



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)

LARGE EVENT APPLICATION AND AGREEMENT

EMS Res. # _____

Date Ent. _____

Ent. By _____

Event Log _____

Inv. # _____
OFFICE USE ONLY

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 LOCATION REQUESTED: _____

Event Date(s) Requested: _____ Circle Day of the Week: M T W TH F SA SU

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

Event Name: _____

Customer Name: _____

Contact Person: _____

Customer Address: _____

City: _____ State: _____ Zip Code: _____

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

Email: _____

Comments: _____

1) Approximate Number Attending: _____ (250 or more, complete the attached Emergency Mgmt Contingency Form)

2) Will there be amplified sound at your event? Yes___ No___ (if yes, please complete the attached variance form)

Please note: 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 20 for Amplification at Civic Center Park Events.

3) Will customer be selling any items? Yes___ No___ If yes, what is being sold? _____

An outdoor vendor permit and City sales tax license are required. In addition, for non-packaged food being **sold**, you must obtain a permit from Larimer County Health. Please refer to paragraphs 17 & 18 for more information.

Will your event be catered? Yes___ No___ If yes, a dumpster may be required to accommodate the additional trash.

Will customer be staking anything into the ground 6" or deeper? Yes___ No___ (If YES, you must call for Utility Locates by calling UNCC at 811 or 1-800-922-1987 two weeks prior to the event.)

For after hours Emergencies ONLY you may 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 Large 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 Large Event Permit may be approved, conditionally approved, or denied by the Director of Community Services.

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 or more people must obtain a Large 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 Large Event Permit for groups of **any size**, if the group is planning to have a jumping castle 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.
2. A fee of one hundred dollars (\$100.00) for groups under 250 people, two hundred dollars (\$200.00) for groups of 250-2,500 people, five hundred fifty dollars (\$550.00) for groups over 2,500, must be paid by the Applicant prior to issuance of the Large Event Permit.
3. A Security/Damage Deposit of two-hundred and fifty dollars (\$250) must be paid by the Customer prior to issuance of the Large 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 Customer is responsible for any damage to City property that is not covered by the security deposit.

Specific to Civic Center Park Event Area (Washington Park & Civic Center Park) or events with alcohol

\$5,000.00 for groups of 2,500 or greater
\$2,500.00 for groups of 1,500-2,499
\$1,500.00 for groups of 500-1,499
\$ 500.00 for groups less than 500

See additional Set-up/Tear-down criteria – Appendix A

4. **Liability Insurance:** A \$1 million per occurrence liability policy with the City of Fort Collins listed at "additionally insured" is required before an Event Permit will be approved. Coverage is required for most special events occurring on City property. 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 below.
5. Customer must provide portable restroom facilities as follows: (150 guests per portable unit)
6. Customer must provide trash facilities as follows: (200 guests/3 yd. dumpster / 300 guests/5 yd. dumpster)
7. Customer must provide enough recycling containers to support the number of expected participants.
(See attached)
8. Customer may be required to provide security, at their cost, for events with 2,500 or more; security company information to be provided to Parks prior to event (see paragraph 16 in addition).

9. Customer must equip at least one contact person with a cellular phone or pager and the contact person must be at the group event at all times. Customer must provide the Park Maintenance Division with a phone and/or pager number of the contact person before a Large Event Permit will be issued.
10. Customer must submit a parking plan at the time of making the application for the Large Event Permit. **Parking or driving on turf areas is not allowed.**
11. 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 Large Event Permit Holder 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 Large Event Permit Holder will be responsible for any costs associated with clean up; including any cost that may exceed the \$250.00 security deposit.
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 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.
13. Customer 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 Large Event Permit.
14. Large 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 Culture, Parks, Recreation & Environment.
15. If the large event requires the closure of any street or public access (walkway) which is normally open to the public, the applicant will need to obtain a Special Event permit from the Police Department as required by Chapter 23.5 of the City Code. There is a fee, payable to Police Services, associated with the Special Events permit. Contact Police Services at 970-221-6555. All work associated with a street closure must be performed by a certified traffic control company.
16. Large event permit applications are shared with Police Services. If, based on review of the application, Police Services believes a security presence is necessary during the event to protect the safety of persons and property, the Applicant will be contacted by Police Services and informed of the necessary security arrangements, which may include the hiring of off-duty officers. The Applicant is responsible for all costs Police Services determines are necessary to protect the safety of persons and property during the event. Payment for off-duty officers will be coordinated through Police Services. If ample time (at least 15 business days prior to the event) has not been provided in order to acquire security for the event, Applicant may be denied a Large Event Permit at the discretion of Parks.
17. A Large Event Permit Holder 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 event sponsor is responsible for ensuring that the vendors participating in the event comply with these requirements.**
18. 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. The application should be given to the Event Coordinator who should turn in the application(s) to Larimer County Department of Health. If you have any questions, call Larimer County Department of Health at 970-498-6775.
19. Compliance with the City's Noise Ordinance as required by City Code: Chapter 20 is expected from any event utilizing amplified sound. A variance must be requested by contacting the Code Compliance Office at 970-224-6046. During the event, Code Compliance Officers must be allowed access within the event for purposes of monitoring the sound levels. For large events requiring, at the City's discretion, the need for Code Compliance Officer(s) to monitor the sound levels, there will be a fee to cover the cost, to be paid to Code Compliance per the Variance Request Form attached.

20. **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. In addition, approval of site plan may be required. To ensure any amplification meets the sound ordinance regulations, the attached Noise Variance From must be completed. For any questions, please contact Code Compliance at 970-224-6046.
21. Large groups with tents exceeding 400 sq. ft or greater in size and/or including vending with cooking on site, must have a safety inspection from Poudre Fire Authority 970-416-2890.
22. A Large Event Permit does not authorize the use of baseball/softball fields or soccer fields.
23. A Large 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 Culture, Parks, Recreation & Environment.
24. The issuance of a Large Event Permit does not constitute a representation by the City that the park is safe or suitable for the Applicant's event.
25. The Customer 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 Large Event Permits to the Customer 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.
26. The Customer agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.
27. Customer 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. 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 City property, and any loss or damage to property prior to, during or subsequent to the use of the City property 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.

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 Customer, 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 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

APPENDIX A

SPECIAL EVENTS – CONDITIONS FOR PERMIT

Timeline of Needed Permits/Paperwork Prior to Event

In order for an application to continue through the process, the following are timelines that must be met in order to the event to take place on the date requested.

- ___ Parks Event Application/Site Map
 - No less than 10 days out / No less than 45 days out for Civic Center Event Area
- ___ Special Events Application (Police Services)/Site Map
 - No less than 30 days out / No less than 45 days out if event involves alcohol
- ___ Liquor License Application
 - No less than 60 days out
- ___ Bands/Acts performing
 - No less than ___ days out
- ___ Traffic Plan
 - No less than 5 days out
- ___ Liability Insurance
 - No less than ___ days out
- ___ Code Compliance Noise Variance
 - No less than 30 days out
- ___ Notification to Neighbors
 - No less than ___ days out
- ___ Fire Code Permits
 - No less than 3 days out
- ___ Names of Providers Procured for Events (trash/recycling, security, etc.)
 - No less than 2 days out

Set-Up Criteria

An aerial, clearly detailed and as scaled as possible site map or route must be provided with application.

Early set-up may only take place after 5:30pm the evening prior to the event date (including events taking place in, but not limited to, parks, parking lots, streets, sidewalks, etc.)

Road closures may only take place after 5:30pm the evening prior to the event; and must be approved by traffic control through a traffic control plan.

Sound checks and any requirements for sound buffering must be adhered to with the approval of the Code Compliance Officer prior the start of any music event. Failure to comply will result in a delayed start to the music event.

Specific to Civic Center Park Event Area (Washington Park & Civic Center Park) or Events with Alcohol see attached site map for reference:

Security Deposit

- \$5,000.00 for groups of 2,500 or greater
- \$2,500.00 for groups of 1,500-2,499
- \$1,500.00 for groups of 500-1,499
- \$ 500.00 for groups less than 500

For Weekend Events

- Set-Up in Washington Park only, may take place after 5:30pm Thursday.
- Set-Up in Washington Park parking lot (north-end only) and back lot off of Maple (parking spots west of park) may take place after 5:30pm Thursday
- Set-Up in remaining Washington Park parking lot may take place only after 12:00pm on Friday.
- Set-up at Civic Center Park - stage only may take place after 5:30pm Thursday thru 7:00am on Friday morning.
- Road Closure of Howes from Maple to LaPorte may not take place until after 3:00pm on Friday only if event is taking place in Washington Park on Friday.
- Road Closure on LaPorte may not take place until after 5:30pm on Friday.
- **No additional set-up** may take place at Civic Center Park (including banners, people, tents, etc.) on Friday until after 5:30pm.
- Alleyway behind 117 N Mason – no set-up until after 5:30pm on Friday.
- Location for additional materials or equipment stored on the Civic Center Park site Monday thru Friday must be approved and signed off by all affected parties at least 48 hours prior to materials being stored.
- No advertising/logo of any type (especially related to alcohol) is allowed in view of the Justice Center Monday thru Friday 8:00am-5:30pm.

Any deviation of the above must be approved and signed off by all site hosts and affected parties at least 48 hours prior to the start of the event.

Any unauthorized deviation of the above conditions, may result in a delayed start to the event until conditions are met and will result in security deposit retainage per the Special Condition Liquidated Damages section.

Tear Down and Clean Up

For All Events – Tear-down and Clean-up of Event space must be completed by 7:00am the day following the last day of the event; or no later than 7:00am Monday for weekend events including, but not limited to, all trash clean-up, removal of portable toilets and trash dumpsters and power washing of all sidewalks, parking lots, roadways and other hard surface areas where there were portable toilets, trash dumpsters and food/beverage vendors.

Ensure the waste from the power washing is handled according to the information found here:

http://www.fcgov.com/utilities/img/site_specific/uploads/power_wash_flyer.pdf

All affected parties will sign-off on acceptable cleanliness of area.

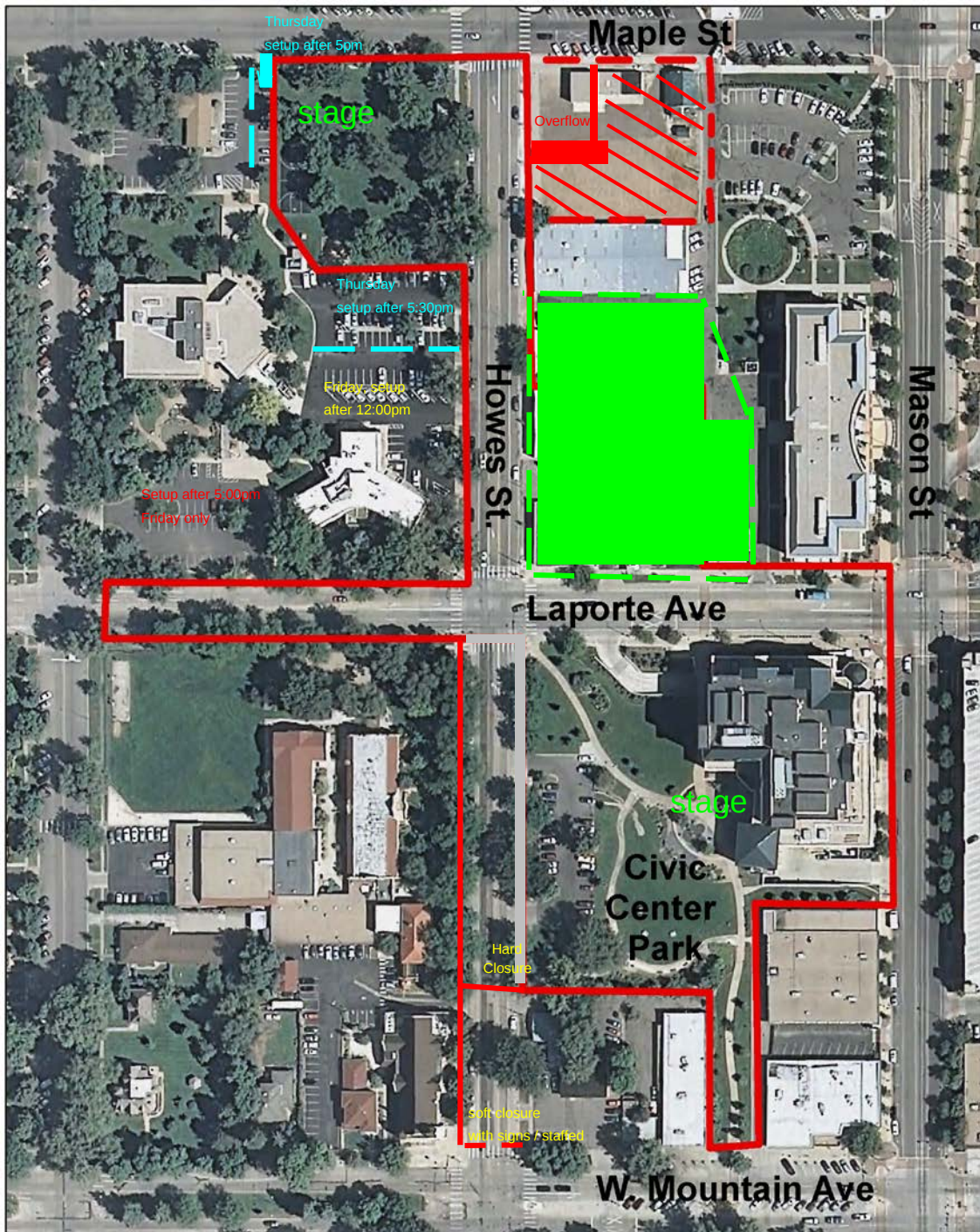
Any deviation of the above condition will result security deposit retainage per the Special Condition Liquidated Damages section.

Special Condition Liquidated Damages

Notwithstanding any additional material or property damage arising from use, which will be collected as stated in permit, the following percentage of security deposit will be retained if the above conditions of permit are not adhered to:

- 25% early set up
- 25% late tear down/cleanliness of space
- 50% addition set up beyond stated equip (eg, tents when permit stated stage only)

Footprint Large Events at Civic Center Park



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

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

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

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

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

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

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



*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



**Neighborhood &
Building Services**
281 N. College Ave.
PO Box 580
Fort Collins, CO 80522
970.224.6046
970.224.6050 - fax
fcgov.com

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 affects 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.

CONTINGENCY PLAN QUESTIONS - PART I (Weather - continued):

Who has the authority to make these decisions, and at what point do they exercise that authority? _____

How will notification be made of a cancellation or postponement to event attendees and City staff? _____

CONTINGENCY PLAN QUESTIONS - PART II (Emergency Responders):

In order to permit responders to precisely identify the location of an emergency quickly, please address the following questions:

Will a site map be available, which is common to all emergency services, including access roads, pathways, major landmarks, spectator, performer and vendor areas? _____

Will vendor locations or booths be numbered and be included on the site map? _____

Is access to, and the road network within the site, adequate to prevent emergency responders from having to walk significant distances to the principal spectator areas(s)? _____

Once on the site, is there sufficient room (that is, for staging, maneuvering) to permit repositioning or redeployment of emergency vehicles as dictated by the incident? _____

Due to the nature of road access, would early arriving vehicles, such as ambulances, be prevented from leaving by gridlock produced by subsequently arriving equipment? _____

Does an access road or street that could be closed to the public and used only for expeditious emergency and service vehicle ingress and egress serve the site? _____

Have you advised ambulance services and local hospitals of the nature of the event, provided an expected spectator profile, and estimated potential medical problems? _____

Are additional security personnel, including police, on standby or on-call should an immediate increase in these services be required? _____

Have you notified fire and rescue services of the nature of the event and identified the services that might be required? _____

Does the site have adequate access and staging area for large numbers of emergency vehicles in the event of a major incident? _____

CONTINGENCY PLAN QUESTIONS - PART III (Transportation & Crowd Control):

What impact will weather conditions have on transportation? _____

What type of road leads to the event? Paved? Gravel? Dirt? _____

Is the surrounding road network able to handle the anticipated spectator vehicular traffic? _____

If spectator-parking areas are filled, will the road network allow continued vehicle flow, thus preventing gridlock? _____

Are communications systems inside and outside the venue capable of providing public announcements, marshaling instructions, and evacuation orders? _____

Is a system in place to monitor crowd flow (as through the use of spotters or aviator resources)? _____

Have arrangements been made for access and egress routes for people with disabilities? _____

Have arrangements been made for pedestrian access, including considerations of distance, terrain, surface, and lighting? _____

If buses are in use, are there designated pick-up and set-down points? _____

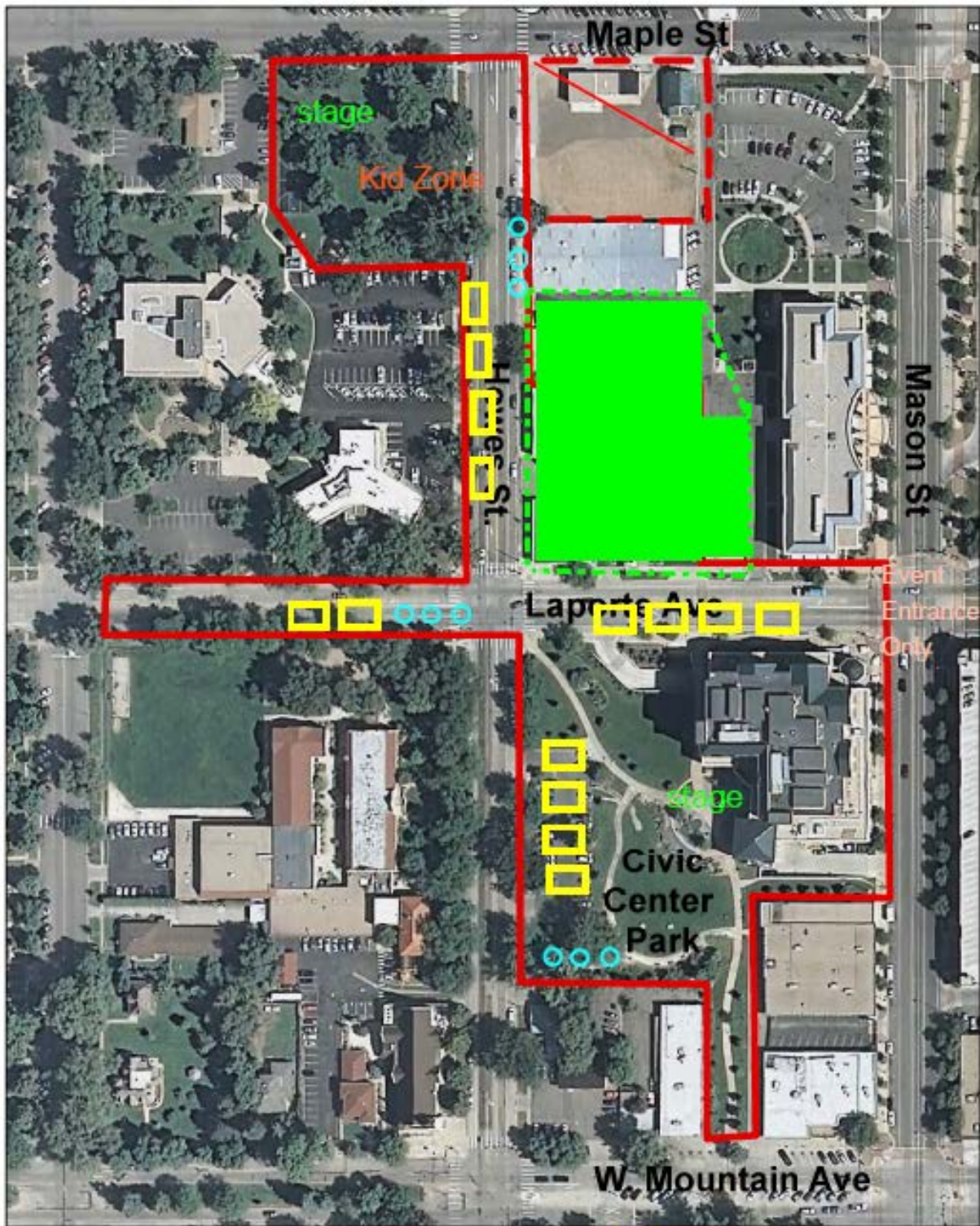
Where there may be health and safety implications, efficient management of crowd movement includes:

- o Awareness of public transport congestion at road and railways.
- o Use of buses to reduce private vehicle traffic and any potential problems which large vehicles may present, for example: access difficulties, parking requirements, potential road blockages.
- o Alterations to normal traffic and road use.
- o Traffic control.
- o Adequacy of the surrounding road network to handle the anticipated spectator vehicular traffic before, during, and after the event.
- o Communication between traffic management groups and other services, including the local media.

If you would like more information on pre-event planning for potential risks and hazards, please visit the FEMA website at:
<http://www.fema.gov/plan/index.shtm>

EXAMPLE OF A SITE MAP

Footprint For Large Events at Civic Center Park



Legend

- Event perimeter
- Additional overflow area
- Portable Toilets
- Vendor Booths^{1 inch = 147.1 feet}
- Construction Zone starting Apr/May

City of Fort Collins

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