



# Special Events Application Guide

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## **PERMIT TYPES**

The City of Cripple Creek has a number of parks and facilities which are available for a variety of uses that include; arts & cultural events, community festivals, concerts, farmers markets, races and walks, rallies, community outreach, and other large-scale uses. In accordance with Municipal Code 1995-21 2 Sec. 6-7-20, all events intended to draw ten or more people, held outside an existing permanent structure, regardless of the use of public property, must be properly permitted.

Please review the information below to determine which type of permit your event requires. For more information, please contact the Marketing & Events Department.

**Parks & Recreation Facility Rental Permit:** The City of Cripple Creek Parks & Recreation Department manages several open spaces, parks, and buildings in the community. Use of these facilities for special events and large groups can be scheduled through the Parks & Recreation Department and by completing the Facility Rental Permit document ([click here to complete the form](#)). There may be a fee assessed for use of facilities and access may be limited by date, time, and scheduling conflicts.

These properties include:

- Multi-use indoor court (roller skating rink)
- Fitness Center
- Meeting rooms
- Skate Park
- Multi-use outdoor court (basketball)
- Memorial Park (pavilion, gazebo, playground)
- Mountain View Adventure Park (pavilions, dog park, BMX track, disc golf course, hiking trail, playground)
- Archery Range
- Hiking Trails

**Heritage Tourism Rental Permit:** The City of Cripple Creek allows for private and public use of several indoor and outdoor facilities associated with our Heritage Tourism properties. Inquiries concerning the rental of the facility and fees associated with use of the facility should be directed to the Director of Heritage Tourism. (contact info – 719-689-3315 or [mrozell@cripple-creek.co.us](mailto:mrozell@cripple-creek.co.us)).

These properties include:

- Heritage Center (movie theater, meeting space, outdoor space with picnic tables)
- Welcome Center Train Car
- Outlaw & Lawmen Jail Museum
- Fire Station #3

**Special Event Permit:** The following guidelines will help you determine if your event requires a Special Event Permit (meeting any one of the following will require a permit):

- The event is intended for public participation
- The event is held outside of a permanent building or structure
- The event is outside and will attract 10 or more people



- A fee is required to participate in the event
- The event will include vending and/or commercial activities
- The event will impact public use of the site
- There will be alcohol served or sold
- The event includes high-risk activities (inflatables, bleachers, fireworks, tomahawk throwing, discharge of weapons, amusement rides, animals, etc.)
- The event requires the use of public streets, sidewalks, easements, or properties
- The event includes at least one of the following: food and beverages, entertainment, electricity, sound system, tents, canopies, stages, barricades, parade
- The event requires exclusive use of the site
- Block Parties
- Film Shoot

If your event meets at least one of the above criteria, you should contact the Marketing & Events Department (719-689-3461 or [jmosher@cripple-creek.co.us](mailto:jmosher@cripple-creek.co.us)) to notify them of your intent and complete a Special Event Permit Application ([click here for a link to the Application and other Special Event documents](#)). Completion of the Application does not guarantee a permit will be issued.

These properties include:

- City Hall (meeting space)
- City Hall Pocket Park
- Public streets, sidewalks, parking lots, easements
- Private properties outside of a permanent building/structure
- Trails for runs, walks, races

## **SPECIAL EVENT APPLICATION TIMELINE**

1. At least **90 DAYS** prior to the event - Contact the Marketing & Events 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. After-Action Report – any fees imposed by the City must be paid within **60 DAYS** of receiving the invoice



## **INSURANCE REQUIREMENTS**

### **General Insurance**

A Certificate of Liability Insurance is required for all Special Events. Some use of parks and City facilities may also require insurance, depending on the type of activity planned. Proof of insurance must be provided before an event will be considered for approval.

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.

### **Liquor Liability Insurance**

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.

## **EVENT LOGISTICS**

**Adjacent Streets:** Event organizers must inform residents and businesses within the event site and in the adjacent area of their event, including date, time, and street closures.

**Animals:** Event organizers must determine if private animals are allowed at their event. If animals are not allowed, signage must be posted at the event access points to notify attendees that animals are not allowed. If the event involves animals, appropriate measures must be in place to remove animal waste in a timing manner and provide ample necessities for the animals (food, water, shade, etc.). If necessary, animal control devices should be used (fences, halters, etc.). Service animals will be allowed to accompany individuals with disabilities. Service animals must be under harness/leash/tether unless doing so interferes with its work for the person with a disability, in which case they must be under voice control. All recognized service animals must be dogs other than a limited exception for miniature horses.

**Appropriation of Funds:** Performance of the City's obligations under this Permit is expressly subject to appropriation of funds by the City Council. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the City's obligations under this Permit, or appropriated



funds may not be expended due to City spending limitations, then the City may terminate this Permit without compensation to Permittee.

**Attendee Conduct:** The permit holder is responsible for their actions and the actions of the gathering attendees.

**Destruction of Property:** It is unlawful for any person, other than authorized City personnel, to injure, deface, destroy, sever or remove and City property.

**Discharge of Weapons:**

**Event Organizer:** Must remain on site until all vendors have left the area and tear down and clean-up is complete.

**Fires, Generators, and Grills:** Fires contained in fireplace areas must receive prior approval from the Marketing & Events Office. Make every effort to see that generators or gas grills are placed on hard surfaces such as a sidewalk or parking lot. If this is not possible, place a barrier, such as plywood, between the grass and the generator or gas grill to collect spillage of fuel and/or grease. Charcoal grills must be pre-approved. Appropriate fire extinguishers must be within immediate access when using open fire, grills, or generators.

**Park Hours:** Events must operate within set park hours unless a variance is approved during the application process.

**Parking/Vehicular Access:** Motorized vehicles of all types including golf carts, utility vehicles, ATV/UTV's etc. are strictly prohibited on park property, lawns, turf, restricted roadways, bicycle/pedestrian pathways, canal, creek pathways, turf trail, or athletic fields. Variances may be granted for specific access and specific operations. All cars must be parked in designated parking areas. No parking signs must be posted at least 48 hours in advance of the event. Vehicles parked in no parking areas can only be towed if 48 hours of advance notice has been given.

**Penalty/Violation Fees:** Penalty and violation fees may apply for a violation of any park rules and/or when any of the following incidents occur: Driving unauthorized vehicles on unapproved space (i.e. grass, athletic fields, trails, greenways, or service roads); dumping or failure to remove trash; damage to any City property; misrepresentation of event; failure to sufficiently clean the venue; any use of paint or chalk to mark a paved surface or permanent structure; staking in a park; smoking in non-designated areas; and/or unapproved use of alcoholic beverages.

**Prohibitive Activities:** Included, but not limited to aircraft, alcohol, fireworks, golf, petting zoo, projectile items such as airplanes, rockets, drones, RC vehicles, and weapons such as knives, firearms, bows & arrows, tomahawks, and martial art weapons.

**Refunds:** No refunds will be issued for cancelled events made less than 72-hours prior to event or rental. Other requests for refunds will be considered on an individual basis. Refunds will not be issued due to



weather conditions existing on your event date. However, one ‘rain date’ change will be offered if weather conditions prevent your event from taking place. Changes will be limited to availability.

**Signage:** “Event in Progress” or “Race in Progress” signs may be posted at the designated points on the roadways, park entrances, and trail on the day of the event, for the purposed of notifying the public that the event is taking place. Please note, these signs are not meant for advertising the event. Directional signage locations will be identified during the application review process. Event signage such as banners, posters, and flyers must be preapproved. Placement of signage within the event site or outside of the event site must be preapproved. Size and zoning restrictions may be imposed. A Banner Permit Application must be completed for approval. [Click here to complete the Banner Permit.](#) All signage must be removed by the designated date.

**Site Visits:** A site-walk through is recommended for any special event to be held on City property. During the walk-through, the Marketing & Events department and appropriate City staff will answer questions and provide any necessary keys or access codes. Site walk-throughs should be completed no less than **5 DAYS** prior to the start of the event and may be scheduled during regular City business hours.

**Smoking:** Smoking is only permitted in designated smoking areas.

**Staking:** All staking must be preapproved by the Public Works Department, Parks & Recreation Department, and Marketing & Events Department. No staking is allowed if not preapproved. Damage to utilities or surfaces caused by unapproved staking will be subject to replacement/repair costs. Weights and sandbags can be used in replacement of stakes.

**Street Closure:** A Traffic Permit must be submitted with the Special Event Application. This plan shall graphically illustrate how traffic will be diverted, showing alternative routes and the location of all barricades in order to safely and adequately direct traffic. Manned barricades may be required. Those persons manning the barricades and/or directing traffic must be certified by the Colorado Department of Transportation or members of the Police Department. All barricades must be of a make and design approved by the *Manual on Uniform Traffic Control Devices* and/or the Public Works Department. [Click here to complete a Traffic Permit.](#)

**Use of Spray Paint/Spray Chalk for Directional Signage:** Spray paint/spray chalk can be used on grass/turf or dirt surfaces with prior approval. However, **no aerosolized spray paint or spray chalk/surveyor’s paint can be used on paved surfaces including trails or streets.** The use of flour is permitted, but must be removed directly following the event.

## **EVENT SITE PLAN**

You are required to submit an event site plan as part of the Special Event Application process. These plans should included but are not limited to the following:

- Maps of staging areas for parades/races
- Route map for parades/races
- Street Closures
- Barricade placement
- Parking
- Directional traffic signs



- Traffic control signage
- Fire Lanes
- Fire hydrant locations
- Fire Department connections
- Volunteer stations/staging
- Trash cans/dumpsters
- Restroom locations
- Generator locations
- Retail vendors
- Food vendors
- Food vendors using LPG and/or solid fuels
- Alcohol serving/sales – consumption area
- First aid station/medical
- Amusement rides/inflatables
- Tented areas including sizes
- Firework launch areas/fallout zones
- Stages
- Secured and/or enclosed fenced areas
- Emergency shelters/evacuation routes

The more information you provide on your site plan, the better. Google Maps, Google Earth, or Map My Ride are excellent starting points to successfully create maps of your event plans. Contact the Marketing & Events Department if you have difficulty with this process.

The site plan should be produced in a clear, legible manner, and submitted in an 8.5”x11” standard format. Multiple versions including closeup areas of maps can be included on additional pages to provide sufficient detail. To supplement the site plan, a detailed narrative and timeline of the event including a description of activities, schedule of entertainment, or other pertinent information will better assist the City in reviewing the components of your event.

## **TRAFFIC CONTROL PLAN**

Events which require any street closures, in any way obstruct vehicular or pedestrian traffic or potentially require a police escort to navigate through the streets, must submit a Traffic Control Plan.

The event organizer is responsible for ensuring that the traffic control plan is handled by a professional agency. The Department of Public Works can assist with designing the plan. Should the event organizer wish to use another company, they should choose a business that has personnel certified with the Colorado Contractors Association or the American Traffic Safety Services Association and that adequate approved barricades are provided at all intersections of roadways to include alleys, which intersect with the closed street. Public Works or the company contracted for traffic control must install/place barricades and the barricades must remain in place for the duration of the event. The barricades may be relocated to the curb only after all hazards or objects in the roadway have been removed and the area property cleaned up after termination of the event.

It is critical to the safety of your event participants and volunteers that you submit a detailed and accurate Traffic Control Plan. Your plan should include contact information for the company providing the services and a detailed map. The plan should include a list of all the impacted streets and the times of closures and reopening.





## **POLICE/SECURITY**

The Cripple Creek Police Department (CCPD) works closely with the Marketing & Events Department to ensure the safety and security of all events. CCPD will provide input for your security plan, which will include:

- Needs for uniformed officers or other Police personnel
- Locations, route adjustments, traffic planning, staging areas, event parking, traffic flow, etc.
- Police escorts for parade routes or processions
- Other safety concerns

Security is required for Beer Gardens/alcohol serving-sales areas. Security is responsible for checking identification to assure only those 21+ years old are being served. Security is also responsible for making sure that individuals are not be over-served, and that alcoholic beverages remain within the licensed consumption area. They must also prevent private/outside alcohol from being brought into the licensed consumption area. Security can be provided by staff/volunteers that are *Training for Intervention Procedures (TIPS)* certified.

Security can also be used to provide crowd control within the footprint of the event. They will support CCPD personnel or other law enforcement on crowd control and other security issues. Security should be easily identifiable by event attendees.

The Chief of Police or their designee will determine the minimum number of Police officers to adequately staff your event and has the final authority to determine your event security requirements. A list of high profile/VIP guests at your event is part of the application process. This allows the Police Department to adequately determine if additional support is necessary.

## **PARKING PLAN**

Your parking plan should identify private and public parking areas available for event parking. VIP and/or handicap parking locations should be considered and clearly marked on your site plan. If utilizing private parking for event parking, written permission from the property owner must be submitted with your Special Event Application. If you plan to provide handicap parking in areas that are not typically designated for handicap, sufficient signage must be posted in those locations.

To help prevent unauthorized parking within the designated event area and time, “no parking” signage should be posted at least 48 hours prior to needing the parking spaces. The submitted parking plan and map must include which streets will be impacted, designated handicapped parking, and indication of which side of the street(s) are to be posted with no parking signage. VIP and restricted parking areas should be included on the plan if those areas fall outside of the event footprint.



## **PUBLIC TRANSPORTATION/ALTERNATIVE TRANSPORTATION**

The use of the Cripple Creek Transportation Department should be included in information about your event. Regular scheduled bus routes can help encourage attendance at your event and provide transportation options for those in the area. Federal transportation mandates may not permit use of City transportation services for certain aspects of your event. However, if you have a need for transportation services, contact the Transportation Department to discuss your needs, 719-689-7711.

## **MITIGATION PLAN**

All events are required to provide notification to affected residents or businesses. When notifying, your street closures must be illustrated and described. The description should clearly define the dates and times of your closures, with set-up and tear down times included. Areas where off-street parking is being restricted, that information must also be included in the notification. If areas are to be temporarily closed, you must also notify abutting property owners/lessees.

Notifications should be given at least one week prior to the start of your event. The full impact of your event should be defined in the notification to the residents and businesses. Various methods for notification can be used (postcards, email, flyers, signage, etc.). A copy of this communication should be provided with the Special Event Application.

## **MEDICAL PLAN**

All events are required to submit a medical plan. The plan should include the event's medical communication plan, number of medical staff onsite, certifications and types of recourses (EMT, Paramedic, Fire Dept. etc), description of how resources will be managed and deployed, and location of medical aid stations. A small event may simply state that traditional "911" protocol will be implemented and there will be no medical personnel onsite. Larger events, or sporting events (run, walk, race) should plan to have medical services onsite or immediately available. ([click her for the Medical Planning Guide](#)) to help you complete this requirement.

### Levels of Coverage

**First Aid Kit:** A dedicated set of materials and tools for giving emergency treatment to a sick or injured person. The kit should be in a location where it can be easily accessed by event staff.

**First Aid Station:** A dedicated area staffed with individuals trained in basic first aid.

**Certified Basic Life Support (BLS):** Individuals that are certified by the State of Colorado as Emergency Medical Technicians that are provided by the event organizer.

**Licensed Ambulance Provider:** An ambulance provider that is licensed for emergent transport in Teller County by Teller County. Standby ambulances are valuable as an adjunct to on-site medical providers. A dedicated ambulance that is the only medical asset will leave the event without coverage if a patient must be transported.

**Fire Department:** Cripple Creek Fire Department personnel on-site for the duration of the event, or during potentially high demand time periods.



## **EMERGENCY PLAN**

An Emergency Response Plan is required for all events in order to identify and mitigate possible risk to event participants, spectators, and volunteers, and must be included with the Special Event Application. Examples of the emergencies include but are not limited to: severe weather, fire, active hostile attack, and/or medical emergency. The Police Department, Fire Department and Teller County Office of Emergency Management can help you gain a better understanding of these risks. ([click here for the Emergency Planning Guide](#)) to help you complete this requirement.

Four key areas should be addressed when drafting your Emergency Response Plan:

- Weather forecasting, tracking, and reporting
- Communication with event participants, spectators, volunteers, public safety officials and media
- Transportation planning and evacuation routes
- Locations of shelters and access to shelters

It is important to be as prepared as possible when an emergency arises at your event. A well thought out Emergency Response Plan is one of the cornerstones of an effective safety program – we owe this to every one of our guests and fellow citizens. All personnel should stay attentive to hazards, guests who may need assistance, and unsafe actions. Report anything unusual or suspicious to proper personnel.

### **EMERGENCY PLAN COMPONENTS**

**Site Plan:** Your site plan is a critical document for all attendees and event staff, including public safety personnel, to allow for the rapid identification of event-specific facilities and other locations in an emergency. The site plan should include evacuation routes and shelter locations, designated parking locations, and vendor/booth locations.

**Evacuation Plan:** Emergencies occur when we least expect them and often people must be moved to shelter for their protection. It is the responsibility of the event organizer to identify and arrange these evacuation locations. It cannot be assumed that businesses will be open for shelter; therefore the event organizer must make contact with these establishments to confirm their availability prior to the event. Event organizers should also consider means of evacuation including personal vehicles, public transportation, or a shuttle system.

**Messaging Plan:** A pre-planned message, which includes information on emergency and evacuation procedures, should be frequently communicated to event attendees.

*Sample message – In the event of an emergency requiring evacuation, please seek shelter at [LOCATION]. Please use all available entrances, watch for vehicular traffic, and follow any instructions once you have entered the building. Please remain in that location until the warning has been lifted and you receive further direction.*

**Pre-Event Briefing:** Event organizers should conduct a briefing just prior to the event with staff and volunteers, along with representatives from Police and Fire (if applicable), to be sure everyone is aware



of the detailed plans. They should also review policies, clarify roles and responsibilities, confirm communication procedures, and discuss last minute updates.

**Catastrophic Event Plan:** As an event organizer there is always a risk of a catastrophic situations during your event. You should plan ahead so that you are able to respond effectively. You should coordinate with Police, Fire, and the Marketing & Events Department concerning the identified spokesperson. All information and questions should be directed to a specific individual. If you are the spokesperson for your event/organization, you should be prepared to respond to questions and inquiries from event attendees, media personnel, and the general public. You should identify a location and schedule to provide updates and general information as needed. You should coordinate with other event officials and/or City officials prior to making any statements. You should instruct your staff, volunteers, and vendors to direct all inquiries to you or the identified spokesperson. Only the designated spokesperson should provide information or make statements about the situation. In some cases, a private location should be identified to secure family members and/or house witnesses. Secured radio/phone communications should be used whenever possible to relay personal/private information. No statements should be given until information is confirmed and impacted parties have been notified. Most importantly, remain calm and professional.

## **FIRE DEPARTMENT**

The Cripple Creek Fire Department will assess fire and safety issues, based on the adopted fire code, regarding fire, buildings, tents, and the physical safety of all those involved in your event. Some events, meeting certain criteria, will require a separate special event permit (plan review, inspection, and fees) from the Fire Department. Criteria include impacts to fire lanes, large amounts of food vending utilizing LPG and/or solid liquid fuels, and/or other hazardous activities.

If your event will included amusement rides, inflatables, fireworks or pyrotechnics, or portable structures including tents, covered stages, and/or cooking with LPG and/or solid fuels, you will be required to describe these items in detail, and map their locations on your site plan.

### Inflatable Attractions

Appropriate guidelines for the use of inflatable attractions, such as bounce houses, slides, etc. must be observed. Guidelines include adequate tethering to the ground or other objects so the inflatable does not blow away or otherwise leave the ground.

### Temporary Membrane Structures, Tents/Canopies

Tents, canopies, and temporary membrane structures with an area in excess of 2,400 square feet, as well as stand-alone temporary stage canopies having an area in excess for 400 square feet, will need to be specifically inspected by the Fire Department to assure that safety features exist. The 2,400 sq. ft. area for tents is applicable to any single, stand-alone structure or the total square footage of structures directly attached to each other. Use of the structure may only being after inspection approval.

### Liquified Petroleum Gas (LPG)



Special consideration will be required for any vendor utilizing LPG in amounts over 125 gallons water capacity. Use of the LPG may only begin after inspection approval. If at any point during the event the vendor is found to be in possession of LPG in amounts over 125 gallons water capacity, the vendor will be required to remove the LPG to amounts below 125 gallons and/or be required to cease all operations and leave the event.

#### Fireworks, Pyrotechnics, and Flame Effect Productions

A separate permit from the Fire Department is required prior to use of any approved firework or pyrotechnic production. Once a permit application has been submitted and approved, set up of the display may begin. A Colorado licensed pyrotechnician must submit the permit application and supporting documents for these types of permits. ([click here for the Pyrotechnics Requirements](#))

The permit will be issued at the time of inspection and must remain on site of the display at all times until after the dismantling of the production. Fees may be required for permits and subsequent inspections.

#### Crowd Managers

Whenever an enclosed, fenced in, or otherwise secured area is part of the event, the maximum occupancy (number of persons) allowed for that area must be provided. If the number of persons is greater than 1,000, certified Crowd Managers must be provided at a ratio of 1 Crowd Manager for every 250 people. Crowd Manager certificates must be submitted for review.

### **SIGNAGE AND LIGHTING**

A detailed description of any type of signage, banners and/or special lighting to be utilized by your event is required. The location of signage and special lighting within the event footprint should be detailed on the site plan. Signage may be posted the Friday before the event and must be removed by the Monday following the event. Signage posted outside of the event footprint must be preapproved and follow zoning codes. Signage posted on private property will require written permission from the property owner and a copy of the permission must be submitted with your application. Signage must follow zoning codes. [Click here to complete a Banner Permit](#). Special lighting may require additional permitting (i.e., large spotlights and laser light shows requiring FAA approval).

### **NOISE HARDSHIP PERMIT**

If your event will include any type of music or amplified sound, you must complete a Noise Variance form. ([click here to complete the form](#)) The variance form should be submitted with your Special Event Application and will be filed with CCPD. It is important to know that if you violate any of the terms of the permit you can be cited for a noise violation, and Police action may be taken on your event. This can include reduction or elimination of the noise, and/or a citation.

For an outdoor concert event, Noise Hardship Permits will not be granted past 10:00 p.m. In addition to securing a permit, we recommend you visit with neighbors and the surrounding businesses about the



level and type of sound prior to the event so they know what to expect. This could be included as part of your Mitigation Plan notification process.

## **TEMPORARY ELECTRICITY & WATER**

If your event needs electricity from a public source you will need to indicate your specific needs in the appropriate section of the Special Events Application. The Public Works Department will review the needs in partnership with the Marketing & Events Department to determine if the City can assist. A meeting will be scheduled to discuss availability and power supply capacity. There are limited access points to various power supplies. Your site plan may need to be adjusted to address your power needs. Your event may require more power than the City can supply (i.e., concerts with stage, sound, and lights). In that case, the event organizer is responsible for contracting for generator service and the expense of renting the equipment.

### Generators

If generators are used as part of your event, it is recommended that you require whisper model generators with low emissions. This helps reduce noise and smell during your event. The City reserves the right to request that a generator be moved to reduce noise and smells in a high traffic or residential area or ask to remove the generator from the event. The City will contact the event organizer if needed, and the event organizer will be responsible for dealing with the generator issue. There should be an appropriate fire extinguisher located with each generator being used at an event. Fuel for generators should be kept in approved containers, at a safe a secure location, away from event attendees. Generator locations should be included on the site plan and will be reviewed by CCFD.

If your event needs access to water, the amount and location of the water needs should be included on the site plan. The Public Works Department will review the needs in partnership with the Marketing & Events Department to determine if the City can assist. There is limited access to water in most areas, and the services may not be available. Should the City be unable to meet the request, it is up to the event organizer to make other arrangements. The event organizer is responsible for any costs incurred from obtaining water from other sources.

## **CITY EQUIPMENT**

The City of Cripple Creek offers a small amount of equipment which may be available for your event. Most of this equipment is currently available at no cost to the event, however damages and lost equipment could be charged back to the event. Equipment can be signed out and is based on availability. It is the responsibility of the event organizer to contract for any additional equipment that may be necessary at their expense. A complete list of requested equipment and quantities must be submitted with the Special Event Application. The Marketing & Events Department will notify the event organizer of equipment that is available from the City. The following items are available:

Folding chairs	Large Trash Cans	Tent 20'x12'
6 ft round folding tables	Tent 10'x10'	Tent 30'x60'
8 ft rectangle folding tables	Tent 20'x14'	Ice Coolers



Water Hose for Drinking  
Buckets 5 gal  
Yellow Barricades  
Portable Bar

Sandwich Sign Boards  
Sound Trailer  
Portable Stage  
Portable Sound System

Spider Box  
Power Cords  
Cable Ramps

## **SANITATION PLAN**

A sanitation plan is required for all events. The plan can be a map or a detailed description but must include information about where and when sanitation services will be available. Most major events will be required to contract for trash removal and portable restroom services.

It is the responsibility of the event organizer to contract with the sanitation service providers, whether they are providing trash services or portable restroom services. Multiple service providers can be used as needed. The expenses for these contracted services are the responsibility of the event organizer.

### Trash

A rule of thumb is to provide one (1) trash receptacle and one (1) recycling bin per 500 people, based on the maximum number of attendees during your peak time. Of course, the size of the equipment is also a deciding factor when determining how many receptacles are needed. Your sanitation plan should concentrate services in areas where participants and spectators are in larger numbers, or high traffic areas, or in areas where more trash may be generated (i.e., food and beverage consumption areas). Existing public trash cans (within parks or on City streets/sidewalks) and dumpsters may not be included in calculating the number of receptacles required for your event.

All waste materials must be properly disposed of at the conclusion of the event and removed from the site by the event organizer. Smaller events may receive permission during the Application Hearing to use existing trash cans or dumpsters to dispose of trash at the conclusion of their event. Larger events will be required to remove trash from the area. This includes emptying public trash cans within the event footprint. It may be beneficial to contract for a large trash dumpster for your event. This will allow you to continuously empty receptacles during a larger event, or multiple day event. The location of the dumpster should be out of the main traffic area and should be indicated on your site plan. Failure to clean up after your event may require the City to contract clean-up services. The event organizer will be responsible for payment if this occurs and it may cause future event applications to be rejected.

It may be beneficial to consider contracting with a cleaning company to provide clean-up services during and/or at the conclusion of your event. The company would be responsible for monitoring sanitation needs during the event, emptying trash receptacles, picking up trash on the streets, monitoring trash dumpsters, and providing trash clean-up at the conclusion of the event. Volunteers and event staff can also be used to provide clean-up services.



### Portable Restrooms

A rule of thumb is to provide two (2) chemical or portable toilets for every 300 people, based on the maximum number of attendees during your peak time. It is required that at least 10% and not less than one (1) unit is ADA accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilet dispensers within reach, etc. For multiple day events, it is recommended that cleaning services be included as part of the contract with the portable restroom provider. It is highly recommended that hand sanitizer and extra toilet paper be provided as part of the service. Restrooms should be periodically checked during an event to assure that there is toilet paper and there are not significant issues with the unit. This service can be included with the clean-up company, if you contract with one.

Portable restroom locations must be included on your site plan. This should include the number of regular units as well as the number of accessible units. The location of restrooms should be taken into account for the residents and businesses in the area, and their proximity to the units. Units should be placed in level spots and be checked for solid footing and tripping hazards. Accessible units should be in areas which are clear of obstacles which would make them difficult to access. It is recommended that units be locked or secured prior to your event to prevent them from getting dirty/used before the start of your event.

## **VOLUNTEERS**

The number and quality of volunteers you recruit can make or break your event. Participant safety often hinges on volunteers who know what they are doing. It is critical that you have more than enough trained volunteers or staff recruited to manage your event. If you are organizing events where traffic is controlled on a route (parade, processions, runs, walks, cycling events, etc.), volunteers must wear safety vests or some form of similar and/or easily identifiable clothing.

Volunteers should be stationed properly to help drivers, spectators, and participants get to their destination. Locations of volunteers, as well as Police support, should be shown on your traffic control plan if applicable.

## **VENDORS/CONCESSIONAIRES**

### Temporary Business Licenses

A City of Cripple Creek Temporary Business License is required by any vendor participating in your event, or organization with a booth. The Temporary Business License fee is \$25 and is good for the duration of the event. The license fee for nonprofit is typically waived, however they are listed as a vendor and will receive a Temporary Business License. The License should be posted within the vending/booth area for the duration of the event.





### Sales Tax

Sales tax is required to be paid by any vendor selling taxable items or services at your event. These taxes can be collected by the event organizer or submitted by the individual vendor. You must indicate on the Special Event Application how taxes will be paid. The total sales tax rate in the City of Cripple Creek is 6.2% with 2.3% due to the City of Cripple Creek and 3.9% due to the State of Colorado.

Event organizers that coordinate special events/tradeshows/bazaars/flea markets must maintain a list of participating vendors (Vendor List) including each vendor's business name, address, telephone number, and owner's name, address, and phone number. For those participants that have a permanent City of Cripple Creek sales tax license, the organizer must obtain a copy of that license for verification.

## **FOOD & BEVERAGE VENDORS**

### Food & Cooking Vendors

Food vendors include food trucks/trailers, stands, tents, canned and/or packaged foods, etc. A Special Event Retail Food Establishment Review Form must be submitted to the Teller County Public Health and Environment Department (TCPHED) for every food vendor participating in your event. You must submit a list of all your food and beverage vendors to TCPHED prior to your event for review and approval. Any vendor that is not approved, will not be permitted to participate in your event. Details and documents can be found at <https://www.co.teller.co.us/Administration/SpecialEventsPermit.aspx>. This information should be shared with each food and beverage vendor. As the event organizer you are also required to submit an Event Coordinator Application to the TCPHED, which can be found at the link above.

A full list of all the vendors participating in your event, whether they are selling or have a booth, must be submitted to the Marketing & Events Department at least **5 DAYS** prior to the start of your event. ([click here for a blank copy of the list with all the necessary information categories](#))

### Alcohol

A Special Event Liquor License must be obtained for any event that includes distribution, sale, and/or consumption of alcohol. Special Event Liquor Permits may be obtained from the City Clerk's Office and are only available for non-profit organizations and may require a separate hearing. [Click here for a link to the liquor license application for special events.](#) A Legal Notice must be posted no less than ten (10) days prior to the potential hearing date (a regularly scheduled City Council meeting). If there are no objections to the Public Notice, a hearing will not be required.

The following security measures apply to all Beer Garden/Alcohol Consumption Areas:

- The areas must be designated by a fence, barrier, rope, or signage to indicate the boundary of the licensed space.
- "No Alcohol Beyond This Point" signs must be posted along the boundary of the licensed space, and at access/exit points.
- Patrons must show proof of age and be issued wristband or marked before they can purchase alcohol.
- The liquor license and appropriate Liquor Enforcement Division signage must be posted at the main point of service.



- Last call is 30 minutes before the end of the event.
- The alcohol consumption area must close at the same time as the event, even if the Special Event Liquor Permit shows a later time.
- Leftover alcohol cannot be transferred to a different liquor license holder
- Security and Training for Intervention Procedures (TIPS) certified volunteers/staff are responsible for confirming identifications, monitoring for overserving and underage consumption within the licensed area. They must also make sure that outside alcohol is not carried into and/or consumed within the licensed area, or that alcohol from the event is taken out of the licensed area. Any violations should be remediated or reported immediately to the Police if remediation is unsuccessful.

A separate map of the specific area to be licensed for alcohol consumption must be included with the Special Event Liquor Permit Application and should also be included with the Special Event Application. The map should indicate the boundaries of the consumption area, ID check locations, sales/service locations, access/exit points, and security points. The licensed area should also be included on the site plan as well.

Events such as dinner receptions, weddings, family reunions etc. are not allowed to serve alcohol on City property. A Temporary Special Event Liquor Permit can only be issued to non-profit organizations for fundraising activities/events. Any event on City property with a Temporary Special Event Liquor Permit must meet the City's guidelines for beer gardens including proper boundaries, adequate security, and City permission to serve alcohol.

## **PARADES**

Parades can create an opportunity for large groups of spectators and parade participants to heavily impact public streets and sidewalks. Because of the increased impact, some additional rules must be followed to ensure that your parade operates safely and efficiently:

- A Parade Director must be selected, and emergency contact information provided to the CCPD and Marketing & Events Department. The Parade Director will be the main point of contact for CCPD and the City regarding the organization of the parade. The parade route must be included on your site plan.
- Designated staging and disengaging areas must be established with sufficient space to accommodate all the participants. These areas must be included on your site plan.
- Traffic control devices must be in place and appropriate for maintaining safety for pedestrians and other vehicle traffic.
- Nothing is to be set-up in the street until CCPD has confirmed that the street has been officially closed.
- Anyone driving a float or motorized vehicle in the parade must have a valid driver's license, and the vehicle must be adequately insured. Vehicle must be in working order and not create a traffic hazard.
- Candy, beads, and other items cannot be thrown during parades. Candy, tokens, and gifts can be handed to spectators by parade participants walking along the route, but not from vehicles or floats.



- Float participants cannot mount or dismount from floats during the parade.
- No alcohol or glassware is allowed in the parade.
- Appropriate notification of street closures must be included in your Mitigation Plan and provided to appropriate entities as needed (i.e., CDOT, Newmont CCV Mine, City of Victor, etc.).

[Click here for a sample “Parade Registration Form”](#) which you can use to collect information from individuals, groups, organization, or businesses that may be interested in participating in your parade.



## **SPECIAL EVENT APPLICATION CHECKLIST**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

<b>TASK</b>	<b>FEE</b>	<b>DEADLINE</b>	<b>DUE DATE</b>
Special Event Permit Application	\$50	at least 60 day prior to event	
Event Site Plan	-	with application	
Event Narrative	-	with application	
Event Timeline	-	with application	
Listing of Street Closures	-	with application	
Parking Plan	-	with application	
Medical Plan	-	with application	
Notification Letter sample	-	with application	
Sanitation Plan	-	with application	
Request for electric/water	-	with application	
Request for equipment	-	with application	
Banner Permit	-	with application	
Parade Permit	-	with application	
Special Event Liquor Permit Applications	-	at least 30 days prior to event	
Application Hearing	-	60-30 days prior to event	
Certificate of Insurance	-	30 days prior to event	
Noise Hardship Permit	-	30 days prior to event	
Weapon Discharge Permit	-	30 days prior to event	
Security Plan	-	30 days prior to event	
Traffic Control Plan	-	30 days prior to event	
Fireworks/Pyrotechnic Permit	-	30 days prior to event	
Site Visit/Walk-through	-	at least 14 days prior to event	
Notification Letter distribution	-	7-14 days prior to event	
Health Dept Inspections	-	scheduled by vendor	
Food Vendor Approval List	-	at least 7 days prior to event	
List of Vendors	-	at least 5 days prior to event	
Temporary Business License	\$25/vendor	prior to submitting vendor list - at least 5 days prior to event	



## **SPECIAL EVENT CONTACTS**

<b>Permit</b>	<b>Department</b>	<b>Phone</b>	<b>Email</b>
Special Event Application	Marketing & Events Dept	719-689-3461	<a href="mailto:jmosher@cripple-creek.co.us">jmosher@cripple-creek.co.us</a>
Emergency Plan	Office of Emergency Management	719-686-7990	<a href="mailto:angelld@co.teller.co.us">angelld@co.teller.co.us</a>
Fireworks/Pyrotechnics	CCFD Fire Chief	719-689-0240	<a href="mailto:rlohmeier@cripple-creek.co.us">rlohmeier@cripple-creek.co.us</a>
Medical Plan	CCFD Fire Chief	719-689-0240	<a href="mailto:rlohmeier@cripple-creek.co.us">rlohmeier@cripple-creek.co.us</a>
Health Inspections - Special Event Food Vending	Teller County	719-687-6416	<a href="mailto:lemmonsa@co.teller.co.us">lemmonsa@co.teller.co.us</a>
Noise Hardship	Marketing & Events Dept	719-689-3461	<a href="mailto:jmosher@cripple-creek.co.us">jmosher@cripple-creek.co.us</a>
Special Event Liquor Permit	City Clerk's Office	719-689-2502	<a href="mailto:jsciacca@cripple-creek.co.us">jsciacca@cripple-creek.co.us</a>
Park Rentals	Parks & Recreation	719-689-3514	<a href="mailto:parks@cripple-creek.co.us">parks@cripple-creek.co.us</a>
Temporary Business License	City Clerk's Office	719-689-2502	<a href="mailto:jsciacca@cripple-creek.co.us">jsciacca@cripple-creek.co.us</a>
Fire Inspection/Tents	CCFD Fire Chief	719-689-0240	<a href="mailto:rlohmeier@cripple-creek.co.us">rlohmeier@cripple-creek.co.us</a>
Traffic Control	Public Works	719-689-2125	<a href="mailto:sdicamillo@cripple-creek.co.us">sdicamillo@cripple-creek.co.us</a>
Traffic Control	CCPD Police Chief	719-689-2655	<a href="mailto:cbright@cripple-creek.co.us">cbright@cripple-creek.co.us</a>
Heritage Center	Heritage Tourism	719-689-3315	<a href="mailto:mrosell@cripple-creek.co.us">mrosell@cripple-creek.co.us</a>

