



## SPECIAL EVENT APPLICATION

Thank you for your interest in hosting your special event in Cripple Creek. Completion of the Special Event Application is the first step in the planning process to secure the necessary permits for your event. The City of Cripple Creek Special Event Application is administered by the Events Department, with oversight from the City Council. Applications are reviewed for appropriateness, merit, benefits to the community, and the event organizer's experience. Submission of an application does not guarantee permitting. The person whose name appears on the application is the only person the City will contact during the application process. For more information about the application process, [click here for access to the Special Event Application Guide](#).

A permit is required to hold events such as festivals, parades, block parties, runs, walks, or sporting events on public right-of-way (City streets, sidewalks, alleys, or easements). Permits are also required to hold an outdoor public event on City-owned properties such as parks and trails. There is a permit fee of \$50 (Ord. 1995-21 1, Sec. 6-7-30) to be paid once the permit has been issued. Public or private events held on private property within the City limits, that have more than 10 attendees (Ord. 1995-21 1, Sec. 6-7-20), are also required to have a permit. A Special Event Application Hearing will be held for the event organizer and all appropriate City staff before a permit can be issued. Follow up meetings may be required if adjustments are necessary.

Special Event Applications are due at least 60 days prior to the event start date. Applications for use of parks for private events and events of less than 50 people are due at least 30 days prior to the event, if the event does NOT include a beer garden, road or sidewalk closure, or high-risk activities. For reservation of parks or City facilities for private use or small public events please complete a Parks & Recreational Facility Rental Permit ([click here for the Parks & Rec Permit](#)). A Special Event Application is not required however a fee may be charged.

Please complete all applicable sections of the Special Event Application. Incomplete, illegible, and/or unsigned applications will not be processed. An application check list has been provided below to assist you with the types of information REQUIRED to complete a Special Event Application. Information that is specific to your event may be added to the end of the application. Supplemental documents should be submitted to the Events Department. Delays in providing these documents impact the City's ability to review and approve applications in a timely manner.

### APPLICATION CHECKLIST

- Application – signed and dated
- Event Narrative
- Event Timeline
- Site Plan (maps, routes, courses, site layout, etc.)
- Medical Plan
- List of equipment and/or services being requested from the City
- Sample Letter of Notification to impacted residential & commercial properties
- Traffic Permit - Street Closure/No Parking (if applicable)
- Parade Application (if applicable)



- Noise Variance (if applicable)
- Property Owner Letter of Permission to use property (if applicable)

The following documents may be provided throughout the application process or at least by the deadline indicated for each form.

- Certificate of Insurance - At least **30 DAYS** prior to the start of the event
- Additional Permits and Licenses (liquor license, pyrotechnic permit, weapons discharge permit etc.) - at least **30 DAYS** prior to the start of the event.
- Vendor List including approval from Teller County Department of Public Health and Environment for any food vendors – at least **7 DAYS** prior to the start of the event.
- Liquor License – at least **30 DAYS** prior to the start of the event.
- Post Public Notice of alcohol sales – at least **10 DAYS** prior to City Council hearing
- Permit Fee of \$50 paid – at least **5 DAYS** prior to the start of the event

### APPLICATION TIMELINE

1. At least **90 DAYS** prior to the event - Contact the Event Department to notify them of the intent to host a special event and initiate the planning process. Check for conflict with other events on the same date.
2. At least **60 DAYS** prior to the event - Submit a completed Special Event Application to the Event Department for review
3. A confirmation email outlining any outstanding items to complete the application will be sent to the event contact person(s) listed on the application.
4. A Special Event Application Hearing will be scheduled with all applicable City departments to review the application in detail, address any questions or concerns, and finalize the traffic control and safety plans.
5. The Event will be presented to the City Council for final approval.
6. Once all required documentation is provided to the City and all plans are finalized and agreed upon, the Special Event Permit will be issued.
7. Site visit/walk-through should be scheduled no less than **5 DAYS** prior to the start of the event
8. After-Action Report – any fees imposed by the City must be paid within **60 DAYS** of receiving the invoice

### INSURANCE

All Special Events are required to have Commercial General Liability Insurance that names the City of Cripple Creek, its elected and appointed officials, employees, and volunteers as Additionally Insured. The policy must be for a minimum of \$1,000,000. Premises/Operations and \$1,000,000 Products/Completed Operations with a General Aggregate and Products/Completed Operations Aggregate in the amount of \$1,000,000. The policy must be for a minimum limit of \$1,000,000 Personal & Advertising Injury. Additional insurance may be required dependent upon the event size and high-risk activities. Coverage must be maintained for the duration of the event including setup and tear down dates. Event insurance will be primary; any City insurance will be non-contributory.

Events that intend to serve or sell alcoholic beverages at any event must submit a Certificate of Insurance providing proof of a liquor legal liability insurance policy or property endorsed general liability policy. Events that hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, must submit a Certificate of Insurance



from the vendor providing proof of a liquor legal liability insurance policy or property endorsed general liability policy. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000. This requirement applies to the business or group which serves or sells the alcohol.

### **CITY SPONSORSHIP**

City sponsorship for Special Events can be requested by completing a Cripple Creek Special Event Funding Application. Funding is administered by the City Council with guidance from the Events Department. Funding is contingent on the approval of the City's annual budget. The deadline for submitting a Funding Application is the last business day of September the year proceeding your event. This allows ample time for review and inclusion into the City's annual budget. Your Special Event Application should be submitted along with your Funding Applications. Funding priority will be given to applications received by this deadline. Special Events may submit a Funding Application after the deadline, but funding cannot be guaranteed. All funding is contingent on City Council approval and funding availability. Denial, partial, or full funding is at the discretion of the City Council.

### **FIRST-TIMERS OR NEW EVENTS**

Planning an event takes a considerable amount of time. It is suggested that first-time or new events initiate the planning process several months prior to the application deadline which is a minimum of 60 days prior to your event. Please contact the Event Department to assist you with your planning. Because every event is unique, it is important that you consult with the Event Department as soon as your plan starts developing. Large and/or first-time events need more time to plan than smaller or seasoned events.

A Special Event Application Guide is available for first-time or new event organizers. ([click here for access to the Guide](#)) The guide is designed to help provide you with additional information about planning an event. It is suggested that you contact the Event Department for assistance and support with the planning process. The Event Department cannot recommend one service provider over another or assist with vendor selection.

### **AFTER-ACTION REPORT**

Event organizers will be scheduled for an After-Action Report Review within 30 days of the completion of their event. This meeting will be scheduled by the Event Department and will include applicable City departments to review the event and make suggestions or recommendations for future events. It is best if the event organizer has already held an after-action meeting with their organizing team prior to meeting with the City. This is an opportunity to review what went right and where there may be areas for improvement. It also provides a chance for the event organizer to give feedback to City staff.

For all forms and documents needed for your Special Event Application please visit <https://cityofcripplecreek.com/departments/marketing-events-department/>.





## Special Event Application

### Organization Info

Name of Organization

Type of Organization

For Profit

Non-Profit

Address of Organization

Mailing Address

City

State

Zip

Phone for Organization

Website of Organization

### Primary Contact Info

Name of Applicant

Title

Applicant Phone

Cell

Applicant Email

Applicant Address

Mailing Address

City

State

Zip

Individual responsible for the event (if different from applicant)

Phone for responsible individual

Cell

Email for responsible individual

### Event Info

Name of Event

First time for the event?

Yes

No

If No, list previous years of the event



Type of event (check all that apply),

Art Show

Beer/Wine Festival

Car/Motorcycle Show

Circus/Carnival/Rodeo

Concert/Performance

Festival/Celebration

Film/Photography

Fundraiser

Parade/Procession/March

Private Event (Wedding, Reunion, Memorial, etc.)

Sports/Recreation

Other

Date(s) of the Event (include all set up and teardown days)

Set up day(s)

Set up time(s) give times for each day

Event start date

Event end date

Event Daily Start Time

Event Daily End Time

Teardown day(s)

Teardown time(s) give time for each day

Describe your event: (The description provided may be used to advertise your event via the City’s Facebook Page, Event Calendars, etc. For this purpose please be sure to include your event’s purpose/benefit, any entertainment that will be present, and activities you wish to advertise. Please keep your description to 150 characters or less):

The event is a private event and not open to the public, please do not publicize.

**LOCATION**

Proposed location of event:

City Hall Pocket Park

Mountainview BMX Adventure Park

City Park (1<sup>ST</sup> St. & Bennett Ave.)

Heritage Center

Outlaw & Lawman’s Museum

Parks & Recreation Building

Butte Theater

City Trails

City Streets, Sidewalk, or Easements

Mount Pisgah Cemetery

Private Property

(If checked, submit written authorization from the private property owner(s) with this application, and indicate location of private property on your site plan.)



**FACILITY/EQUIPMENT NEEDS**

Will the event require use of City facilities or properties? Yes No  
Will the event require power from the City? Yes No  
Will the event require water from the City? Yes No  
Will you require equipment from the City? Yes No

(Please submit a separate list equipment and quantities requested)

Estimated number of participants Estimated number of spectators

Is there a fee to participate (entry fee, admission, cost for rides, etc.)? Yes No  
Explain:

**ALCOHOL**

Will there be alcohol served at the event? Yes No  
Will alcohol be sold? Yes No

[\(Additional documentation required – Click here to complete Special Event Liquor License Application\)](#)

**ANIMALS**

Will there be animals involved in the event? Yes No  
If yes, please list the types of animals, numbers, and how they will be used.

If animals are involved in your event, please explain your plan for cleaning up after the animals.

Will you allow privately owned animals at your event? Yes No  
There is a leash law within city limits, which you will be asked to enforce during your event.

**NOISE**

Will there be loud noise during the event (music, noisemakers, engines, equipment, etc.)?  
Yes No

[\(Additional documentation required – Click here to complete Noise Variance\)](#)

**VENDORS**

Will there be retail vendors (selling goods and services) at the event? Yes No



Is there a vendor fee?                                  Yes                                  No                                  How much?

(Additional documentation required – Click here to complete the Vendor List)

The Vendor List must be submitted at least 7 days prior to the event and does not need to be submitted with the Special Event Application. All vendors must pay the \$25 Temporary Business License to the City Clerk’s Office. They can pay individually, or the event organizer can collect the fees and submit them all at once to the City Clerk’s Office. Non-profit vendors may be exempt from paying for the Temporary Business License, but they must be included on the Vendor List.

Will there be food vendors at the event?                  Yes                                  No

All food vendors must be approved by the Teller County Environmental Health Department and listed with the county prior to the start of your event. Details and documents can be found at <http://www.co.teller.co.us/PublicHealth/EnvironmentalHealth/SpecialEvents.aspx>. As the event organizer you must complete the Event Coordinator Application found on the TCEHD website. Food vendors must contact TCEHD directly to submit the necessary paperwork. The Guidelines for Temporary Food Establishments, Public Health Requirements for Retail Food at Temporary and Special Events, and Temporary Event Food Vendor Application are all available at the TCEHD website. As the event organizer you should send this link to all your food vendors; <http://www.co.teller.co.us/PublicHealth/EnvironmentalHealth/SpecialEvents.aspx>, prior to contracting with them for their services.

**Taxes**

Will you be collecting sales tax (Teller County 1%, City 2.3% and State 2.9% for a total of 6.2%) from participating vendors, or will it be their responsibility to collect and pay the appropriate taxes?

- The Event Organizer will collect taxes                                  The vendor is responsible for their taxes.
- No sales will take place at the event

**MARKETING**

**Signs, Banners, Special Lighting**

Please indicate on your site plan the size and location of signage, flags and/or banners to be used leading up to the event. (Additional documentation needed – Click here to complete the Banner Permit Application)

Please indicate on your site plan the size and location of signage, flags, and/or banners to be used during the event.

Will all signage be within the event boundary?                  Yes                                  No

What means of promotions will you be using to market the event? (check all that apply)

- |                |                     |
|----------------|---------------------|
| Posters/Flyers | Twitter             |
| Newspapers     | Instagram           |
| Radio          | Live Stream         |
| Television     | Community Calendars |
| Billboards     | Custom Application  |
| Facebook       | Other               |

Please submit samples/examples of print and electronic promotional materials.



## TRAFFIC CONTROL

Will the event require street, sidewalk, or easement closures?                      Yes                      No

[\(Additional documentation required – Click here to complete a Traffic Permit\)](#)

If yes, traffic control plan must be submitted with details of the location of control points, equipment used at each point, and detour signage.

Name of traffic control company

Contact person

Phone number

Contact Email

Will the event require reserved parking spaces?                      Yes                      No

If yes, how many, where, when, and for how long?

Will there be vehicles involved in the event?                      Yes                      No

If yes, explain type of vehicles, location on the site map, and if they will be stationary or moving.

## Sanitation Plan

You must submit a sanitation plan with your application. It must include a map of the locations of sanitation equipment, the number and type of equipment, and a description of how you intend to deal with trash cleanup and restroom maintenance. ADA restrooms must be provided at a ratio of 1:5 based on regular restrooms provided.

### Restrooms

Number for regular restrooms provided

Number of ADA restrooms provided

Restroom Service Provider Name

Contact

Phone Number

Contact Email

### Trash Service

Number of trash totes/cans provided

Number of recycle totes provided

Number of trash dumpsters provided

Size of trash dumpster(s)





Trash Service Provider Business Name

Contact Phone Number

Contact Email

Will your organization clean the area at the conclusion of the event? Yes No

If No, the name of the cleaning company

Contact Phone Number

Contact Email

**Security/Medical Plan**

**SECURITY**

You must submit a security/medical plan with your application. It must include number of security personnel, any special security needs, medical service locations, lost/missing person plan, and adverse weather plan.

Number of Police Officers requested Number of Teller Co. Posse

Will you require bomb sweep prior to the event and/or during the event? Yes No

Will you be hiring Private Security? Yes No

If yes, the name of security company

Contact Phone Number

Contact Email

Will there be any VIP/high profile guests attending your event? Yes No

(This is including but not limited to political figures, military commanders, celebrities, etc.)

If yes, please submit a list of those individuals, their title, and the day and times they will be in attendance.

**WEAPONS**

If you intend to discharge any weapons during your event, you must first have your weapons and ammunition inspected and approved by the CC Police Department.

(Additional documentation required along with coordination with CCPD)

Do you intend to fire any weapons during your event? Yes No



Reason for the request.

Parade

Re-enactment

Military Salute

Other

List the types of weapons you plan to fire and the type of ammunition you plan to use.

Weapon Description	Ammunition

Be very specific on the time and location you plan to fire any weapons.

Date(s)

Start Time

Location

Duration

**MEDICAL PLAN**

Name of Event Medical Contact

Name of Medical Provider

Will additional EMS units be hired to assist with medical needs?

Yes

No

Will Medical/First Aid Stations be set up during your event?

Yes

No

A Medical Plan must be submitted with the Special Event Application.

[\(Additional documentation required – Click here to access the Medical Planning Guide\)](#)

**FIRE DEPARTMENT**

Will there be temporary structures used during the event (tents over 400 sq ft, yurts, inflatables, bleachers, etc.)?

Yes

No

If yes, please include location(s) on your site plan.



Will there be pyrotechnics, open flame, strobe lights, or fireworks used during the event?

Yes                      No

If yes, please include location(s) on your site plan.

[\(Additional documentation required – click here for Pyrotechnic Requirements\)](#)

## **EMERGENCY PLAN**

An Emergency Plan MUST be submitted with your Special Event Application. The Emergency Plan should include a pre-briefing, site map, plans for evacuation, plans for messaging, and plans to respond to a catastrophic. What is your emergency evacuation plan and/or foul weather contingency plan?

[\(Additional documentation required – Click here to access the Emergency Planning Guide\)](#)

## **Narrative**

To ensure appropriate review of your event, a detailed narrative and/or timeline of the event including a description of activities, schedule of entertainment, or other pertinent information must be provided to better assist the City in reviewing the components of your event.

## **SITE PLAN**

Applicant must also attach a detailed site plan for moving routes and fixed venues. The site plan should be produced in a clear and legible manner and submitted in an 8 1/2" x 11" or 8 1/2" x 14" standard format.

[\(Click here for access to the Site Plan Guidelines\)](#)

A detailed site plan should include, but is not limited to the following:

- Maps of staging areas for parades/races
- Route maps for parades/races
- Street closures/barricade placements and access points
- Parking lots
- Fire lanes
- Trash cans/recycling bins, trash dumpster(s)
- Restrooms
- Food, beverage and retail vendors
- Beer gardens including boundaries, access points, point of sale, ID check points
- First aid stations
- Amusement rides/inflatables
- Tents
- Building or tent entrances and exits
- Fireworks fallout zones and launching areas
- Stages

## Insurance

Submit a Certificate of Insurance naming the “City of Cripple Creek, its elected and appointed officials, employees and volunteers” as Additionally Insured with respect to the policies required by the Special Event Permit. The policy must be for a minimum of \$1,000,000, with an aggregate amount of \$1,000,000. Additional insurance may be required dependent upon the event size and any high-risk activities. Coverage must be maintained for the duration of the event including setup and tear down dates. Event insurance will be primary: any City insurance will be non-contributory.

Events that intend to serve or sell alcoholic beverage at an event must also submit a Certificate of Insurance providing proof of a Liquor Liability Insurance policy or properly endorsed General Liability Insurance Policy. Events that hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, must submit a Certificate of Insurance from the vendor providing proof of a liquor liability insurance policy or properly endorsed general liability insurance policy. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000. This requirement applies to the business or group which serves or sell the alcohol.

The Certificate Holder for all events shall be:

The City of Cripple Creek  
337 E. Bennett Avenue  
Cripple Creek, CO 80813

Name of Insurance Carrier

Insurance Agent

Mailing Address

City

State

Zip

I understand that Certificates of Insurance which do not meet the requirements indicated above, or do not have the correct physical address for the City of Cripple Creek will not be accepted as complete.

A certificate of insurance for private property owners, venues, or service providers may also be required as a condition of your use of their property or services.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Name of Insurance Company Agent/Agency	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Insurance Company Name	
INSURED  Name of Vendor	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>			Policy Number	Effective Date	Expiration Date	EACH OCCURRENCE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

**SAMPLE**

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additionally Insured: City of Cripple Creek elected and appointed officials, employees and volunteers

**CERTIFICATE HOLDER****CANCELLATION**

The City of Cripple Creek  
337 East Bennett Avenue  
Cripple Creek, CO 80813

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**Affidavit**

I, \_\_\_\_\_ am authorized to represent and bind the Event Organizer.

The Event Organizer represents and certifies as follows:

That the information contained in this Special Event Application is true and correct to the best of my knowledge and belief.

That the Event Organizer, has read, understands and agrees to comply with the ordinances governing the proposed special event as set forth in the City Code of the City of Cripple Creek.

To comply with all other laws, rules, regulations and requirements of the City, County, State, and Federal governments, and any other applicable entity which may pertain to or govern the use of the event venue and the overall conduct of the special event.

The Event Organizer acknowledges that the acceptance of any plans required as part of the Special Event Application does not constitute and approval or acknowledgment by the City of the adequacy of the information contained in the plans.

To pay all applicable taxes, including possessory interest taxes and understands that they payment of any such taxes shall no reduce any consideration paid to the City pursuant to this special event or any other related permit.

In accord with City Code, to pay any costs and fees for City services that are incurred by or on behalf of the special event within 60 days of billing by the City.

Print name of Organization Contact

\*Organization Contact will be the Special Event Permit-Holder.

Title

Signature

Date

