



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)

EMS Res. # _____

Ent. By _____

OFFICE USE ONLY

PARKS EVENT APPLICATION AND AGREEMENT

LARGE EVENT USERS MUST COMPLY WITH ALL CITY ORDINANCES RULES AND REGULATIONS INCLUDING THE ATTACHED RULES AND REGULATIONS FOR LARGE GROUPS/EVENTS AND PARK RULES AND REGULATIONS.

Today's Date: _____

PARK 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: _____

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 will be attended by more than 2,500 people, 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/>

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

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

Event Name: _____ **Date of Event:** _____

A Parks Event Permit is required for all group events using a City park. (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. Any person wishing to use a City park for a group event that is or is expected to be attended by **250-2,500** people and fully contained in the park must obtain a Parks Event Permit from the City's Park Maintenance Division at least ten (10) days prior to the date of such event. Parks also requires a Parks Event Permit for groups of **any size**, if the group is planning to have a bounce house or other apparatus at their event; as it provides for the proper insurance requirements to be obtained and a method, through the security deposit, for Parks to be protected in case of any turf or irrigation damage caused by the apparatus.

If the event will be attended by more than 2,500 people, 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/>

2. Fees must be paid by the Applicant prior to issuance of the Parks Event Permit:
 - a. One hundred dollars (\$100.00) for groups under 250 people
 - b. Two hundred dollars (\$200.00) for groups of 250-2,500 people

A Security/Damage Deposit of two-hundred and fifty dollars (\$250) must be paid by the Applicant prior to issuance of the Parks Event Permit. This deposit, or any portion thereof, may be retained by the City to pay for any damage caused to the park or park property or for any costs incurred by the City due to the use of the park by the large group. A larger damage deposit may be required if the City reasonably determines that the risk of any damage to City property from the event exceeds \$250. ***The Applicant is responsible for any damage to City property that is not covered by the security deposit.***

3. **Liability Insurance:** A \$1 million per occurrence liability policy with the City of Fort Collins listed at "additionally insured" is required before a Parks Event Permit will be approved. 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.
4. Applicant must schedule a meeting with Parks staff at least two weeks prior to the date of the event to determine utility line locates, electrical needs, water needs and to discuss any other potential problems associated with the event. Failure to timely schedule and attend this meeting may result in revocation of the Parks Event Permit.
5. Applicant must provide portable restroom facilities as follows: (150 guests per portable unit)
6. Applicant must provide trash/recycling containers as follows: (200 guests/3 yd. dumpster / 300 guests/5 yd. dumpster). List of recycling agencies is: <https://www.fcgov.com/recycling/centers.php>

7. 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.
8. 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.
9. 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 will be 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.**
10. If non-packaged food is being **sold** at your event, the vendor needs to complete the Larimer County food vendor application http://www.larimer.org/health/food/food_vendor_application.pdf. Larimer County Department of Health is available at 970-498-6775 for questions.
11. 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 http://www.fcgov.com/utilities/img/site_specific/uploads/outdoor-festivals-and-events-flyer.pdf and power washing guidelines http://www.fcgov.com/utilities/img/site_specific/uploads/power_wash_flyer.pdf.
12. Parks Event Permits for large groups are not available for more than one day. Overnight events are not permitted except by special permission of the Director of Parks.
13. A Parks Event Permit does not authorize the use of baseball/softball fields or soccer fields.
14. 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.
15. 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.
16. 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.
17. The Applicant agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.

18. 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 Large Group/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.

Applicant Signature

Date

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

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