



**2013
PARKS and DOWNTOWN MUNICIPAL COMPLEX
SPECIAL EVENT PERMIT
APPLICATION PACKET**

- **Bandshell**
- **Central Park North and South**
- **Municipal Building Campus**
- **Boulder Creek Path**
- **City Parks**

Section 1: General Application Information

Section 2: Regulations and Requirements

Section 3: Application Review Process

Section 4: Permit Application Form and Appendices

PARKS AND RECREATION DEPARTMENT
SPECIAL EVENTS PERMIT APPLICATION: PARKS
3198 BROADWAY, BOULDER, CO 80304
Phone: (303) 413-7221
Fax: (303) 413-7201

2013
PARKS and DOWNTOWN MUNICIPAL COMPLEX
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SECTION 1: GENERAL APPLICATION INFORMATION

1. Special events in Boulder

The city of Boulder provides for a variety of special events that contribute to the individual, social, economic and environmental health and well-being of the community. A special event is an activity or event held on or in City of Boulder property and/or facilities where a concern for the protection of participants, users and/or property exists. The Parks and Recreation Department is committed to permitting special events within the context of its missions and goals and the city of Boulder Revised Code 8-3-14, Permits for Organized Events.

This application packet is pertinent to the Downtown Municipal Complex area and other parks as approved. The Downtown Municipal Complex area consists of the Bandshell, Central Park, Municipal Building Campus (located between the Library and Municipal Building) and the Boulder Creek Path. These areas are managed and maintained by the City of Boulder Parks and Recreation Department.

2. Event size

According to the Boulder Revised Code, any event of 50 or more people requires a permit.

3. Application information

- The application form, Appendix A, must be completed and submitted with all relevant attachments and a \$200 deposit. The application may be approved and a permit issued only after all requirements and deadlines specified in this packet are met.
- **Completed application must be received by the Parks and Recreation Department no later than 45 days in advance of the event: 60 days in advance is recommended to ensure adequate planning time. For events where alcohol will be served, 90 days in advance is recommended in order to ensure adequate planning time.**
- If alcoholic beverages will be dispensed or sold, a STATE OF COLORADO SPECIAL EVENT LIQUOR PERMIT must also be obtained. To begin the application process, contact the City Clerk's Office at least 45 days in advance of the date of the scheduled event, as described in detail in this packet under SECTION 2: ADDITIONAL REQUIREMENTS, item 1 "Liquor Permit".
- Failure to comply with any of the following requirements and deadlines may terminate the permit process, eliminate a segment of the event, or result in denial or revocation of the permit.
- If the permit is denied, the City of Boulder assumes no liability for expenses incurred by the applicant.

SECTION 2: REGULATIONS AND REQUIREMENTS

A. MINIMUM REQUIREMENTS FOR ALL SPECIAL EVENTS

1. Application form (Appendix A)

- **The application form in this packet must be completed in full before the review process can begin. ALL complete plans and relevant documents must be submitted with the application no later than 45 days in advance of the event: 60 days in advance is recommended to ensure adequate planning time. For events where alcohol will be served, 90 days in advance is recommended in order to ensure adequate planning time.**
- A \$200 security deposit is required at the time of application to secure the date.
- Event name, start/ end times and event coordinator contact information: names and phone numbers of event coordinators who will be on-site during the event must be provided.
- Detailed written description of the event and all associated activities
- **Site and/ or route plan (Appendix B)**

A site map* with a detailed site plan must be attached to the application and must include:

- Locations of booths, tents, tables, electricity access points and all activity areas.
Note: no event set up items allowed on or within ten feet of any sidewalk or path
- Locations of zero waste receptacles and/ or dumpsters
- Route of any race or walk indicating start/finish, rest areas, proposed signage
- Outline of proposed/ fenced alcohol service area, if applicable

* Appendix B contains maps of the Municipal Complex area. Other City Parks maps may be obtained from the City of Boulder website at:

http://gisweb.ci.boulder.co.us/website/pds/disclaimer/disclaimer.html?URL=http://gisweb.ci.boulder.co.us/website/pds/pds_neighborhood/

2. Insurance: Certificate of insurance

Applicants are required to obtain general liability insurance with minimum limits of \$1 million per occurrence. Applicants must also provide a certificate of insurance, naming the City of Boulder and its officers, employees, and authorized volunteers as additional insured, and as the certificate holder: see Sample Form (**Appendix G**). The following language **MUST** be included under “DESCRIPTION” on the certificate:

“The City of Boulder is named as an additional insured on general liability for (name the event, the location, and date).” If this information is not included, the certificate will not be accepted. Failure to provide the city with a certificate no later than 14 days before the event will be grounds for immediate termination and reversal of this permit approval.

3. Non-profit status

A 501(c) 3 letter from the IRS or State Articles of Incorporation must be attached to the application. If applicant is not a member of the organization, a letter from the president of the organization must be provided authorizing applicant use of the non-profit status and attached to the application.

4. Fees and deposits

Fees and additional deposit beyond the \$200 submitted to secure the event date are due within 48 hours upon notification of event approval. Checks must be made payable to the City of Boulder. First Amendment covered activities such as political advocacy events are exempt from fees.

- Bandshell Special Event, 50-350 people: \$300.00 / day
- Bandshell Special Event, 351-3,000 people: \$900.00/ day
- Park Special Event, 50-350 people: \$300.00/ day
- Park Special Event, 351-3,000 people: \$900.00/ day
- Park Special Event, 3,001- 10,000 people: \$1,050/ day
- Park Special Event, 10,001- 25,000 people: \$2,000/ day
- Park Special Event, 25,000 + people: \$3,800/ day

5. Security and damage deposits

Applicants are required to pay a security deposit to cover the cost of any cleanup or damage incurred by the City of Boulder as the result of the event. Deposits are based on potential damage of event on park area, and may be higher than the base level \$200 deposit submitted at the time of application. Applicants must confirm total deposit amount due, and submit payment within 48 hours after notification of conditional approval. Refunded deposits are issued 15-30 days following the event.

6. Electricity fee

The fee for the use of electricity from city facilities is \$10/ day. **ALL** extension cords must be properly grounded, rated for outdoor use, secured, and covered to avoid creating a trip hazard.

B. ADDITIONAL REQUIREMENTS, BASED ON THE TYPE OF EVENT

1. Liquor permit

“Possession and Consumption of Alcoholic Beverages in Public Prohibited,” Boulder Revised Code 1981. If alcoholic beverages will be sold or dispensed to the public, a STATE OF COLORADO SPECIAL EVENT LIQUOR PERMIT must be obtained. This type of state permit is only available to non-profit organizations and only if the non-profit properly files in person the city and state permit applications and fees with the Licensing Clerk at least 30 days prior to the event date. This 30 day deadline is required by state law and there are no exceptions made. To obtain the city and state permit applications, it is recommended that non-profits contact the City Clerk’s Office at least **45** days in advance of the date of the scheduled event.

Only Non-profit applicants that are properly formulated with the State of Colorado may apply for special event liquor permits, and they may only apply if both city and state permit applications and all attachments are filed with Licensing Office at least 30 days before the event per state law. Properly formulated Colorado non-profits may apply for up to 10 permitted event days per calendar year. The state law exemption that allows non-profits to apply for this state permit is made for purposes of non-profit fundraising where alcohol is a component. Additionally, non-profits are required to have: i) state sales tax number from Colorado Department of Revenue, ii) Certificate of Good Standing for their non-profit from Colorado Secretary of State’s office as evidence of the non-profit’s proper filing and formulation in the State of Colorado as a non-profit corporation, and iii) City of Boulder business license and city sales tax number from Sales Tax area of City’s Finance Department.

If alcohol is to be dispensed or sold to the public, a detailed site plan must be provided. This plan must include, but is not limited to, the following City of Boulder required elements:

- The area where alcohol is to be served/consumed must be enclosed with either: two rows of 4’ high fencing with a 4’ space between rows, **or** one row of 6’ high fencing
- A clear and legible site map with the alcohol use area delineated, including bar areas, food area and dimensions of the alcohol area and overall special event area listed.
- Locations of properly trained marshals with brightly-colored vests, t-shirts or jackets. Note that two marshals must be at every entrance/exit to the alcohol area during the permit period.
- Training described including procedures identified that will prevent illegal conduct such as underage possession/consumption of alcohol
- Event staff who are not allowed to consume alcohol while on duty

At least two weeks prior to the event a designated event representative must meet with the Police Department and Liquor Enforcement Supervisor to review state and local statutes.

City Licensing office: 303-441-3010

2. Sound amplification

If amplification or live music will be present, the sound limits shall not exceed levels regulated by Boulder Revised Code Chapter 5-9. If a complaint is received, the Boulder Police Department may respond. A warning and/ or summons may be issued and result in a requirement that all music, bands and amplification be turned down or turned off. A copy of the ordinance may be obtained from the City of Boulder website at www.bouldercolorado.gov, under Codes and Regulations. **(Appendix C)**.

City of Boulder Police Department: 303-441-3315

3. Boulder Creek Path

No competitive events and no exclusive use of Boulder Creek Path are allowed. All other organized events will be limited. Events involving wheeled vehicles or other activities such as parades or “fun runs/walks” which impact safe use of the Boulder Creek Path by the general public require a permit and must abide by rules of the road. Permit approval will be considered based on:

- Impacted bike path areas
- Number of participants
- Type of event
- Number of approved events in area

4. Emergency access

Accommodation for emergency response must be provided at all times. Barricades and similar devices must be staffed at all times and must be movable to accommodate emergency access for police, fire, and emergency medical services. Depending upon the size and nature of the event, an emergency plan may be required. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas.

Boulder Fire Department: 303-441-4356

5. Emergency medical coverage

Depending on the size and nature of the event, you may be required to provide on-site emergency medical assistance/ ambulance. The City Emergency Services Medical group will determine requirements for this. To contract for emergency medical assistance/ ambulance contact: Ms. Debra Hopgood- Operations Manager, American Medical Response, 303-994-1183.

City of Boulder Fire Marshal: 303-441-4356

6. Event manager resume

Any type of race event or large fundraiser/special event requires an event manager resume be submitted with the application. Resume must detail successful past experience organizing and producing events or races of the same category; and provide verifiable references with current contact information.

7. Food handling: Certificate of license and fire safety

If food is dispensed, temporary events must provide either a regular or a no-fee license obtained from the Boulder County Public Health Department. No food prepared at home can be offered to the public. For more information on obtaining a license go to the website Bouldercountyfood.org. Also see Fire Department information (**Appendix E**).

Boulder County Public Health Department: 303-441-1150

8. Law enforcement

The entire Municipal Complex area is regularly patrolled by local law enforcement agencies. All applicable rules and regulations including state statutes and city ordinances will be enforced. Depending on the size and nature of the event, off-duty police officers may be required and applicant may be required to present a safety and evacuation plan. Applicant must contact the City of Boulder Police Department for contract details or to connect to the special events sergeant.

City of Boulder Police Department: 303-441-3315

19. Marshals

Applicant must contact the Police Department for direction concerning event marshals. Depending on the size and nature of the event, marshals may be required.

City of Boulder Police Department at 303-441-3315

10. Street closure permit

Downtown and University Hill Management Division and Parking Services: 303-413-7300

11. Parking restrictions

- No parking in the Municipal Complex area including Central Park, Municipal Building Campus, the Bandshell or parks approved for special events. Vehicles must park legally in marked parking spaces.
- No driving on the grounds of the Municipal Complex or other parks. Transporting supplies or equipment must be accomplished with a hand-cart or other non-motorized dolly.
- If the event requires restricting on-street parking, post official City of Boulder No Parking signs 24 hours prior to the street closure with Pay and Display payment kiosks or parking meters, and 72 hours in advance on all other streets. Reasonable effort must be made to maintain No Parking signs on site. Signs must be secured to pre-approved posts with wire or plastic ties: use no tape of any kind. Do not attach signs or other items to trees. Do not cover the Pay and Display payment kiosks with signs. All signs and ties are to be removed after the event; the organizer will be charged labor fees for incomplete cleanup. Do not use the city's trash cans to dispose of the work signs after the event. Contact Downtown and University Hill Management and Parking Services Division for sign purchase.
- Relocation of parked vehicles: If your event requires vehicles to be relocated, you must notify Parking Services at least two weeks in advance. Contact Parking Services to have Parking Service Officer(s) on site as streets are closed. Once the Work Sign Agreement is in effect and the street is closed, any remaining vehicles can be towed or relocated. Relocation fees are the responsibility of the company, organization or agent representing said company or organization. The organizer will be responsible for the cost of Parking Service Officers.
- If event is canceled with less than 24 hours' notice, the organizer will be responsible for full payment of Parking Service Officer contract.
- Parking Service Officer Charges: 3-hour minimum. The number of officers needed for an event will be determined by Parking Services.
 - \$20.00 one-time event vehicle charge
 - \$50.00/ hour for each Officer
 - \$100.00/ hour for each officer on Holidays

Parking Services: 303-413-7300

12. Other restrictions: Event organizer's responsibilities

- No booths, tents or other event set up items allowed on or within ten feet of any path.
- Keep event-goers away from sensitive natural areas to minimize environmental impacts.
- Events must be Zero Waste (**Appendix D**).
- No motorized vehicles, except as provided by law, on Boulder Creek Path or other park paths/ sidewalks, or turf areas.
- Clean event area; remove all event related items at the conclusion of the event.

- Painting, chalking or other marking of the paths, trees, rocks, or other permanent features is prohibited.
- No glass bottles or other containers allowed in any park area.
- No camping overnight allowed in any park area.

13. Additional requirements and conditions

- Only one permit will be issued per location for any given day. Permits will not be issued more than one year in advance.
- Permits are not transferable.
- Organizer is responsible for checking all event areas including paths prior to the event for hazardous conditions (for example: ice, etc.) and must ensure a safe area for event participants.
- In the event of potential flood/ high water or other emergency conditions, organizer must contact emergency personnel at 303-441-3333 for further instructions.
- Organizer must cancel event if city deems that hazardous conditions exist.
- Organizer may not charge for admission to a special event.

14. Zero waste

All events must be Zero Waste, including large and small scale events. Event planners may contact the City of Boulder Local Environmental Action Division for information on support and incentives. Several local service providers (Eco-Cycle, Western Disposal etc.) offer direct assistance in staging Zero Waste events (**Appendix D**). All event-related litter or debris is to be picked up and disposed of off-site at the conclusion of the event or the deposit may not be refunded to the permit holder. If staff time is required to remove these items, it will be billed at \$30/ hour. These costs will be deducted from the damage deposit. Cost in excess of the damage deposit will be billed to the event organizer; and payment is due immediately upon receipt of charges.

City of Boulder Local Environmental Action Division: 303-441-1878
Eco-Cycle: 303-444-6634, Western Disposal: 303-448-2332

15. Restroom facilities

Number of portable restrooms required will be determined by Parks and Recreation staff based on type of event, location, and number of people. Generally, you must provide one restroom for every 100 people. The Federal Americans with Disabilities Act (ADA) requires accessible restroom(s). Required portable restrooms must be installed on an approved hard surface such as concrete, asphalt or plywood. The location must be approved by City of Boulder Parks and Recreation staff prior to issuance of a permit.

City of Boulder Parks and Planning Division Events Manager: 303- 413-7221

16. Sales tax license

The event organizer is responsible for the collection of tax even if the tax is collected by vendors unless the tax department authorizes self-pay by a licensed vendor. Call the city's Tax Department for licensing information and procedures for collection and remittance of tax. Event promoters must be in good standing with City Sales Tax prior to approval of this permit application.

City Tax Department: 303-441-4026

17. Tents and canopies/ electricity

Tents must be properly secured with sand or other weights provided by the event organizer. All tents need a fire retardancy certificate. Any tent over 700 square feet requires a permit from Building Services Center. Outline all proposed tent locations on the site map. All cords must be properly grounded, secured, and covered to avoid creating a trip hazard.

Building Services Center: 303-441-1880

18. Cross-country, cyclo-cross, bicycling races or other competitive events

Two weeks prior to the event or race, the event organizer must distribute flyers to all affected residents and tenants showing the approved date, times, event route, street closure hours (including set up through take down) and areas designated for assembly and dispersal of participants. In addition to the flyers, signs must be posted throughout the park and any park facility one week prior to the event. The flyers, signs and distribution locations must be approved by the Parks and Planning Division Events Manager and should include:

- Title of event
- Date and time of event
- Description of event including route information and route map
- Contact information of event organizer

Parks and Planning Division Events Manager: 303-413-7221

19. Signs and banners

- May only be displayed while the permitted event is taking place.
- Must be placed six feet back from the curb if there is no sidewalk.
- Graphics and lettering must face inward toward the event and must not be able to be seen from the street. This includes banners and signs hung from bridges.
- May not be placed across streets.
- Must be of professional appearance (consult “sign contractors” in the phone directory).
- Must be pre-approved at least two weeks prior to the event by the City department issuing the event permit.
- Must be displayed only as indicated on the approved site map.
- Must be secured in a safe manner - weighted or tied down. Event organizers are financially responsible for any damage done to landscapes, structures, electric, water, cable lines etc.
- Maximum size - 30 square feet total.
- Not allowed in or alongside the public right-of-way (streets, sidewalks), or across roadways.
- Bandshell - one 60-foot long banner may be placed on the front of the stage.
- No inflatables (large balloons or airborne objects)

Zoning Office: 303-441-3346

SECTION 3: APPLICATION REVIEW PROCESS

1. Completed application submittal

The application review process begins when the applicant submits a completed application including:

- Application form (**Appendix A**)
- \$200 deposit, payable to the City of Boulder
- Event organizer name, phone numbers, e-mail address
- Proof of non-profit status where applicable
- Site/route plan clearly showing locations of portable restrooms, booths, tents, electricity access points, recycling, zero waste and/ or trash receptacles

Completed applications may be delivered or mailed to the Iris Center, 3198 Broadway, Boulder, 80304. For general questions, to inquire about site and date availability, or to make an appointment with the Parks and Planning Division Events Manager to discuss an event application in detail, call 303-413-7221.

If the application receives conditional approval, the applicant will be required to submit copies of all permits, licenses, certificates, etc., as defined in Section 2, B: "ADDITIONAL REQUIREMENTS".

2. Site and date availability confirmation

- Staff will check availability of requested event site within three full business days of the receipt of the completed application.
- Annual events have first priority (example: Boulder Creek Festival, Farmers' Market and Farmers' Market Fine Arts and Crafts Fairs, etc.). Annual events are those that have been satisfactorily produced for two consecutive years at the City of Boulder; and whose organizers have performed satisfactorily during these two years.
- If the site or date is not available, staff will notify the applicant.

3. City Special Events Management Team review

After confirming site and date availability, the completed application will be reviewed by the City Special Events Management Team, which includes but is not limited to staff from the following departments: Downtown and University Hill Management and Parking Services, Fire, Parks and Recreation, Police, Risk Management. Team members provide relevant feedback to the Parks and Planning Division Events Manager, who communicates any comments, concerns or issues to be addressed to the applicant. Applicant is then responsible to follow up with city staff members or others as needed, and to confirm details about the resolution of issues and must then provide relevant documentation to the Parks and Planning Division Events Manager.

Many special events repeat on a yearly basis, and there are also event organizers who hold events yearly in Boulder. Problems identified with a special event or an event organizer will be discussed by the Special Events Management Team. Based on those discussions, additional requirements (and costs) may be imposed prior to a permit being issued for a subsequent event.

The Parks and Planning Division Events Manager will notify the applicant of the Special Event Management Team's response and whether or not conditional approval is granted. Conditional approval for the application may be given, if the team's response is favorable upon initial review, or when all outstanding issues have been resolved to the satisfaction of the Special Events Team members. The applicant may now proceed, meeting all minimum requirements, and additional requirements as applicable.

4. Submittal of additional permits, licenses, certificates

If the application receives conditional approval, the applicant will be required to submit copies of the any relevant permits, licenses, certificates, etc., as defined in Section 2, B: “ADDITIONAL REQUIREMENTS”.

5. Fees and additional deposit payments

At this point any additional damage deposit determined by staff and all rental fees must be paid in full. Applicants are responsible to contact the Parks and Planning Division Events Manager to confirm amounts due and make payment.

6. Special Event Permit final approval

When all required permits, licenses, certificates of insurance, other additional approving documents or permissions and all deposits and fees have been submitted, City of Boulder Parks and Recreation Department staff will provide the applicant with a signed Special Event Permit, and any applicable signed documents from other City of Boulder Departments. **An application is not approved until a representative of the City of Boulder issues a signed Special Event Permit. Until a Special Event Permit is issued, no publicity of the event should occur.**

SECTION 4: PERMIT APPLICATION FORM AND APPENDICES

- Appendix A: City of Boulder Parks and Recreation Department Special Event Permit Application**
- Appendix B: Special Events Area Maps**
- Appendix C: Sound Amplification**
- Appendix D: Zero Waste Events**
- Appendix E: Notice to Special Event Food Vendors**
- Appendix F: Special Event Best Management Practices: Stormwater Protection**
- Appendix G: Sample Insurance Certificate**

**APPENDIX A
CITY OF BOULDER PARKS AND RECREATION DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION**

| Indicate area(s) requested: | Office checklist | Date received | Initials | Notes |
|--------------------------------------|------------------------------|-------------------|----------|----------------------------------|
| _____ Bandshell (includes bleachers) | Completed application: _____ | _____ | _____ | _____ |
| _____ Central Park North | Deposit: _____ | _____ | _____ | _____ |
| _____ Central Park South | Site/Route Plan: _____ | _____ | _____ | _____ |
| _____ Municipal Building Campus | Insurance Certificate: _____ | _____ | _____ | _____ |
| _____ Boulder Creek Path | Proof of Non-Profit: _____ | _____ | _____ | _____ |
| _____ Sister City Plaza | Fees: _____ | _____ | _____ | _____ |
| _____ Other location _____ | Routing date: _____ | _____ | _____ | Conditional approval date: _____ |
| | CLASS rental #: _____ | _____ | _____ | Permit issue date: _____ |
| | Electric key # _____ | Key issued: _____ | _____ | Key returned: _____ |

NAME OF EVENT: _____

DAY/ DATE OF EVENT: _____

TIME OF EVENT: Set up start time: _____ am/pm

Open to public from: _____ am/ pm to: _____ am/ pm

Take down end time: _____ am/ pm

Name of applicant/ event organizer: _____

Address: _____

Phone: _____ **Cell:** _____ **Fax:** _____

Email: _____

Non-profit sponsor: _____

Anticipated attendance: _____ **Amplified sound: Yes ___ No ___** **Electricity: Yes ___ No ___**

Will alcohol be dispensed or sold to the public at this event? Yes ___ No___

If "Yes", a State of Colorado and City of Boulder Special Event Alcohol Permit will be required. Non-profit organizations may apply for state permits by contacting the City Licensing Office at least 45 days ahead of the event at 303-441-3010 for a State Alcohol permit application.

To be completed by Parks and Recreation Department:

| | |
|------------------------|------------------------------|
| Deposit: _____ | Deposit deduction: _____ |
| Rental fee: _____ | Explanation: _____ |
| Electricity fee: _____ | _____ |
| Other: _____ | Deposit refund amount: _____ |
| Total due: _____ | Date refund requested: _____ |

As an applicant for a special event permit, I certify that I have read and understand all of the requirements, conditions and procedures. I agree to comply with each of these requirements, conditions and procedures. I agree to immediately reimburse the City for costs to repair any damage incurred as a result of the event. A copy of the approved permit must be with a responsible party on-site at all times during the event.

I agree to indemnify and hold harmless the City of Boulder, and all City of Boulder officers, employees, agents and representatives, from any claims (including costs of defending such claims) or damages that may arise from the occurrence of the special event or from related events.

I understand that a special event permit does not authorize violation of city or state laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a special event permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, special events.

Applicant signature: _____ Date: _____

Received by (staff signature): _____ Date: _____

Detailed description of event:

Sound amplification:

____ Professionally operated sound system (describe)

____ Sound board (describe)

____ Amplifier rated above 600 watts (describe)

____ Use of a PA system

____ Use of a microphone

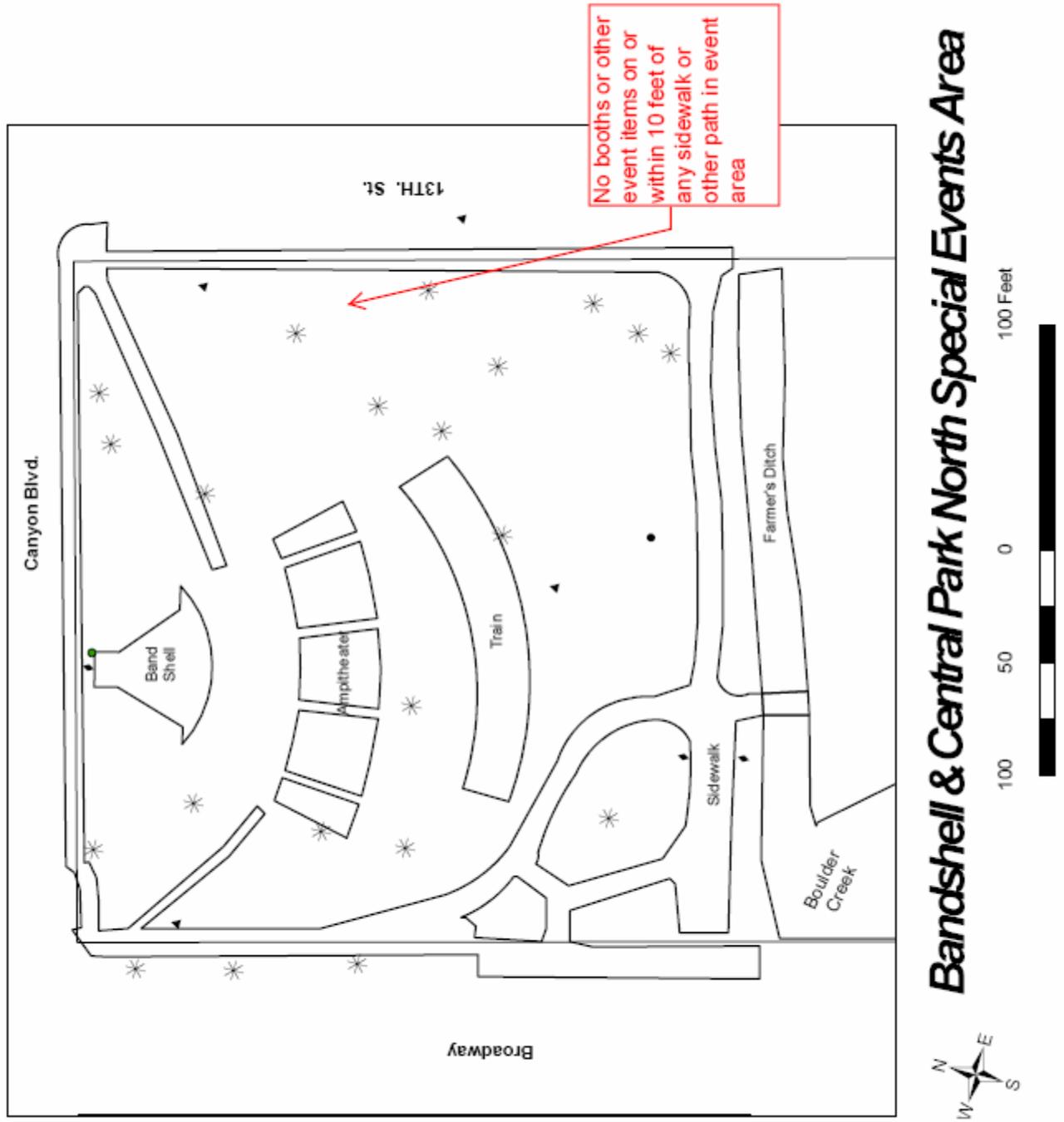
____ Use of a portable stereo system

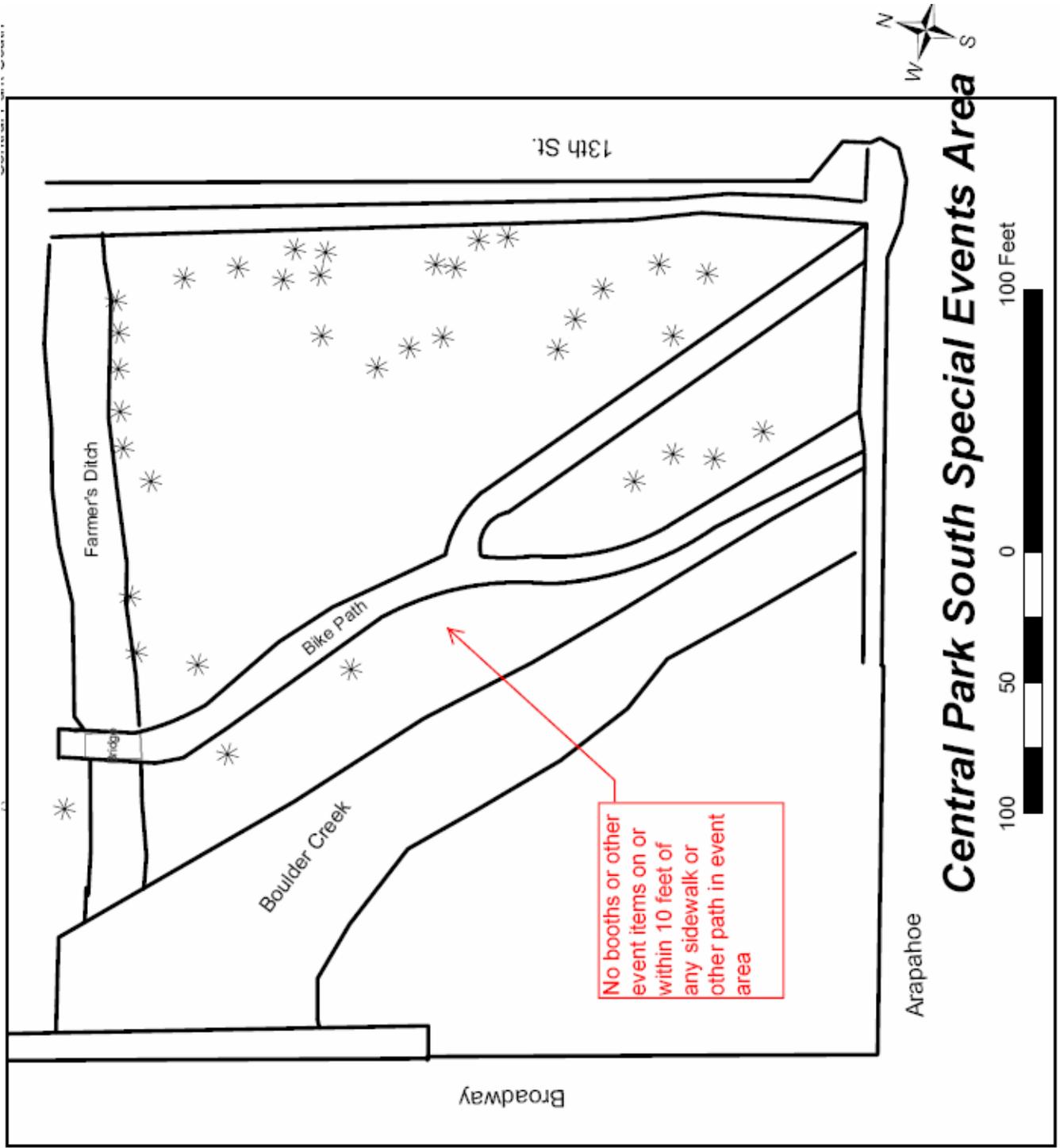
List of performers and type of music:

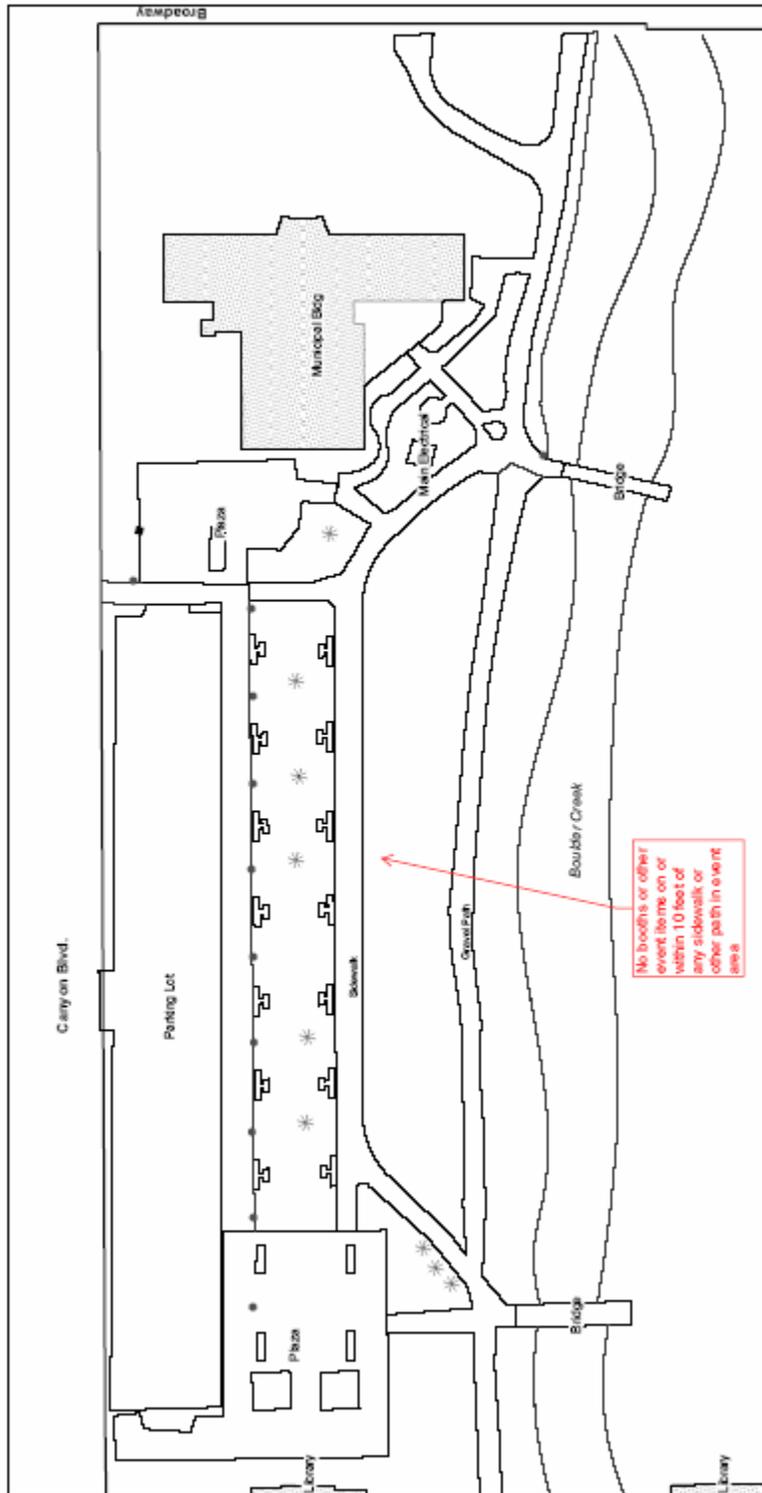
Checklist for applicant use:

| Item | Date Submitted |
|--|-----------------------|
| Completed Application | |
| Event Coordinators | |
| Non-Profit Status | |
| Site/Route Plan showing locations for: Portable restrooms, zero waste receptacles, proposed alcohol area and description of fencing, vendors | |
| Insurance Certificate | |

APPENDIX B: Special Events Area Maps







■ ATM
 ● LP
 * Tree
 ↑ N
 1 inch equals 50 feet

Municipal Campus Special Events Area

APPENDIX C SOUND AMPLIFICATION

Music or other amplified sound will not commence before 9:00 a.m. or continue after 10:00 p.m. Amplified sound may be limited to a specific time by Parks and Recreation staff. The City of Boulder has noise regulations listed under [Boulder Revised Code 5-9](#) and a copy of the ordinance may be obtained from the City of Boulder website at www.bouldercolorado.gov , under Codes and Regulations. If a complaint is received, the Boulder Police Department may respond. A warning and/or summons may be issued to the Event Organizer and result in a requirement that all music, bands and amplification be turned down or turned off.

FINAL DETERMINATION OF SET-UP LOCATIONS AND AMPLIFIED PERFORMANCE TIMES IS AT THE SOLE DISCRETION OF PARKS AND RECREATION STAFF.

**APPENDIX D
ZERO WASTE EVENTS**



**Zero Waste Incentive Form
For Special Events in the City of Boulder**
($\$250$ incentive is only available for events with a special event permit within the City of Boulder)

Event name: _____

Event Location: _____ Contact name: _____

Contact phone: _____ Contact email address: _____

Mailing Address (for sending rebate): _____

Intended Audience for Event: _____

What will be served at the event? (Zero-Waste incentive is only applicable if food will be served)

Incentive Objective: The City of Boulder is committed to helping special event organizers create zero waste events. For events that serve food and/or drinks, the incentive is designed to assist event organizers get compostable and recyclable containers, collection services or educational materials that facilitate zero waste. This $\$250$ incentive is designed to help event organizers go above and beyond the City's recycling requirements for special events.

The City of Boulder will refund up to a **maximum $\$250$ per event** for the purchase of eligible compostable products or collection and/or education services to be used at a permitted special event located in the City of Boulder.

For reimbursement, you must submit the following: (Receipts can add up to any amount, but your reimbursement from the City of Boulder cannot exceed $\$250$.)

- Incentive form and W-9 form (included)
- Receipts for each compostable product purchased for event showing date of purchase
- Proof of zero waste services and/or compostable materials collection from hauler if service was used (e.g. copy of hauler invoice)
- Signed Zero Waste agreements from all vendors (suggested & included)

- Although this agreement is optional, we strongly recommend it. This helps your vendors understand what they need to bring and supply in order to comply with your Zero Waste event.



Zero Waste Incentive Form

For Special Events in the City of Boulder

(\$250 incentive is only available for events with a special event permit within the City of Boulder)

For reimbursement, you must submit the following: *(Receipts can add up to any amount, but your reimbursement from the City of Boulder cannot exceed \$250.)*

- Incentive form and W-9 form (included)
- Receipts for each compostable product purchased for event showing date of purchase
- Proof of zero waste services and/or compostable materials collection from hauler services were used (e.g. copy of invoice)
- Signed Zero Waste agreements from all vendors (suggested & included)

| REIMBURSABLE COMPOSTABLE PRODUCT | COST |
|--------------------------------------|------|
| Compostable Plates | |
| Compostable Bowls | |
| Compostable Cups | |
| Compostable Utensils | |
| Compostable To-Go Containers | |
| Collection Bins/Zero Waste Stations | |
| Compostable Bags | |
| REIMBURSABLE ZERO-WASTE SERVICES | COST |
| Compostable Collection Service | |
| Zero Waste Education Staff for Event | |
| TOTAL COST | \$ |

Incentive does not apply to sales tax.

Please send the completed information to Kristen Hartel at hartelk@bouldercolorado.gov or mail to:

City of Boulder, Local Environmental Action Division
 Attn: Kristen Hartel
 P.O. Box 791
 Boulder, CO 80306



Special Event Zero Waste Materials Agreement

Dear Vendor:

Thank you for your interest in participating at _____! We are proud to announce that this will be a **Zero Waste Event!**

The goal at a Zero Waste Event is to plan ahead and **distribute only materials that are recyclable or compostable** (not any materials that will be sent to the landfill). There will be Zero Waste Stations available for recycling and composting at several locations. **As a vendor handing out products at this event, you are key to the success of our Zero Waste initiative.**

Vendors attending _____ are required to hand out only recyclable or compostable materials to the public. We have included local recycling and composting guidelines with this agreement so you know what types of containers and packaging will be acceptable to distribute.

Also provided is a distributor list that you can use to locate acceptable materials. Remember, if an item cannot be recycled **locally**, we cannot accept it, even if your supplier has told you it can be recycled. If you have any questions as to whether your items are considered recyclable or compostable, visit ecocycle.org or contact Kristen Hartel at 303-441-1878 or hartelk@bouldercolorado.gov.

Our Zero Waste goal is simple to attain if you plan the materials you will be providing to the public ahead of time.



Zero Waste Materials Agreement Guidelines to Containers and Service Ware

| Acceptable | Not Acceptable* |
|---|--|
| All paper containers including plates, bowls, cups, etc. Waxed paper products are acceptable, as long as you can scratch the wax coating off with your fingernail. Nothing can have a plastic lining. | Styrofoam® (polystyrene). It is not recyclable, regardless of what your suppliers may tell you and despite any recycling symbols on the product. Plastic coated paper products, where the coating won't scratch off, are not acceptable. |
| #2 and #5 plastic tubs and cups (compostable paper, potato starch or corn starch preferred) | All other numbers of plastic cups (even small deli cups) |
| Narrow-neck plastic containers (#s 1, 2 & 5 only) | All other numbers of narrow-neck plastic containers |
| Potato or cornstarch lids | Plastic lids |
| Potato starch or corn starch cutlery (spoons, forks, knives, straws) | Plastic cutlery |
| Wooden stir-sticks, chopsticks, toothpicks and skewers | Plastic straws |
| Waxed paper products | Plastic-coated products |
| Aluminum foil and cans | Individual condiment packets |
| Glass bottles and jars | Prepackaged and frozen food containers |
| Paper milk cartons and drink boxes | Foil drink pouches |
| Paper napkins and paper towels | Plastic lids of any kind |

*** Please note that you will be asked to remove any non-recyclable or non-compostable items from your site for the duration of the event.**



Zero Waste Materials Agreement

Vendors are required to hand out only recyclable or compostable products.

Here are some ideas that can help you achieve this goal:

- Offer finger foods to use fewer utensils.
- Consider replacing plastic bowls (for serving chili and soups) with bread bowls and using cones for ice cream.
- Paper napkins are compostable and can replace bulkier plates.
- **Do not use Styrofoam® or plastic (recyclable plastic bottles are OK).** Please use the recyclable or compostable alternatives listed above.
- Compostable materials can be purchased easily and locally (see below.)

Sources for Compostable Serviceware:

| | |
|---|--|
| Eco-Products (Boulder, CO) www.ecoproducts.com 303-449-1876 | Green Logic (Ft. Collins, CO) www.green-logic.net/compostable-tableware.html 970-484-1740 |
| Hard Copy Solutions (Longmont, CO) www.hardcopyonline.com 303-772-2902 | World Centric (Palo Alto, CA) www.worldcentric.org/bio/index.htm 650-739-0699 |
| All Things Renewable (Denver, CO) www.allthingsrenewable.com 303-307-1317 | Nature Friendly Products (Beachwood, OH) www.nfpc.com/products.html 1-800-321-4804 x 105 |

There is no need to bring bins of your own. A small three-bin container system will be provided for to dispose of recyclables, compostables and trash.

We look forward to working with you to make this a successful Zero Waste Event. If you have questions regarding Zero Waste, contact Kristen Hartel at 303-441-1878 or hartelk@bouldercolorado.gov.



Zero Waste Materials Agreement Signature Page

As a vendor participating in (event) _____ on (date) _____, I agree to distribute only reusable, recyclable or compostable materials per the City of Boulder’s guidelines. I will purchase appropriate serviceware for the event. I also agree to sort any discards.

Please send signed contract no later than _____ to:

Business Name

Employee (print name)

Signature

Date

APPENDIX E
NOTICE TO SPECIAL EVENT FOOD VENDORS

The following guidelines are established to create a safe environment for food vendors and the public during outdoor events in the City of Boulder. **These guidelines are intended to substantially reduce the potential for fire, flammable gas vapor incidents and personal injury to all participants in the outdoor events.**

- All tents and canopies must be constructed of flame retardant material and be properly anchored to prevent collapse under inclement weather conditions.
- Vendors must maintain at least 3 feet of vertical and horizontal clearance from open flames and/or cooking grills to combustible materials (especially the canopy itself) at all times.
- Portable LPG (propane) tanks must be located at least 10 feet from the tent or canopy and be secured in an upright position to prevent tipping over. Tanks must also be stored in an area inaccessible to the public to prevent tampering or accidental contact with tanks, piping, hoses, etc.
- Non-commercial charcoal grills (especially kettle-type grills) must be well stabilized, of suitable construction and be located or shielded in a manner to prevent the device being blown or tipped-over and to preclude accidental contact by the public.
- Cooking and/or heating equipment must not be located within 10 feet of required exits or decorative materials.
- Each food vendor using heat-producing cooking equipment must provide an ABC-type portable fire extinguisher with a minimum 40-B rating. A “K-class” extinguisher is acceptable.
- Cooking equipment, including charcoal or gas grills, open flame burners and other heat-producing equipment must be arranged so as to preclude close contact by the public, especially the need to reach over cooking equipment for any reason.

The Fire Department reserves the right to evaluate food preparation safety issues on a case-by-case basis, and to require necessary adjustments in the interest of public safety. Representatives of the Fire Department may be present during the set-up period prior to the event, and will make occasional tours of food preparation areas to assure that these guidelines are being observed.

You may contact our office in advance if you have any questions as to the applicability of these guidelines to your operation. Please direct any particular questions or concerns to Assistant Fire Marshal Mike Rangel at 303-441-3348.

Regards,

David Lowrey
Chief Fire Marshal

APPENDIX F SPECIAL EVENT BEST MANAGEMENT PRACTICES: STORMWATER PROTECTION

Stormwater Best Management Practices (BMPs)



Special Event BMPs

STORMWATER PROTECTION

Water can flow from your event site, through storm drains, directly to creeks without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. As an event coordinator, your organization can be liable for any stormwater violations. These violations could result in fines of up to \$25,000 per violation. To help your event comply with the federal, state, and local stormwater regulations, we have outlined some Best Management Practices (BMPs) for you and your vendors to follow. It is your responsibility to inform all vendors and participants at your event of proper stormwater management practices.

BEST MANAGEMENT PRACTICES (BMPs)

The objective in stormwater protection is that ***only rainwater and snow melt go down the storm drain.*** Best management practices (BMPs) are specific steps taken to prevent stormwater pollution at your event. All employees and vendors shall review this information sheet as a training tool, and make every effort to keep pollutants from going down the storm drain by putting the following BMPs into practice.

General

- Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal.

Contracts & Leases

- If you have contracts with vendors participating in your event or companies hired to help with cleanup, include language requiring them to be educated and responsible for proper stormwater management.
- Put this language in any contract you enter into.

Waste Management & Disposal

- Be sure adequate receptacles are provided for use by vendors and guests to prevent litter.
- All waste receptacles (dumpsters) must be sturdy, leak-tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes.
- Do not wash out any receptacles outdoors unless wastewater is collected or discharged to sanitary sewer.
- Be sure containers are emptied as needed to prevent overflow. It is also important they are emptied at the end of each day.
- Never place liquids or liquid containing wastes in an outdoor waste receptacle.

Portable Toilets

- Be sure they are serviced frequently to prevent any overflows or leaks.
- Require your vendor to stake down the portable toilets to prevent them from blowing over in high winds or from being tipped over.

Grease Management

- Have spill cleanup material on hand at all times. Clean up spills immediately.
- Protect the ground under and around your deep fryer using cardboard or a tarp.
- Properly dispose of all grease into an approved tallow bin.

Pressure Washing

- Use dry cleanup methods to collect litter and absorb any liquid wastes prior to any pressure washing. These include using absorbents (e.g. kitty litter, rags, sand, etc.), sweeping, and scrapping off dried debris.
- If you are not using any detergents or chemicals and are only cleaning surfaces of ambient dirt or dust, then this wastewater can be directed to landscape or contained onsite and allowed to evaporate. However, if there is any food residue or oils on areas that are going to be washed, this method is NOT acceptable.
- Prior to pressure washing, identify where all storm drains are located. Storm drains may be located in the gutter at the end of a block or in landscaping hidden from view. Wash water must not be allowed to flow down gutters or to enter storm drains.
- Determine where water will pool for collection.
- Use the following types of equipment to protect storm drains and to contain and collect wash water: vacuum pumps, booms / berms, portable containment areas, weighted storm drain covers, inflatable plumber's plugs, oil/water separators, holding tanks, portable sump pumps, hoses, and absorbents. Using wet vacs in areas near creeks, storm drains, and ditches is the recommended BMP.
- Once water is collected, dispose of it properly. Collected wash water may be disposed of into a sanitary sewer drain at the job site or at the contractor's place of business. (FIRST ask for permission from property owner and the wastewater treatment plant. DO NOT dispose of wastewater to a septic system.)
- A permit may be required prior to disposal to the sanitary sewer. Check first with your local wastewater treatment plant for authorization. Ensure that contracted pressure washers follow these BMPs.

Waste Water Management

- Provide disposal containers for your vendors to prevent having this water discharged to the environment.
- Keep these disposal containers out of sight of the guests to prevent them from using containers as trashcans.

Illicit Discharge Reporting

- Stay alert for any signs of illegal discharges. Only rainwater and snowmelt are allowed to flow into any storm drain inlet or drainage ditch.

- Report any suspicious discharges to your supervisor or storm water coordinator promptly. Never place liquids or liquid containing wastes in an outdoor waste receptacle.

CONTACT INFORMATION:

For more information on stormwater protection contact the Partners for a Clean Environment (PACE) Program at (303) 786-PACE. PACE offers free, non-regulatory assessments for compliance, energy and water efficiency, pollution prevention, and public recognition for environmental achievement to businesses and municipal operations in Boulder County and portions of Weld County.

www.keepitcleanpartnership.org
www.pacepartners.com

APPENDIX G SAMPLE INSURANCE CERTIFICATE



Arthur J. Gallagher Risk Management Services, Inc.

Certificate Of Insurance Explanation of Sections

1. The name and address of the insured's insurance brokerage or agency appears here.
2. The insured's name and address appears here. The insured is the entity you are requesting the certificate from.
3. The names of each insurance carrier appear here – each are assigned a letter code: A, B, C, D and E to correspond with section #4.
4. The letter (A, B, C, D, E) of the appropriate carrier appears here for each coverage section.
5. An "X" will be marked in this box if additional insured status is being provided for the particular coverage section. Also see section #6.
6. The additional insured status and/or other contract or agreement requirements would appear in this section along with the project name and description.
7. The certificate holder's name and address will appear here. The certificate holder is the entity requiring the insured to provide the certificate of insurance.
8. The number of days that the insurance carrier will endeavor to mail notice of cancellation for the referenced policies appears here.
9. The signature of the authorized representative of the insured's insurance brokerage or agency appears here.

*Prepared by Arthur J. Gallagher Risk Management Services, Inc. – Denver 2/9/09

6399 South Fiddler's Green Circle, Suite 200
Greenwood Village, CO 80111-4949
(303) 773-9999
Fax: 303.773.9776
Toll Free 800.333.3231
www.ajg.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/2009

| | | |
|---|---------------------------------------|---|
| PRODUCER (000) 000-0000 #1 Name of Insurance Brokerage or Agency Street Address City, State Zip Code | FAX (000) 000-0000 | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |
| INSURED #2 Insured Name Street Address City, State Zip Code | INSURERS AFFORDING COVERAGE #3 | NAIC # |
| | INSURER A: Insurance Carrier Name | |
| | INSURER B: Insurance Carrier Name | |
| | INSURER C: Insurance Carrier Name | |
| | INSURER D: Insurance Carrier Name | |
| | INSURER E: | |

COVERAGES
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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR ADD'L LTR | INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | LIMITS |
|----------------|-------|---|---------------|------------------------------------|-------------------------------------|--|
| #4 | A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR #5 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | POLICY NUMBER | MM/DD/YYYY | MM/DD/YYYY | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 |
| | B | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | POLICY NUMBER | MM/DD/YYYY | MM/DD/YYYY | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$ |
| | C | EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$ | POLICY NUMBER | MM/DD/YYYY | MM/DD/YYYY | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ |
| | D | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below | POLICY NUMBER | MM/DD/YYYY | MM/DD/YYYY | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| | | OTHER | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS #6
 The City of Boulder is named as Additional Insured as respects General Liability and Automobile Liability as required by their written contract with the Named Insured regarding Project/ Agreement No. _____ and/or Project Name: _____
 A Waiver of Subrogation in favor of the City of Boulder applies to Workers Compensation as required by their written contract.

| | |
|--|--|
| CERTIFICATE HOLDER #7 City of Boulder Department of Risk Management 1777 Broadway Boulder, CO 80306 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>XX</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE #9 |
|--|--|

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.