



CITY OF EDGEWATER

Special Event Guidelines & Application Packet

Prepared by:

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Special Event Requirements

Definitions:

Special event means a parade, athletic event, street fair, art and craft show, carnival, circus, soap box derby, rally, demonstration or other outdoor event that occurs in whole or in part on any public street, sidewalk, or other property owned or leased by the City.

Application Information:

A special event application must be filled out completely. The application may be approved and a permit issued only after all requirements and deadlines specified in this packet are met. If the permit is denied, the City of Edgewater assumes no liability for expenses incurred by the applicant.

Minimum Requirements

- **Application Form:** The application form must be completed in full before the review process can begin. Completed applications must be received not less than twenty (20) days before the event date. *Please note, events intending to sell alcohol must submit entire application forty-five (45) days prior to their event.*
- **Application Fee:** The application must be submitted with a nonrefundable fee of \$153. Nonprofit organizations are exempt from the application fee. A 501(c)3 letter from the IRS or State Articles of Incorporation must be attached to the application. If the applicant is not a member of the organization, a letter from the president of the organization must be provide authorizing applicant use of the nonprofit status and attached to the application.
- **Written Plan:** Applications must be accompanied by a written plan describing, at a minimum, the manner in which the special event shall be conducted, including, without limitation, (i) a description of all proposed activities and any booths or other structures to be constructed or utilized, (ii) a list of all transient merchants and other businesses participating in the special event, and (iii) whether a street closure will be necessary. If a street closure is necessary, the application must be accompanied by written traffic control plan that is approved by the Chief of Police or his or her designee.
- **Indemnification Agreement:** The application must be accompanied by an indemnification agreement in a form approved by the City Attorney, in which the applicant agrees to reimburse the City for any costs incurred by the City in repairing damage to City property occurring in connection with the special event caused by the applicant, its officers, employees or agents, and agrees to defend the City against, and indemnify and hold the City and its officers and employees harmless from any liability to any persons resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the permittee, its officers, employees or agents, or any person under its control (Chapter 6, Article 10 of the Edgewater Municipal Code “EMC”).
- **Insurance:** The City Clerk may also require the applicant to possess or obtain general liability insurance or special events liability insurance naming the City, its officers and employees as additional insureds. The City Clerk’s determination shall be based upon:
 - The anticipated number of participants and spectators and the nature of the event;
 - The risks of bodily injury and property damage; and
 - The physical characteristics of the proposed site.

If insurance coverage is required, a copy of the policy or a certificate of insurance, along with all necessary endorsements, must be filed with the City Clerk no less than ten (10) days before the date of the event unless the City Clerk for good cause changes the filing deadline (Chapter 6, Article 10, EMC).

- **Retail Sales/Sales Tax:** All licensees must inform each person or organization intending to make, or making, any retail sale at the special event of their duty to secure a City of Edgewater

sales tax license and to collect and remit the appropriate sales taxes, unless the licensee elects to collect and remit such taxes under its own sales tax license. Where the licensee elects to collect sales taxes under its own sales tax license, said licensee must submit to the Finance Director, within thirty (30) days after the conclusion of the special event, a written financial report reflecting, at a minimum, total sales of goods and/or services generated at the special event and the total sales tax revenues collected and remitted to the City. Compliance with the reporting requirements in this Subsection shall be in addition to any required sales tax reporting due to the Colorado Department of Revenue. Any transient merchant or business authorized by the event sponsor to participate in a licensed special event shall be exempt from having to obtain an individual business license to conduct business at such event.

- **Liquor Permit/Alcohol in Parks:** No glass containers of any kind are allowed. Alcoholic beverages may only be sold with a **Special Events Liquor License**.
 - A Special Events Liquor License authorizes the sale of alcohol beverages by the drink to the public. If alcohol beverages will be furnished, an EDGEWATER SPECIAL EVENTS LIQUOR LICENSE must be obtained. To obtain the application contact the City Clerk (720-763-3002) at least forty-five (45) days prior to the scheduled event. The City Clerk, for good cause, may waive the time requirements.
 - Applicants for a Special Events Liquor License must be nonprofit and registered with the Colorado Secretary of State for purposes of social, fraternal, patriotic, political or athletic nature and not for monetary gain; or which is a regularly chartered branch, lodge, or chapter of a national organization or society; or which is a regularly established religious or philanthropic institution; or which is a state institution of higher education; or a political candidate who has filed the necessary reports and statements with the Colorado Secretary of State.
 - Public notice of the proposed permit and the procedure for protesting the issuance of the permit will be posted on the proposed location for at least ten (10) days. If a protest is not filed, the City Clerk may administratively approve or deny the application. If a timely-filed protest is received, the Local Liquor Authority must hold a public hearing at their next available meeting date. Please plan accordingly.
 - Fees for a Special Event Liquor License must be submitted with the Special Event Liquor License application. The fee is \$100 per event.
 - If a Special Events Liquor License permit is denied, the City of Edgewater assumes no liability for expenses incurred by the applicant.
- **Sound Amplification:** The City Clerk may place restrictions on the use of amplified sound. During the event, City law enforcement officers must be allowed access for purposes of monitoring sound levels. The special event application form must reflect whether amplified sound requests will be used during the event. Event participants are cautioned to use amplified sound responsibly.
- **Food Handling/Certificate of Approval:** All special events in Jefferson County that offer food for public consumption must comply with the Jefferson County Health Department's food safety regulations and receive a Certificate of Approval before operating. For information on obtaining a Certificate of Approval, call 303-271-5700. Information may be found at <http://health.jeffco.us>.
- **Traffic Control Plan:** The City Clerk may impose reasonable conditions concerning accommodation of pedestrian and vehicular traffic, including but not limited to: restricting parking to areas specified by the City; restricting the event to only a portion of a public street, sidewalk or other public property; and the use of traffic cones, barricades or other traffic-control devices to be provided, placed and removed by the permittee at its expense.
 - If a street closure is necessary, the application must be accompanied by a written traffic control plan that is approved by the Chief of Police or his or her designee. The traffic control plan must include the anticipated vehicle traffic for the event, peak traffic times and any necessary agreement from adjacent property owners allowing use of their property for parking.

- The applicant is responsible for notifying owners and occupants of properties along the affected street(s). No street closure will be approved without an attached notification letter.
- Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider, unless the City notes otherwise in the event approval. The City reserves the right to stop any activity if proper traffic control devices are not in place during the event.
- Upon issuance of a special event permit, the City Clerk shall provide the permittee with an estimated cost of traffic control. The permittee shall remit the estimated amount to the City Clerk no later than five (5) days prior to the event. Traffic-control fees shall be computed based on an overtime rate as determined by the Chief of Police.
- Traffic control includes clearing the event route or site of unauthorized vehicles, diversion of traffic around the event, and directing pedestrian and vehicular traffic along the route of an event.
- If the actual cost for traffic control on the date of the event is less than the estimate, the difference will be promptly refunded to the permittee. If the actual cost for traffic control is more than the estimate, the City shall bill the difference to the permittee, and payment shall be due within ten (10) days of the date of the bill.
- The City Clerk shall pre-establish several event routes within the City which may be, but are not required to be, used by permittees. The routes shall specify the number of officers and traffic-control devices or marshals needed for traffic control on the routes, if any. Such pre-established routes and the fee schedule for traffic-control services shall be made available to the public.
- **Security/Crowd Control/ Use of Event Monitors:** The City Clerk reserves the right to specify the need for and the number of supplemental police or fire protection personnel required to be in attendance at any event at the permittee's expense. The City Clerk will review all special event applications for required security arrangements. The safety of the community and attendees are of primary concern at all times. Areas that will be considered include, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts. Event monitors may be required. Notice of permit conditions to event participants may also be required.
- **Garbage and Sanitation:** All events are required to have a detailed plan for the collection and removal of all trash and recyclable materials. The City Clerk may require on-site placement of a dumpster, roll-off, and/or other trash and recycling receptacles.
- **Portable Toilets:** Adequate restroom facilities will be required. Colorado Department of Public Health and environment require two (2) toilets for the first one hundred (100) people, plus one additional unit per each one hundred (100) after that for each day of the event. At least one (1) unit must meet ADA requirements unless other handicapped facilities are available already on the site. The location(s) of all portable toilets must be outlined on the written plan.
- **First Aid/Medical Assistance:** The City Clerk may require the provision of first aid facilities. Large events will not be permitted to rely solely on City emergency medical services.
- **Clean-Up Deposit:**
 - For an event involving food or beverage sales, erection of structures, presence of large animals or erection of water aid stations, the applicant shall provide a cleanup deposit prior to the issuance of a permit, in the amount established by the City Clerk.
 - The cleanup deposit shall be returned after the event if the event area has been restored to the same condition as it existed prior to the event.
 - If the property used for the event has not been properly cleaned or restored, the applicant shall be billed for the actual cost to the City for cleanup and restoration, and the cleanup deposit shall be applied toward payment of the bill. Any unexpended balance shall be refunded to the permittee. Should the costs exceed the deposit, the City shall bill the difference to the permittee, and payment shall be due within ten (10) days of the date of the bill.

- **Signs and Banners:** Temporary signs require a permit from the City. Signs must comply with Chapter 16, Article 19 of the EMC. Please contact City Planner Patty McCartney at pmccartney@edgewaterco.com or 720-763-3053 with any questions.
- **Issuance:** City Staff will review all requests and make a decision to permit the event based on the following criteria:
 - Information contained in the application or supplemental information is found to be false in any material detail.
 - Another special event permit application has been received prior in time, or has already been approved, to hold another event at the same time and place requested by the applicant or so close in time and place as to cause undue traffic congestion, or the Police Department is unable to meet the needs for police services for both events.
 - The time, route or size of the event will substantially interrupt the safe and orderly movement of traffic on or contiguous to the event site or route or will disrupt the use of a street or highway at a time when it is usually subject to traffic congestion.
 - The size, nature or location of the event will present a substantial risk to the health or safety of the public or event participants
 - The size of the event will require diversion of so great a number of peace officers to ensure that participants stay within the boundaries or route of the event, or to protect participants in the event, as to prevent normal protection to the rest of the City the number of peace officers available to police the event.
 - The event is scheduled to occur before the hour of 9:00 am or after the hour of 9:00 pm.
 - The event is scheduled to occur at a time when a school is in session at a location adjacent to the school, and the noise created by the event would substantially disrupt the educational activities of the school.
 - The applicant had previously held a special event in the City that was the subject of a citation for violations of the Municipal Code.
- **Additional Requirements:** The City Clerk may impose additional conditions on the issuance of a special event permit:
 - Alteration of the date, time, route or location of the event.
 - Conditions concerning the area of assembly and disbanding of parades or other events occurring along a route.
 - Restrictions on the number and type of vehicles, animals or structures at the event and inspection and approval of floats, structures and decorated vehicles for fire safety by the Fire Department.



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SPECIAL EVENT CHECKLIST

The following items are required at least twenty (20) days prior to the event before permit will be issued.

Applicant name: _____

Event Date: _____ **Event Location:** _____

Item	Applicant Check	City Check	N/A
Special Event Application			
Application Fee			
Event Site Layout and Map (Written Plan) <ul style="list-style-type: none"> • Directional arrows and street names. • Signage, traffic control devices, barricades. • Location of event staff, volunteers, where police and/or fire coverage is needed. • Location of portable toilets and garbage collection. • Location of vendors. • Location of first aid stations. • Parking plan. • Sound and staging equipment placement. 			
Indemnification Agreement.			
Proof of insurance certificate with endorsement naming the City of Edgewater as additional insured.			
Portable Toilets/Sanitation Plan.			
Garbage/Recycling Receptacle/Dumpsters Delivery and Removal.			
Security, Traffic and Crowd Control Plan.			
Emergency Services Plan (First Aid/Medical Assistance).			
City Sales Tax License.			
Health Department Food Certificates of Approval			
Neighborhood/Business Communication Plan.			
Clean-Up Deposit.			

The following will occur at conclusion of the event:

Debriefing meeting/site inspection (if necessary).			
Payment of incurred event fees. <ul style="list-style-type: none"> • Extra City Services. • Other _____ • Total Number of Participants: _____ 			
Payment of Sales Tax.			



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SPECIAL EVENT APPLICATION

Applicant Information			
1. Applicant Name:			
2. Company/Organization Name:			
3. Mailing Address:	Street:		
	City:	State:	Zip Code:
4. Phone/Contact Info.	Day:	Evening:	
	Cell:	Fax:	
5. Email Address:			
Event Information:			
6. Name of Event:			
7. Describe general nature of event (i.e. barbecue, picnic, music, games, etc.):			
8. Event Date(s):	Setup Time:	Tear-Down Time:	
9. Event Location:			
10. Facilities you plan to use: (Check all that apply.)	<input type="checkbox"/> Street: _____ <input type="checkbox"/> Sidewalk: _____ <input type="checkbox"/> Park: _____ <input type="checkbox"/> Other: _____		
11. Is this event: <input type="checkbox"/> Private <input type="checkbox"/> Public	A private event is one in which you have a specific guest list and know who is going to attend. A public event is open to the general public through word-of-mouth, flyers, signs or media advertising.		
12. Will participants be charged a fee: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain how much and purpose for collecting fee:		
Event Components			
13. Please mark all items that apply to your event and provide details in Box 14:			
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Dance or Drama	<input type="checkbox"/> Inflatable Toys	<input type="checkbox"/> Sales/Distribution
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Drawing or Raffle	<input type="checkbox"/> Food	<input type="checkbox"/> Sporting Event
<input type="checkbox"/> Animals	<input type="checkbox"/> Dunk Tanks	<input type="checkbox"/> Marching Bands	<input type="checkbox"/> Stage
<input type="checkbox"/> Bicycling	<input type="checkbox"/> Electricity/Generator	<input type="checkbox"/> Exhibits or Displays	<input type="checkbox"/> Tables/Chairs
<input type="checkbox"/> Carnival	<input type="checkbox"/> Entertainers (clowns, etc.)	<input type="checkbox"/> Parade Floats	<input type="checkbox"/> Tents
<input type="checkbox"/> Caterer	<input type="checkbox"/> Exhibits or Displays	<input type="checkbox"/> Protest/Rally	<input type="checkbox"/> Theater
<input type="checkbox"/> Company Picnic	<input type="checkbox"/> Fencing/Scaffolding	<input type="checkbox"/> Public Address System	<input type="checkbox"/> Vehicles
<input type="checkbox"/> Concert/Live Music	<input type="checkbox"/> Festival	<input type="checkbox"/> Race (Timed)	<input type="checkbox"/> Vendors
<input type="checkbox"/> Cooking/Barbecue	<input type="checkbox"/> Filming	<input type="checkbox"/> Run (Non-Timed)	<input type="checkbox"/> Other: _____
14. Provide details for checked event components and describe any "other" items not on list (attach additional sheets if necessary):			

15. I anticipate the need for vehicle access to allow for set-up and take down: Yes No
 If yes, access opening time for set-up: _____ Access opening time for take down: = _____
 (Vehicle access includes the gates opened for limited vehicles to drive in closer to event site for loading and unloading only. Access not available in all park areas.)

16. If food will be distributed at your event, please provide information on the type of food distributed, how it will be prepared and who will be handling and serving the food items:

17. If applicable, please provide Certificate of Approval No. _____ Expiration Date: _____

Event Site Layout and Map (See the Special Event Application Packet for guidelines and further information.)

18. Transportation and Parking Plans – please provide the following information:

- Detailed event layout/route with directional arrows and street names.
- Placement and collection of traffic control devices and barricades.
- Location of event staff, volunteers, where police and/or fire coverage is needed.
- Location of vendors.
- Location of First Aid Stations.
- Sound and staging equipment placement.
- Summarize your parking and transportation plans here:

19. Plans for security/crowd control, First Aid/medical assistance (attach separate sheet if necessary):

20. Portable toilets company: _____ Contact Name: _____ Phone: _____
 Waste disposal company: _____ Contact Name: _____ Phone: _____
 Recycling provider: _____ Contact Name: _____ Phone: _____
 Provide detail of how waste will be managed during the event and how final cleanup will occur:

21. Plans for notifying all agencies impacted by event (i.e. residents and businesses):

Attendance

22. Estimated No. of Total Participants:	23. Estimated Maximum No. of Participants at Any Given Time:
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24. Explain how this event will be marketed, describing the kinds of advertising material to be distributed and the targeted recipients of such material:

Oath of Application

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge and belief. I also acknowledge that it is my responsibility to comply with the provisions of the Edgewater Municipal Code and all Rules and Regulations which govern my Special Event Permit. I further acknowledge that it is my responsibility to provide the City with amendments to this application in the event that any information provided herein changes after the date of application.

Applicant Signature	Printed Name	Date