
Describe:

Medical Aid Stations? Yes \_\_\_ No \_\_\_  
Describe:

Alcoholic Beverages Present? Yes \_\_\_ No \_\_\_ **(City Clerk's Office may require a license)**  
Describe:

Sale of Merchandise? Yes \_\_\_ No \_\_\_ **(Contact the City Sales Tax Office for info)**

Sale of Food/Beverages? Yes \_\_\_ No \_\_\_ **(Contact the City Sales Tax Office for info)**

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

Will event involve open burning? Yes \_\_\_ No \_\_\_

Will event involve any open flame cooking? Yes \_\_\_ No \_\_\_

Will event involve the use of tent or canopy over 400 sq ft? (20' x 20') Yes \_\_\_ No \_\_\_

Will event involve fireworks display? Yes \_\_\_ No \_\_\_

**(Permit required from Poudre Fire Authority ([www.poudre-fire.org](http://www.poudre-fire.org)))**

Will event involve power washing of surfaces before/during/after the event? Yes \_\_\_ No \_\_\_

**(If yes, the City's power washing guidelines must be utilized ([http://www.fcgov.com/utilities/img/site\\_specific/uploads/powerwash\\_flyer\\_8-10.pdf](http://www.fcgov.com/utilities/img/site_specific/uploads/powerwash_flyer_8-10.pdf)))**

Will event have the potential for pollutants that could affect the City's storm sewer system? Yes \_\_\_ No \_\_\_

**(See guidelines at [http://www.fcgov.com/utilities/img/site\\_specific/uploads/outdoor-festivals-and-events-flyer.pdf](http://www.fcgov.com/utilities/img/site_specific/uploads/outdoor-festivals-and-events-flyer.pdf))**

Will event involve use of a City Park/park facility/park trail? Yes \_\_\_ No \_\_\_

**(Permit required from Parks and Recreation ([www.fcgov.com/parks/forms.php](http://www.fcgov.com/parks/forms.php)))**

Will event involve use of a City building or facility? Yes \_\_\_ No \_\_\_

**(Location agreement required from appropriate City department - Attach Copy)**

**NOTE: Events in Oak St Plaza: contact City Sales Tax & Parks Dept, and in Old Town Square contact the Downtown Business Association. Any downtown location: contact Transportation/Parking Enforcement.**

**ROUTE INFORMATION (for parades, races, etc.)**

Assembly Location: \_\_\_\_\_

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

Completion Point: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Route Map Attached? \_\_\_\_\_ (Required)

Floats: Number: \_\_\_\_\_ Types: \_\_\_\_\_

Signs/Banners: \_\_\_\_\_ Material: \_\_\_\_\_

**I acknowledge that the information contained in this application is true and complete to the best of my knowledge.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(required)

## REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

In consideration of the granting of a special event permit by the City of Fort Collins (the "City") for an event that is to occur on *(date)* \_\_\_\_\_, 20\_\_\_\_ from *(time)* \_\_\_\_\_ at *(location)* \_\_\_\_\_ (the "Event"), and pursuant to Section 23.5-10 of the Fort Collins City Code, the undersigned, as an individual applicant or as a sponsoring organization applying for a special event permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or injury due to the actions of the undersigned, and/or by the undersigned's officers, employees or agents, or any person under the undersigned's control, including event participants. Further, to the extent permitted by Colorado law, the undersigned hereby agrees to defend the City against and indemnify and hold the City harmless from any liability to any person or entity resulting from any damage or injury occurring in connection with the Event.

**Individual Applicant:**

*(Must be signed in the presence of a notary public)*

Print Name:
Signature:
Address:
Telephone Number:
Driver's Lic #/exp. date:

Signed before me in the State of Colorado, county of Larimer, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public *Seal*  
 My commission expires: \_\_\_\_\_

**Sponsoring Organization:** *(if applicable)*

*(Must be signed in the presence of a notary public)*

Print Org. Name:
Signature:
Print Authorized Officer's Name and Title:
Address:
Telephone Number:
Driver's Lic #/exp. date:

Signed before me in the State of Colorado, county of Larimer, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public *Seal*  
 My commission expires: \_\_\_\_\_

***NOTE: This page MUST be filled out, signed and notarized for EVERY event.***

