



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

# City of Fort Collins

## Parks Division

Phone: (970-221-6660)

Email: [parkshop@fcgov.com](mailto:parkshop@fcgov.com)

## PARKS EVENT APPLICATION AND AGREEMENT (2025)

Form is a pdf fillable document. Type in Location Requested and tab to next area to be completed. Save document in your files and email the completed form to [parkshop@fcgov.com](mailto:parkshop@fcgov.com) for processing. Handwritten/faxed documents will not be accepted.

EVENT USERS MUST COMPLY WITH ALL CITY ORDINANCES RULES AND REGULATIONS.

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**PARK and/or TRAIL REQUESTED:** \_\_\_\_\_

**Event Date(s) Requested:** \_\_\_\_\_

**Setup Time:** \_\_\_\_\_ (am/pm)      **Teardown Time:** \_\_\_\_\_ (am/pm)

**EVENT Start Time:** \_\_\_\_\_ (am/pm)      **EVENT End Time:** \_\_\_\_\_ (am/pm)

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

**Organization Name (if applicable)** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

**Comments:** \_\_\_\_\_

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- 1) Approximate Number Attending: \_\_\_\_\_
- 2) Will Applicant be using a bounce house or other similar type apparatus at the event? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If YES, Applicant must provide insurance as noted on Appendix A of this application)
- 3) Will Event require the staking of anything into the ground 6" or deeper? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If YES, Utility Locates/UNCC must be called at 811 or 1-800-922-1987 two weeks prior to the event.)
- 4) If the event requires street closures, traffic plan, amplified sound, alcohol (allowed at Civic Center Park only) and/or a 400 sq. ft. tent(s); Applicant should proceed to the on-line Special Events Application:  
<https://www.fcgov.com/specialevents/>

CITY OF FORT COLLINS  
RULES AND REGULATIONS GOVERNING  
THE USE OF CITY PARKS BY GROUPS/EVENTS

**Event Name:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

A Parks Event Permit is required for all group events using a City park or trail (*see Chapter 23, Article X of the City Code*). An application for a Parks Event Permit may be approved, conditionally approved, or denied by the Director of Parks.

The Director may condition the issuance of any permit by imposing reasonable requirements concerning the time, place and manner in which the proposed activity shall be permitted, and may deny any application or impose any reasonable permit conditions or requirements upon the approval of the same in order to protect the safety or well-being of persons, or animals, or to protect or preserve the recreation area and related facilities, or any other city or public property or facility, the use and enjoyment of the same by the general public, or the needs and objectives of the city in maintaining and operation the same.

1. A Parks Event Permit for use of a City park (fully contained in the park – no alcohol) or trail must be obtained at least ten (10) days prior to the date of such event. Events include (but are not limited to):
  - a. Events with 250-2,500 attendees
  - b. Commercial Use of the park with 15+ attendees and/or use of the park more than once per week/month.
  - c. Any Event planning to have a bounce house or other apparatus at the event.
  - d. A walk/run/race on a City trail or within a City Park.
  - e. An event using a skate park, BMX track, disc golf facility, archery range, horseshoe pits.
2. Events with 2,500+ attendees and/or serving alcohol must complete the on-line Special Events Application: <https://www.fcgov.com/specialevents/> Security Deposit for these events range from \$500-\$5000.
3. A Security/Damage Deposit of two-hundred fifty dollars (\$250.00) is required for all events. This deposit, or any portion thereof, may be retained by the City to pay for any damage caused by the event. ***The Applicant is responsible for any damage to City property that is not covered by the security deposit.***
4. All fees and security/damage deposit must be paid at time of application and prior to the issuance of the Parks Event Permit. An event using both a City trail for a race and park for a subsequent event will be charged for both amenities.
5. **Liability Insurance:** A \$1 million per occurrence liability policy with the City of Fort Collins listed at “additionally insured” may be required before a Parks Event Permit will be approved (see Appendix A). The event name and dates should also be on the certificate and the policy must be current through the event date. Additional information on events requiring insurance is provided on Appendix A of this document.
6. Applicant must provide portable restroom facilities for every 150 attendees when number of attendees exceeds 250; and/or, for every 150 attendees if the event is taking place at a Park/Trail that does not have toilet facilities on site.

It will be required that the Vendor, chosen by the applicant to supply the portable toilets, abide by Parks’ standards to deliver, setup, and pickup portable toilets on the same day as the event. If the event is a multiple day event the Vendor will deliver, setup on the start date of the event and pickup on the end date of the event; including weekends. (Example: if the event is on a Saturday, delivery/setup/pickup will be done on Saturday; if the event starts on Friday and ends on Sunday, delivery/setup will be done on Friday and pickup will be done on Sunday). Deviation from this standard will result in all or a portion of the security deposit being retained.
7. Applicant must provide trash/recycling containers when event produces any type of trash or recyclable waste at the event. Applicant has the option to haul out trash/recycling waste using their own cans/bags; with prior arrangements and approval from the Crew Chief of the Park. Security Deposit may be retained if any trash/recyclable waste is left on site. For information on waste reduction and recycling: <https://www.fcgov.com/recycling/>
8. If requested by Parks, Applicant must submit an aerial site map and/or parking plan, prior to a permit being issued. **Parking or driving on turf areas is not allowed.**
9. Marking of any type (i.e., chalk, paint, etc.) on turf or hardscape in the Parks or on adjoining City property such as trails, streets or sides walks is prohibited. If any type of marking of turf or hardscape in or around the Park is needed, the Applicant must contact the Park’s Crew Chief one week in advance of the event to discuss viable options (970) 221-6660. If pre-arrangements are not made and markings are discovered after the event, the Applicant will be responsible for any costs associated with clean up; including any cost that may exceed the \$250.00 security deposit.

10. The Applicant may determine whether any vending will be allowed at the event and must provide the Sales Tax Office with a written list of all authorized vendors. Any person who intends to sell any goods or services on park property must first obtain a Sales Tax License from the City's Sales Tax Office, located at 215 N Mason, 970-221-6246. Each individual vendor is required to have their own Sales Tax License. The signed license must be displayed and easily visible on the vendor(s) equipment while at the event. **The Applicant is responsible for ensuring that the vendors participating in the event comply with these requirements. Applicant is also responsible for any expenses related to clean up or damage caused by the vendor.**
11. If non-packaged food is being **sold** at the event, the vendor needs to complete the Larimer County food vendor application [http://www.larimer.org/health/food/food\\_vendor\\_application.pdf](http://www.larimer.org/health/food/food_vendor_application.pdf). Larimer County Department of Health is available at 970-498-6775 for questions.
12. To ensure pollutants from an event do not enter the City's Stormwater system, please review the following page <http://www.fcgov.com/utilities/what-we-do/stormwater> and specifically review the outdoor festival and events and power washing links.
13. Overnight events are not permitted except by special permission of the Director of Parks.
14. A Parks Event Permit does not authorize the use of other park amenities (i.e., sports fields, playground, etc.).
15. A Parks Event Permit is required for City-sponsored events. An event is City-sponsored if such sponsorship is authorized by the City Manager or the Director of Parks.
16. The issuance of a Parks Event Permit does not constitute a representation by the City that the park is safe or suitable for the Applicant's event.
17. The Applicant and all persons attending the event must obey all applicable laws, rules and regulations. Any violation of such laws, rules or regulations may result in the denial of future Parks Event Permits to the Applicant or for the event. City ordinances, rules and regulations will be enforced by Police Services and/or Code Compliance if contact is made to those departments from neighbors issuing a complaint during the event.
18. The Applicant agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.
19. Applicant acknowledges that there are risks inherent in the activities that will be undertaken pursuant to this Application and Agreement that may result in bodily injury or property damage to participants or others. Applicant 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 Applicant's property, or injury to persons using City facilities, and Applicant hereby waives any claims against the City related to any such damage or injury. Unless Applicant is a government entity, Applicant 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 Applicant or any of its officers, agents, employees, representative, assigns, guests, patrons or invitees or by their use of occupation of City property, and any loss or damage to property prior to, during or subsequent to the use of the City property by the Applicant. Government Applicants 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.

**I, the undersigned, have read and received the above Event Rules and Regulations and the attached Park Rules and Regulations and, on behalf of the Applicant, agree to adhere to all requirements. I affirm that all information provided in this Permit Application is true and accurate to the best of my knowledge. If Applicant is a corporation or other entity, the person signing on behalf of Applicant affirmatively states that he or she has authority to act on behalf of the Applicant and to bind Applicant to this contract.**

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**Applicant Signature**

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**Date**

## FEES ASSOCIATED WITH VARIOUS EVENT TYPES

All Fees & Security Deposit (\$250.00 for all unless otherwise noted) must be paid by the Applicant at time of reservation and prior to issuance of the Parks Event Permit:

### Park Event (Daily Fee)

- a. Groups under 250      \$165.00
- b. Groups 250-1,000      \$335.00
- c. Groups 1,000-2,500      \$575.00

### Via the on-line Special Event Permit

- d. Groups 2,500-5,000      \$900.00
- e. Groups over 5,000      \$1,600.00

Security Deposit range from \$500-\$5,000 depending on alcohol and number of attendees.

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### Trail Event

- a. Fun run/walk under 50      \$60.00
- b. Fun run/walk 50-150      \$175.00
- c. Fun run/walk over 150      \$300.00
- d. Competitive Races/Qualifiers under 100      \$350.00
- e. Competitive Races/Qualifiers 100-500      \$500.00
- f. Competitive Races/Qualifiers over 500      \$700.00

Competitive Races and/or Qualifiers are designated as:

- 1) Group collecting a fee/making a profit from the race; and/or
- 2) Race is a qualifier for a larger race; and/or
- 3) Requires a Trail closure.

Only 4 competitive races per year are allowed on the City trails (2 races are designated as “Legacy Races” – Horsetooth Half & Colorado Marathon) allowing for 2 other competitive races on a first come basis.

There will be a limit of 2 trail events per month; (excluding fun run/walks under 50)

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### Other Events

Archery Range Events	\$360.00/day (approval of Archery Association required)
BMX Track Events	\$200.00/day not to exceed 8-hours – exclusive use
Disc Golf Events/Tournaments	\$210.00/course/day – non-exclusive use
Disc Golf Events/Tournaments	\$625.00/course/day – not to exceed 8-hours – exclusive use
Horseshoe Event	\$200.00/day not to exceed 8-hours – exclusive use
Skate Park Event	\$615.00/day not to exceed 8-hours – exclusive use

A 10% Parks Amenities Fee will be added to the total invoice.

*Please note: Fees are subject to change.*

## APPENDIX A



*Financial Services  
Risk Management  
215 N. Mason St. 2nd Floor  
PO Box 580 Fort Collins, CO 80522  
970.221.6708  
970.221.6296 Fax*

### Events Requiring Insurance:

EVENT DESCRIPTION	Minimum Required Insurance Limits
Pony Rides, Petting Zoos, and other animal related activities including household pets.	\$1,000,000
Inflatables (bouncy house)	\$1,000,000
Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival.	\$2,000,000
Athletic / Sporting Events.	\$1,000,000
Serving or Selling Liquor on public property.	\$1,000,000
Pyrotechnics / Fireworks.	\$2,000,000
Motorized and/or power supported tool and equipment activities, including chainsaws, hydraulic lifts, drilling augers, bucket lifts, and other similar items.	\$1,000,000
Motorized individual participant activities, including motorcycles, jet skis, powered model cars, boats and planes, and non-standard personal vehicle activities.	\$2,000,000
Concert Events	\$1,000,000
Other events at the discretion of the Risk Manager of the City.	\$500,000 minimum

**Events involving road closures:** Insurance is dependent upon the road being closed and the time of day. This will be reviewed as part of the application process. Please ensure timely access and egress is provided for emergency vehicles.

**Block parties:** As long as alcohol is kept on private property, no insurance is typically required for small events. However, events will be reviewed by the City Risk Management office for number of participants and location and may be subject to insurance requirements.

**Events with alcohol being served on public property:** These events will require a certificate of insurance with an "Alcohol Endorsement" identified on the certificate of insurance.

**Rallies / Marches:** Dependent upon size, location and street closure requirements.

### What is required on the Insurance Certificate?

- One Million Dollars of General Liability Insurance is typically the minimum accepted. Some events may require higher or lower limits.
- Specific liquor liability if alcohol is served on public property.
- Auto Liability if event meets the requirements described above.
- The event sponsor must be the "named insured."
- The City of Fort Collins must be specifically "named as the additional insured."
- The City of Fort Collins must be identified as the "certificate holder".
- The certificate must be on the current Insurance Service Organization (ISO) form.
- The policy must be current through the event date.
- Please also note the event name and date(s) on the certificate so we can ensure it is appropriately placed with the correct event.

Questions on the requirements for special events insurance can be directed to the City's Risk Management Department at (970) 221-6807