

SPECIAL EVENTS PERMIT QUESTIONNAIRE

1.	Name of Applicant:		
2.	Name of Event:		
3.	Mailing Address:		
4.	Email Address:		5. Daytime Phone:
6.	Event Manager:		
7.	<p>Event Date/Hours:</p> <p style="margin-left: 40px;">Date _____ Set-up will start at _____</p> <p style="margin-left: 40px;">Event/alcohol sales from _____ to _____ Clean-up over by _____</p>		
8.	How many Special Events Permits have been issued to the applicant during the calendar year?		
9.	In the past 10 years, how many Special Events Permits have been issued for this function?		
10.	Who, or what organization will be the recipient of funds derived from this event?		
11.	How many people are expected to attend this event? What is the occupancy of the facility?		
12.	<p>What type of entertainment, if any, will occur at this event? During what hours will the entertainment take place?</p> <p><i>Please be specific.</i></p>		
13.	Describe how the perimeter of the event will be established (roping, fence, etc.). How will you keep alcohol from being removed from the event location?		
14.	Will you be using any tents and/or using propane powered heating or cooking? Will there be a company setting up your tents? If so, please provide the company you have contracted to set up your tents.		
15.	What method will be used for checking the identification of patrons?		
16.	If an entry fee is required, how much will the fee be and how will it be collected?		

17.	Describe the type, cost and quantity of alcohol per serving.	
18.	What type of snacks or food items will be available during the event?	
19.	List the type and quantity of security/volunteers/organization marshals, private security, off-duty police, etc.....that will be at this event.	
20.	Who will be responsible for monitoring the conduct, age, and level of intoxication of the patrons?	
21.	What type of restroom facilities will be available during the event?	
22.	Outdoor Events Only: Please briefly describe how you will handle any spills and/or power washing activities. For guidance please refer to http://www.fcgov.com/utilities/img/site_specific/uploads/outdoor-festivals-and-events-flyer.pdf Attach a separate sheet as needed.	
23.	Have you already applied for a special events permit from the City's Special Events Office?	
24.	Have you obtained liquor liability insurance? If yes, please provide a certificate of insurance showing evidence of coverage.	
25.	Is the applicant familiar with the liquor laws and regulations governing Special Events Permits (Article 5, Title 44, C.R.S.)?	
26.	Are you planning on tents, hot food vendors or food trucks? If so, be sure to follow the guidelines set out at: https://www.poudre-fire.org/online-services/apply-for-permits/tent-permit https://www.poudre-fire.org/online-services/apply-for-permits/food-trucks-mobile-food-vendors	
<i>I hereby certify that the facts contained within this questionnaire represent what this event will consist of, and any variation from what has been presented could result in revocation of the permit.</i>		
Applicant's Signature:		Date:

cc: Poudre Fire Authority (events@poudre-fire.org)/Zoning Inspection/Special Event Office/City Attorney Office/Liquor Enforcement Officer/Risk Management/Code Compliance (Polly Lauridsen, Justin Moore, John Hernandez)/Utilities (Susan Strong)