

Special Event Permit Terms & Conditions

DEFINITIONS

Throughout these Terms and Conditions, the following terms will have the following meanings:

- APPLICANT means the individual or organization identified in the Event Application.
- CITY means City of Fort Collins.
- EVENT means the event identified in the Event Application.
- EVENT APPLICATION means the online or hard copy application submitted, stipulating the location of the Site and related details of the event.
- FCPS means Fort Collins Police Services.
- PFA means the Poudre Fire Authority.
- POWER EQUIPMENT means generators, motorized equipment, refrigeration units, or amusement rides.
- SITE means the event location identified in the Event Application, including private property for which the Coordinator makes a specific finding regarding potential impacts to neighboring properties and traffic on public rights of way and sidewalks under Section 23.5-2 of the City Code.
- TERM means the period of time identified in the Event application.
- TRASH means all waste, refuse, and litter generated during the event.

SECTION 1 – Special Event Permit Application procedures; fees

1.1 Compliance

Special Event organizers, along with their employees, officials, volunteers, participants, and invitees must comply with all applicable policies, laws, regulations, and the Fort Collins Municipal Code (City Code). Further, such organizers must also comply with the Terms and Conditions of the Special Event Permit.

The City reserves the right to deny Special Events that are deemed to be unsafe, unsuitable, or that do not abide by applicable policies, laws, regulations, or City Code.

1.2 General Requirements/Guidelines

The following requirements/guidelines apply to all Special Events:

- Special Event Permit application approval may be dependent on the size, date, time, and location of the event, as well as Applicant ability to ensure public/property safety concerns are addressed.
- Applicable fees and/or security deposits are required with most applications, and payment is due prior to issuance of a Special Event Permit.
- Special Event applications submitted after the deadline may result in denial of the application.
- Failure to comply with all requirements of the Special Event Permit may result in permit revocation or denial of future applications.
- Completion of an application does not guarantee event location, and/or issuance of a permit for the event.

- During the application review process, no advertising of the event should take place until the permit confirmation has been received.

1.3 Special Event Permit Application Deadlines

A completed Special Event Permit application must be submitted 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 all other events not serving alcohol
- 60 business days before the date of the event for events involving the sale or service of alcohol, or for events at the Civic Center Park/Washington Park event venue

All required attachments for Special Event Permit applications must be submitted no later than 15 business days prior to the date of the event.

Applications may not be submitted sooner than one year prior to the event date.

The City reserves the right to deny the Event if the Applicant fails to comply with these application deadlines.

1.4 Special event Permit Fees & Deposits

A non-refundable \$100 application processing fee will be required for all events, except block parties. Events sponsored by a non-profit organization may receive a reduced application processing fee of \$50.00, if the Applicant provides a letter from the non-profit organization which states that the event is for valid non-profit purposes under the Internal Revenue Code and lists the tax-exempt ID number; a copy of the tax-exempt certificate must also be attached. These fees cover administrative costs for review of the application and issuance of the permit.

There may be additional fees and deposits associated with the event depending on the location, size, and the nature of your event.

Special Events held in a public park, including Civic Center Park/Washington Park venue, must pay park rental fees and a security/damage deposit of \$250 prior to issuance of the Special Event Permit. Park fees are subject to change as directed by the Director of Parks. This deposit, or any portion thereof, may be retained by the City to pay for any damage caused to the park or City property or for any costs incurred by the City due to the use of the park for the event. A larger damage deposit (see chart below) may be required if the City reasonably determines that the risk of any damage to City property due to the size or nature of the event exceeds \$250. The Applicant is responsible for any damage to City property that is not covered by the security deposit.

Participants	Fee per Day	Damage Deposit without Alcohol	Damage Deposit Events with Alcohol
1-250	\$100	(at least) \$250	\$500
251-500	\$200	(at least) \$250	\$500
500-1499	\$200	(at least) \$250	\$1,500
1500-2499	\$200	(at least) \$250	\$2,500
2500+	\$550	(at least) \$250	\$5,000

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

- 25% set up prior to time approved by Coordinator
- 25% late tear down/cleanliness of space
- 50% additional set up beyond stated equipment (e.g., tents when permit stated stage only)

1.5 Application Submission and Review

The permitting process begins as soon as an Applicant submits an Event Application online. When the status of the application changes from “Submitted” to “Under Review”, the Special Event Office has begun to review the application. If more information is needed during review, the Applicant will be notified. Once the application is approved and all fees/deposits are collected, and required attachments have been received, the Applicant will receive a Permit for the event via email.

Applications will be reviewed by FCPS, Safety, Security & Risk Management, PFA, Parks, Traffic Operations, and other applicable departments prior to approval. This review process may require additional time if questions and/or problems with the application arise.

1.6 Special Event Review Meetings

Based on the size and scope of the event, the Coordinator may request a meeting between the Applicant and relevant City departments to review applications that may pose a significant impact to surrounding neighborhoods and community resources. The purpose of this meeting is to review the permitting process, the permit application, as well as City rules, regulations, policies, and requirements.

1.7 Cancellation

The City reserves the right to cancel, postpone, or reschedule the Event with 48 hours prior notice to the Applicant, other than in the case of an emergency or the existence of other conditions (including adverse weather and site conditions), in which case the City may cancel the Event with less notice. In the event of such emergency, the City will refund to the Applicant any fees paid to date, or attempt to reschedule the event to a new date.

The City reserves the right to cancel, postpone, or reschedule the Event, or revoke a permit, if the Applicant fails to comply with these Terms and Conditions. In such event, the Applicant is not entitled to a refund of any fees paid, and the Applicant may be liable to pay additional costs incurred by the City due to the cancellation.

Applicant may cancel, postpone, or reschedule the event with 48 hours prior notice to the City, other than in the case of an emergency or the existence of other conditions (including adverse weather and site conditions), to a date mutually agreed upon by the City and the Applicant. All fees and deposits paid will be returned to Applicant, or applied to the rescheduled event application.

Section 2 – Special Event Permit requirements

2.1 Site Plan/Route Map

An aerial, clearly detailed site plan (for fixed events) or route map (for moving events) must be provided with an Event Application. Event Applications that do not contain clear and accurate maps cannot be approved.

To ensure appropriate review of the Event, Applicants are encouraged to submit a site plan/route map electronically in (PDF) Portable Document Format. Applicants should refer to the Site Plan Checklist for site plan requirements and the Route Map Checklist for route map requirements. Omission of any checklist elements constitutes an incomplete site plan. The site plan must be scaled to accurately represent the location of each element of the Event. Route maps should be prepared using a route mapping program like GPSie, PlotARoute.com or RaceEntry.com, or another program as designated by the coordinator.

2.2 Work Area Traffic Control Plan

Events involving street or lane closures, including but not limited to, marches, parades, runs, walks, and bike rides, require a Special Event Permit, Work Area Traffic Control Plan, Work Area Traffic Control Plan Approval form, and a site plan or route map. It is the Applicant's responsibility to provide traffic control devices for the Event, obtained from a professional traffic control company, at the Applicant's expense.

For the safety of participants and spectators, all events that utilize city streets may be required to provide fixed traffic control devices, volunteer course marshals/traffic monitors, paid traffic flaggers, or off-duty police officers. Requirements will be determined based on the size, scope, and impacts of the event.

If there are street closures, PFA requires an emergency access path of no less than 20' wide be maintained free and clear of all immovable objects on streets and fire apparatus access roads at all times during the event. Traffic control devices may be placed on public streets to prevent traffic from crossing, but cannot block emergency travel. If traffic control devices are used, Applicants must ensure staff is available to remove barricades, should emergency travel be necessary.

2.3 Notification to Surrounding Neighborhoods and Businesses

All events involving street closures and/or amplified sound that may exceed the City's noise code provisions are required to notify the surrounding neighborhoods and businesses impacted by the event in advance. The notification must provide the following information:

- Date, time, location, and name of event
- On-site contact information
- Event hours (load in and load out times)
- Street closures
- Amplified sound hours (if applicable)
- A site plan or route map attached

Confirmation of such advanced notice must be provided to the City no less than five business days before the Event.

2.4 Noise Variance

Events with amplified music or announcements are subject to the City's noise code provisions in Chapter 20, Article II. A Noise Variance may be requested by contacting Community Development & Neighborhood Services. For the Noise Ordinance Variance Form, visit:

<http://www.fcgov.com/specialevents/pdf/noise-variance-form.pdf>

Events held in Civic Center/Washington Park may only have amplified sound from 10:00 am to 9:00 pm on Friday and Saturday, and from 12:00 pm to 8:00 pm Sunday through Thursday.

Otherwise, amplified sound may occur only from 9:00am to 10:00pm on Friday and Saturday, and from 9:00am to 8:00pm on Sunday through Thursday.

During the Event, Code Compliance Officers from the Community Development and Neighborhood Services Department must be allowed access within the event for purposes of monitoring sound levels. For large events, at the City's discretion, there may be a requirement for Code Compliance Officers to monitor sound levels, and a fee to cover the cost. A Code Compliance officer who determines the level of noise from the event exceeds allowable levels may issue a citation for a civil infraction violation.

2.5 Event Contingency and Emergency Response Plan

Events may be required to complete an Emergency Contingency and Emergency Response plan for severe weather, medical emergencies, and other emergency situations. Applicants may be required to complete and submit the City's Event Contingency and Emergency Response form. This information will be shared with the Emergency Management Team in case it is needed in an emergency situation during the event.

2.6 Recycling and Waste Management Plan

The City requires a recycling and waste management plan at all events, addressing the requirements described in paragraph 6.5.

Section 3 - 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.

Section 4 – Insurance

Proof of General Liability insurance coverage is required for most special events occurring on City property. The Safety, Security & Risk Management office will review all permit applications and notify Applicants of specific insurance requirements for Special Events.

A minimum of \$1 million per occurrence liability policy with the City of Fort Collins listed as "additionally insured" is required before an Event Permit will be approved. Higher amounts may be required based

on the event. The event name and dates should also be on the certificate, and the policy must be current through the event date.

Section 5 - Traffic-control fees

Applicants may be billed for actual traffic-control services required and rendered by the City.

Section 6 - Duties of permittee

6.1 ADA Compliance

All events are required to comply with all applicable City, County, State, and Federal Disability Access Requirements.

All goods, activities, services, and benefits of the event (the "Amenities") that are available to other members of the public must be made accessible to people with disabilities. If any portion of the event Amenities cannot be made accessible, an alternate area shall be provided with accessibility to the same Amenities that are offered in the inaccessible area. The Amenities cannot be offered only to patrons with disabilities.

Access to Amenities offered may include, but is not limited to: concerts/shows, parking, restrooms, portable toilets, telephones, clear paths of travel, transportation, signage, vendor/booth goods, water fountains, shelter, first aid stations, and any other common Amenities. If all Amenities are not accessible in a public area, a map or program must be provided identifying where they are accessible.

6.2 Alcohol

Applicant will not bring or consume or distribute any alcoholic beverages at the Site except with the City's prior written consent and a valid Special Event Liquor Permit issued pursuant to Chapter 3, Article III, Section 3-83.5 of the City Code. The Applicant will ensure that its officers, employees, contractors, subcontractors, licensees, and permittees comply with the Terms and Conditions of the Special Event Liquor Permit. Applicant will be required to describe how the perimeter of the event will be established (roping, fence, etc.), and how the applicant will keep alcohol from being removed from the event location. More information on [Liquor Licensing](#) here.

6.3 Carnivals and Circuses

Carnivals and circuses may require permitting from multiple City departments/agencies, depending on where the carnival is taking place. Inspections and insurance will be required.

6.4 Fireworks

If fireworks or other pyrotechnic displays are to be a part of the Event, the Applicant will contract with a Fireworks Display Operator licensed by the State of Colorado. The Application for a Display Permit must be submitted by the Display Operator to the PFA for review. The Application to Display Permit from PFA does not automatically grant permission to shoot fireworks at the event. Other permits may be required, and the location of the event will be a determining factor in approving or denying fireworks at the event.

6.5 Trash, Recycling, and Post Event Cleanup

The Applicant will dispose of all trash and recyclables generated by the Event daily, as well as immediately after conclusion of the Event, and will leave the Site in a clean and safe condition. The City encourages recycling at all events. Examples of recyclable materials include paper, aluminum, glass, plastic, and cardboard. The Applicant is responsible for providing appropriate recycling containers. If applicable, the Applicant will also provide appropriate containers for the disposal of grease and oil and dispose of such material as required by [Trash and Recycling Municipal Code](#). The Site must be cleaned, including power washing if necessary, following the [City's Storm Water Policies and Procedures](#), and all event items must be removed, including trash/recycling containers, power equipment, portable toilets, etc., by the next day of business no later than 6:00 a.m.

6.6 Permitted Use

The Applicant will use the Site only for the Event as described in the Application, and for no other purpose without the City's prior written consent. The Applicant will not prune, cut, plant, damage, or remove vegetation, without prior written permission from the City.

6.7 Restoration

The Applicant will remove any equipment, materials, installations, or other objects from the Site on or before the expiry or sooner termination of the Term. If the Applicant fails to do so, the City may, at its option, remove any such remaining equipment, materials, installations, or other objects and store the same at the sole cost and liability of the Applicant, provided that if the Applicant does not recover such items and compensate the City for any reasonable removal or storage costs therefore thirty (30) days after receipt of written notice to do so, the City may, at its option, dispose of such items and retain the proceeds, if any, pursuant to City policies, without liability for damage to or loss of any such items.

6.8 Restrooms

Depending on the scope and size of the event, Applicant must provide portable restroom facilities as follows: one portable unit per 150 guests. ADA compliant accessible portable restrooms must be provided.

6.9 Safety/Security

City of Fort Collins Police Services will work closely with Applicant to review the security needs for the event. Depending on the size, scope, location or other public safety related considerations of the event, Police Services may require officers or professional security personnel on-site during the event to protect the safety of people and property. Applicant will be notified of the requirements for police personnel and will be responsible for the cost of those officers.

The Applicant must designate a contact person with decision making authority who will be continuously available to law enforcement personnel and present at the event.

PFA may charge large events for services, including but not limited to, on-site walk through, plan review, on-site incident command, on-site emergency care, and fire prevention. The cost of staffing PFA personnel for the event will be the responsibility of the Applicant.

6.10 Sale of Food, Beverage, or Merchandise

Individual vendors selling or distributing food, beverage, or merchandise at the event are not required to obtain an Outdoor Vendor License if a Special Event Permit has been issued for the event. The Applicant must provide the City Sales Tax Office with a written list of all authorized vendors at the Event. Any person who intends to sell any goods or services on the Site must first obtain a Sales Tax License from the City's Sales Tax Office. 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.

If non-packaged food is being sold at the Event, the Applicant must direct the vendors to complete the Larimer County food vendor application.

All vendors at the Event who cook or heat food with any flames or deep frying, must comply with the regulations set forth by PFA. These [vendor requirements](#) are listed on PFA's website, and a copy must be distributed by the Applicant to each of the event's vendors prior to the beginning of the event.

6.11 Smoking

The Applicant will prohibit smoking at the Event in accordance with Chapter 12, Article III of the City of Fort Collins Municipal Code. All smoking is prohibited at events permitted by the City, on City owned property, or in the downtown Fort Collins Smoke-Free Zones. More information on Smoking in Fort Collins, including a map, can be found [here](#).

6.12 Staking and Utility Locates

Any staking into the ground deeper than 6" will require a call to the Utility Notification Center of Colorado for Utility Locates (811 or 1-800-922-1987). The Applicant will provide electrical power required for the purposes of the Event. The Applicant may schedule a meeting with City Parks staff at least two weeks prior to the date of the event to determine irrigation 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 Special Events Permit. For the Parks Department, call 970-221-6660.

6.13 Tents, Inflatables, and Temporary Structures

All tents or other air supported membrane structures greater than 400 square feet (20' x 20') must obtain a tent permit from PFA. Any canopy over 700 square feet also requires this permit.