2013
BOULDER RESERVOIR
SPECIAL EVENT PERMIT APPLICATION PACKET

General Application Information

Regulations and Requirements

Application Review Process

Appendices

---

www.boulderrez.org
5565 N 51st, BOULDER, CO 80301
Phone: (303) 441-3469, Fax: (303) 441-1807
Email: coles@bouldercolorado.gov

Basic Special Event/Application Information

The following information has been developed to guide you through the Boulder Reservoir special event permit process and to provide you with guidelines and requirements associated with special event management at the Boulder Reservoir.
As you read through these procedures and complete the Boulder Reservoir Special Event Permit application, please be aware that this information has been developed to address a wide variety of event types and elements. On your application, you need only provide information about the elements of event planning that relate to your particular special event.

1. Application Information

A Special Event is defined as an organized activity for 50 or more people that involves the use of or impacts the Boulder Reservoir typically are reviewed through the Boulder reservoir special event permit process. Examples include, but are not limited to, festivals, parades, runs/walks, cycling events and other planned group activities.

As an event organizer it is your responsibility to assess the location or route, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the City of Boulder Special Event Permit Regulations, the City of Boulder special event permit application, these procedures, other city documents, permits, requirements and/or correspondence. You and your representatives also agree to inspect all areas within the location or along the route and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

The Boulder Reservoir will not issue any special event permits for the following holidays: Memorial day, July 4, Labor day.

2. Application Submittal Deadline

The Special Event Permit Process requires permit applications to be submitted no later than sixty (60) days prior to the actual date of your event and allows applications to be submitted as early as one (1) year prior to the event date. Any requests for a waiver of this or any other time requirement must be submitted to and approved by the Reservoir Manager in writing and include justification as to why the requirement cannot be met. The Reservoir Manager may grant exceptions to the time requirements only in cases where such exemption will not compromise the full review and public notification of the event in question.

When permitted by the Reservoir Manager, you may be authorized (or required) to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to and approved by the Reservoir Manger. Information requested by a designated reviewing authority that clarifies information already provided in the permit application may be submitted directly to the requesting entity.

3. Application ***Must*** be Complete

The Reservoir Manager will not review applications that are not 100% complete.

It is the responsibility of the organizer to read and understand all of the requirements in this packet BEFORE submitting Special Event Application.

For an application to be considered complete, applicants must submit the following minimum information in sufficient detail that the material can be understood and assessed:

- Completed and signed Boulder Reservoir Special Event Permit Application Form (APPENDIX C)
- Performance/Damage deposit – See specific amounts below
- Event organizer resume (first time events at reservoir)
- Insurance certificate- See APPENDIX F for full explanation of insurance requirements
- Operations Plan – See PAGE 8-14 for complete instructions on Operations Plan
- Site Plan/Route Map Section (PAGE 7)
- Any other required documentation relevant to the permit application processes and requirements set forth in these Boulder reservoir Special Event Permit Procedures and the Boulder reservoir special event permit application

As the event organizer, you are responsible for obtaining all permits, authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

4. Application Fee (First time events only)

An application fee of $100 must be submitted with your Special Event Permit Application in order for the application to be considered complete and to begin the permit review process. If your event is new, your proposed event date will be reserved at the time the application fee and security/ damage deposit is submitted.

Payment of the application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved.

The application fee is non-refundable. The following exemptions from the application fee apply:

- First Amendment covered activities are exempt from the application fee. However, other fees may apply.

5. Performance Deposit

A performance deposit is required for all permits.

This deposit will be returned if all of the special event permit requirements are completed successfully, including site clean up and payment of final invoice. You must submit your deposit with the application:

- Deposit is required to secure requested date for event with submission of completed Special Event Application. This step is required for your Special Event Permit Application to be considered complete. Detailed below is the amount required for deposit for specific events.
    - 0-299 participants- $500 performance deposit
    - 300-999 participants $1500 performance deposit
    - 1000-2000 participants $2500 performance deposit
    - 2000+ participants $3500 performance deposit
    - Estimate of fees for event will be provided ***upon request*** based on information provided in application packet

6. Other Costs and Fees

Your event will likely incur the following types of charges:
-Area Fees- These fees are associated with areas of the Reservoir used for your event
-Amenity Fees- These fees are for items rented from and set up by the Reservoir staff
-Staffing Fees- Fees directly related to your event- lifeguards, course set up, water safety personnel, etc.

7. Permit

The permit issued by Boulder Reservoir is valid only for the event location(s) or route(s) and event activities depicted on your site plan and as described in the Boulder Reservoir Special Event Permit Application and any attachment and/or amendments made to the application during the review process. Boulder Reservoir Manager may place conditions or not approve event location(s) or route(s) and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of City of Boulder, or requirements established in these Boulder Reservoir Special Event Permit Procedures may result in the immediate cancellation of the event, denial of future special event permit applications and the forfeiture of the performance deposit.

8. Event Cancellation

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Reservoir Manager by phone and in writing

<u>If the Reservoir Manager or designee cancels the event</u>:
Fees are refunded to applicant and the City will make best efforts to reschedule event

<u>If applicant cancels event</u>:
Cancellation within 15 days of the scheduled event will result in forfeiture of 100% of performance/damage deposit and area fees.
Cancellation 16 -30 days from date of scheduled event will result in forfeiture of 75% of performance/damage deposit.
Cancellation 30+ days from date of scheduled event will result in forfeiture of 50% of performance/damage deposit.

Contact Information :

Stacy Cole, Reservoir Manager
5565 N 51st St.
Boulder, CO 80301
303-441-3469
coles@bouldercolorado.gov
303-441-3461 – Reservoir Front Gate

Special Event Permit Process

The Boulder Reservoir special event permit process is managed by the Boulder Reservoir Manager, with close involvement from the City of Boulder Special Events Team including representatives from various City departments, divisions, and programs, along with other public agencies that may be affected by or have regulatory authority related to elements found in your event.

The permit process begins when you submit your permit application to the Reservoir Manager. All attachments, supporting documentation, fees and deposits should be submitted with the original application. Acceptance of your permit application or the initiation of the review process does not mean your permit application is complete, nor should submission of a permit application be construed as final approval of your request.

The reservoir manager will notify the applicant of any issues that arise during the review process and any additional items that may be requested. In most instances, Boulder Reservoir special event permits are issued thirty (30) days in advance of the event date.

1. Reservation of Dates

Prior to filling out any paperwork, you must contact Reservoir manager at coles@bouldercolorado.gov to obtain a potential date for your event. The Reservoir Manager will respond via email within 3 days. Dates can not be reserved more than 1 year in advance. Once a date has been obtained you may then move forward with the application process.

Boulder Reservoir may grant a reservation of a particular date or day for any event with submission of Performance/damage deposit.

Annual events have first priority. Annual events are those that have been successfully conducted for two consecutive years at the Boulder reservoir; and whose organizers have performed satisfactorily during these two years.

In the event a conflict occurs between two or more events that have reservations for a specific date or day, the event with the longer history on the route will receive preference.

Note that the date will be reserved for the event, however, the Boulder Reservoir cannot guarantee the location or route will be available until the permit application is reviewed and approved. Should an event not be held due to construction, fire, weather event or other occurrence that makes it impossible to use the specific route/ area during any year, you will not forfeit your ability to reserve the date for the following year. You will retain your seniority in this instance.

2. Advertisement of Event

Sponsors and promoters advertising an event or collecting registration fees prior to the issuance of a permit, do so at their own risk. Previously advertised events or events which have registered participants prior to the issuance of a permit will not receive any extra consideration.

3. Application Submittal and Review

At or before sixty (60) days, Boulder Reservoir will begin the review process by circulating the completed application to the appropriate City departments and divisions. If any modifications to the application or additional documents are required, you will be contacted.

4. Meeting with Reservoir Team

After confirming site and date availability, you will have a production meeting with the Reservoir Team. The Reservoir Team holds meetings throughout the year with event organizers for the purposes of pre-event coordination and discussion of special needs or issues unique to an event or community. Production meetings also provide event organizers with feedback regarding proposed new events.

New event meetings should be scheduled sixty (60) days prior to the event date. Ongoing events should be scheduled at least 10 days prior to event date. An early discussion with the Reservoir Manager will help determine the appropriate meeting schedule for your event.

New events will require two meetings.

As the event organizer, you will present your event plans or issues to be discussed to the Reservoir Team. The team will provide input, direction for revision and preliminary approval for the application and submittal documents.

Bring to the meeting 2 hard copies of each permit application, map, or plan to be discussed. Following are common topics of discussion at production meetings:

- Event Location/Route Design
- Type of Event
- Event Components
- Alcohol Management
- Zero Waste Plan
- Insurance Requirements
- Traffic/Parking Management Plan –more than 1500 participants and/or 3000 participants and spectators- you must have plan for offsite parking.
- Americans with Disabilities (ADA) Compliance
- Public Notification /Issues
- Additional Required Permits/Approvals
- Other

Meeting Attendees

During the production meeting, representatives from the event sponsor including the Chief Officer, primary contact and any other individuals authorized to make operational and financial commitments regarding the event on behalf of the event sponsor must attend the meeting with the reservoir team.

Event sponsors are encouraged to invite the professional service providers contracted to provide support services for the event. Professional service providers include:

- Security and marshal support
- Medical Support
- Parking/Transportation Services
- Other

5. Location/Route/Date Confirmation – during the application review process the location, route, and date will be reviewed and confirmed by all city departments and relevant agencies affected.

6. Billing Information

The event sponsor is legally responsible and financially liable to City of Boulder for all reservoir fees and costs associated with the overall organization, management, and implementation of the event and its related activities. The event sponsor maintains ultimate liability for payment of all fees and costs assessed by City of Boulder even if the chief officer of the event sponsor authorizes city of Boulder to send invoices to the primary contact or other entity.

Fees- are assessed in 3 phases:

- **Phase One: Application fee and deposit. Due with application. –** Deposit may be refundable after successful completion of the event and payment of final invoice.
- **Phase Two: Fees due to reservoir 60 days prior to event -** all the following fees due 60 days prior to date of event:
    - All area fees- fees associated with all spaces used for event
    - Parks and Recreation alcohol permit
    - Parking crew
- **Phase Three: Amenity fees and final invoice-** Final invoice will be sent to event promoter within 30 days of event. Final balance is due within 30 days of invoice date.
    - If invoice is not paid in full within 30 days from date of invoice, event will forfeit 50% of performance deposit and full balance remains due.
    - If invoice is not paid in full within 60 days of invoice date, event will forfeit 100% of performance deposit and full balance remains due.

  Checks must be made out to the City of Boulder Parks and Recreation Department.
  Final Invoice fees include:

Staff time	equipment use
Per participant fee	damage fees
Administrative fees	portable restroom use
Water use	

Special Event Application Requirements

1. Application Form

The application form in this packet must be completed before the review process can begin. **All** complete plans and documents must be submitted with the application along with the performance deposit

2. Event Coordinator List

Names and cell phone numbers of event coordinators who will be on-site during the event must be attached to the application.

3. Site Plan and/or Route Map-

A site plan and/or route map(s) is required with your permit application. It is a visual representation of all the infrastructure and operational event elements and should include any stationary elements as well as moving routes.

The final permit issued by Boulder Reservoir will only be valid for the event locations(s) or route(s) and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and they will be incorporated in the final permit. Any modification to the plan made within 24 hrs of the event or on day of event will incur a fee.

The following are guidelines to assist you in the development of your site plan and/or route map(s):

- Primary site plan or route map should be computer-generated using scaled drawings and measurements to depict the components of your event.
- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the 'plain', 'road', or 'parcel' view as the base to create your map. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map.
- Your site plan and/or route map must include the names of all roads and/or areas that are part of the proposed event; including auxiliary parking and production areas.
- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.
- Fencing, barricades and indicate flow; including beer gardens and production areas
- Tents and canopies (sizes, locations, walls?)
- Locations of marshals (on site plan and route map) and their responsibilities
- Portable restrooms and sinks
- The locations of zero waste receptacles and dumpsters
- Placement of any vehicles and/or trailers including production and shuttle areas for employees, volunteers, and vendors
- Parking, accessible parking, drop-off, and shuttle locations, etc for attendees, i.e., participants and spectators
- Medical facilities
- Other related infrastructure components not listed above but included in your permit application

- Indicate all proposed locations of structures on site map and provide description and/or a drawing of structures.
- Applicants planning to build any structure or set up any items other than those provided by the Reservoir will contact utilities to identify all underground utility lines prior to setting up structures. It is the responsibility of the organizer to repair any damage to underground infrastructure.
- Reservoir staff will review site plan with applicant to prevent tents/structures from interfering with irrigation lines.
- Aid station locations
- Direction of travel and all proposed closures for walk/bike/run/etc
- Directional signage/barricades along route
- Staging/spectator areas
- Identification of minimum 20' emergency access lanes throughout the event venue
- **Tents and Canopies**
  - **A tent is defined as any structure having 2 or more sides**
  - **A canopy is defined as any structure that is open on all sides**
  - Applicant must outline tent/canopy locations and sizes on your route and site map.
  - Location of all tents/canopies must be approved by the Reservoir staff.

    City of Boulder Canopies:
    - Canopies may be rented from the Reservoir, rental fees apply
    - Reservoir staff has the right to take down any Reservoir canopy due to high winds or other inclement weather. For multiple day events, canopies mayl be dropped by 7:00 p.m. every evening and set up again the next day.

    Canopies and tents brought in by outside vendor:
    - Tents/canopies provided by the applicant and not rented from the Reservoir, can be erected with the use of a stake no longer than six (6) inches, sand or water weights. Tents larger than 20X30 require onsite review for size and location of tent to be placed.
    - Provide vendor contact information and set-up/take-down times.
    - All tents need a fire retardant certificate.
    - Tents/ canopies must be properly grounded and secured to withstand winds and sudden micro-bursts at the Reservoir.
    - Any tent over 200 square feet and any canopy over 400 square feet, unless there is a minimum space of 12 feet on all sides, requires a permit from the City Building Services Center. 303-441-1880
    - An organizer may be required to contact utilities to have all utility lines marked prior to constructing tents.
    - Provide request for use of Boulder Reservoir tents/structures of any kind 45 days prior to date of event. The decision to grant or deny use of tents/structures resides with the Reservoir Manager or designee.

4. Reserved Areas

The application must include areas of the park to be used by the proposed event; water, parking lots, picnic areas, road ways, beach, etc.

- Keep all tents and spectators away from natural areas as indicated by Reservoir staff to minimize the impact.
- If any part of your event is taking place on the water, you must work with the Reservoir Water Safety team to devise a plan and to understand the costs involved.

5. Application Narrative:

Using the form titled, "Application Checklist" found in the appendix of this packet, create a narrative that describes the proposed plan for each item listed. In the event that a specific section does not apply to your event, put "N/A" in that column. You will turn in the checklist with your application and narratives.

6. Operations Plan

The purpose of this section is to outline the guidelines for conducting an event at the Boulder Reservoir. Some of these considerations may or may not apply. Where the considerations apply to your event, a narrative must be included in your Operations plan demonstrating the requirements are being met.

There are many components to the operations of a special event. Your operations plan should describe how several key aspects of your event will be managed.

You should provide a written operations plan to be given to all event staff regarding the management of the event.

- **Event Date/Time/Time of Occurrence**

The time frame noted on your final permit is based on the times indicated on your Permit Application. No set-up will be permitted before a permit is issued. Set-up must be initiated at and clean-up must be completed by the times indicated on your permit. Your insurance must cover all time frames.

If your event takes place over multiple sequential calendar days and the event plans are similar in nature from day-to-day, one application may be submitted to include all of your event plans per calendar year.

Boulder Reservoir may also accept one permit application spanning a series of periodic dates for events such as race series that have identical event set-up and take-down times, site plans, and service providers.

- **Event Location/Route**

If your event will take place on property other than, or in addition to, Boulder Reservoir, you are required to secure use of your desired venue prior to or concurrently with your Boulder Reservoir Special Event Permit Application submission.

An accurate representation of your entire proposed event location/route including event activity, production and shuttle areas must be included on the site plan or route map. Written authorization to use any property other than Boulder Reservoir must be included with your permit application.

- **County Roads and Public Rights-of-Way APPENDIX O**

If your proposed event location/route will include county roads, submission of a Boulder County special event permit application is required. Use of highways, other than those under county jurisdiction, require application to the appropriate jurisdiction.

Typically, permit requests for the same event location/route are evaluated based on the date a completed permit application is received and traditional event dates.

SEE **APPENDIX O** For County contact information

- **Individual plans for each portion of route**; walk, ride, run etc. if appropriate – start/finish points. Special attention should be paid to points of route that are potentially hazardous; entering/exiting the park, crossing vehicle traffic, boat traffic, road sharing, etc.
- **Command post**- Communications are recorded, transmitted and organized through a "Command Post" this person acts as a dispatcher to keep radio communications efficient and thorough.
- **Event Day Contact**

  Designation by the Applicant of a contact person, associated with the event, which has decision-making authority. This person is to be continuously available to the appropriate law enforcement personnel present at the event. The name and contact information for the contact person must be supplied in the operations plan and to all appropriate emergency response agencies affected by the event (i.e., law enforcement, EMS, fire departments, hospitals).

- **Road Use**

  A written description and graphic map of those portions of the reservoir roads as well as county road system that will be affected by your event is required. Your description should identify affected roads gateways and accesses to public areas.

- **Use of the Feeder Canal**

  According to the Northern Colorado Water Conservancy District (NCWCD), the City of Boulder Water Quality Department and the City of Boulder Parks and Recreation Department, the following requirements must be met by all organizations using the Feeder Canal:
  - All organizers *must* receive written permission from Jim Struble, Real Estate Manager jstruble@ncwcd.org 970-622-2243 of NCWCD.
  - **No new events will be allowed access to the Feeder Canal.**
  -Letter of permission must be included with application packet.
  -Outdoor toilets must be placed at the entrance and exit to the canal (but not on the canal)
  -Reservoir staff will place toilets at entrance and exit. Labor fee will be added to final invoice.
  -Trash cans must be placed along the canal so people can easily dispose of garbage.
  -A minimum of 1 course marshal approximately every ¼ mile is required along the canal to oversee regulations.
  -Complete clean-up sweep of the area post-event immediately following the race.

- **Public Attendance**

  The Reservoir will allow, with event access pass, free access to applicant's staff, volunteers, vendors and any other personnel so designated during the event, set-up and take down. If these people do not have event passes they will be charged admission fee. The applicant is responsible for providing all event staff, volunteers and vendors with passes. Provide a copy of pass with application. During the months of May – Labor day : **All spectators wishing to view the event will be charged the daily, per person gate fee beginning at event start time unless other arrangements are made with Reservoir Manager or designee.**

  Gate Fees:

  Adults: $6.25 per person, Youth: $3.75 per person, Senior: $4.25 per person

  Before Memorial Day and After Labor Day spectators will be charged a $5 per car fee at the start time of event. You are required to email participants of this fee and post information on your website. You are required to provide a screen shot of your website page with this information.

- **Sound Amplification**

  Music or other amplified sound will not commence before 7:00 a.m. or continue after 7 pm., unless other arrangements are made with Reservoir manager or designee prior to the event. Any sound amplification that occurs outside of these hours will incur a $300 fine per incident. Amplified sound may be limited to a specific time by the Reservoir manager or designee. The City of Boulder enforces its noise ordinances which are found in Chapter 5-9 "Noise," B.R.C. 1981. For example, noise levels may not exceed 65 decibels at the property line during the event. A summons, with a maximum fine of $1000 per violation, will be issued to the responsible party for **each** noise violation that occurs. All speaker placement must be facing north or east and must be included in site layout

- **ASCAP/BMI Licenses-**

  If applicant is playing copyrighted music during the event, a license from the copyright holder or an organization like ASCAP or BMI is required. Applicant will need to present proof of copyright licensing two weeks prior to event.

- **Animals**

  All events taking place between May 15 and Labor Day must notify all participants and post on web site or communicate to spectators that there are no animals allowed in the park. Event staff during these times must be available to advise spectators and participants of this rule. All events taking place outside of these times must prohibit animals from entering reserved areas for event unless the event has an animal component. You will be required to provide a screen shot of your website. It will be the responsibility of the event organizer to ensure participants and spectators leave their animals at home. Reservoir staff strongly suggests a strong marshal presence.

- **Glass**

  Glass is absolutely prohibited at the Reservoir. The applicant is responsible for ensuring that all participants, vendors, staff, and volunteers adhere to this restriction. This includes trophies, giveaways, etc

- **Alcohol** APPENDIX E

  Local ordinances permit possession and/or consumption of alcohol at the Reservoir provided that the alcohol is not sold or dispensed to the public. Section 5-7-2, "Possession and Consumption of Alcoholic Beverages in Public Prohibited," B.R.C. 1981. However, if you intend to sell or provide alcoholic beverages to the public, you must submit a plan at least four (4) weeks prior to the designated event; plan may not be submitted until reservoir application has been approved. SEE APPENDIX E for full details and requirements for serving alcohol at your event.

- **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.

  Boulder County Public Health Department: 303-441-1150

- **Sanitation Plan ** See APPENDIX K for full requirements**

The sanitation plan you include with your application should describe types and locations of health and sanitary elements that will be provided for event. These elements include provisions for water supply, restroom facilities, and trash and recycling containment and removal and zero waste. Applicant must submit full sanitation plan with application.

- **Safety and Security Plan **See APPENDIX L for full requirements**

  As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems.

  Security will be the responsibility of applicant and not the Reservoir Staff. If applicant needs access to the park outside of regular business hours, reservoir staff will be scheduled and applicant will be assessed a staffing fee of $50/hr per staff member in final invoice.

  Indicate in application if you need access outside of regular business hours.

Business hours:	March:	9 am – 5 pm
	April	8 am – 6 pm
	May 1-19	8 am – 7 pm
	May 20-26	6 am – 8 pm
	May 27 – Sept 2	5:30 am – 9 pm
	September 3-30	7 am - 7 pm
	October	8 am – 6 pm
	November	9 am – 5 pm
	December- February	9 am – 4 pm

  **hours subject to change. Please check with Reservoir Manger for current park hours.

- **Signage Plans **See APPENDIX M for complete details and requirements**

  Signage, safety equipment and traffic control devices you use to support your event should be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) In instances where a particular sign, safety equipment or traffic control device is not defined in the MUTCD, the principals of the MUTCD should be applied to the design of the sign, safety equipment or traffic control device.

  This information should be used in preparing your transportation plans as well as your barricade and signing plans.

- **Transportation Plans **See APPENDIX N for complete details and requirements**

  An important part of the event planning process includes planning for the safe route for road events; the safe arrival and departure of event attendees, participants, and vendors; and the accommodation of the general traveling public impacted by the event by creating a transportation plan that is suitable for the environment in which your event will take place. Transportation plans address all traffic associated with an event and the impacted area of an event. They describe how traffic, parking, bicycle, and pedestrian operations will be managed on the day-of-event. They also include operations strategies for managing background traffic within the local and regional area impacted.

  The key components of transportation plans for special events include:

  - Site access and parking plan
  - Pedestrian and bicycle access plan
  - Traffic flow plan

- **Walkthrough Inspection**

  A walkthrough inspection by Fire, Police and Risk Management may be required. The Reservoir Manager will notify the applicant if this is necessary.

- Medical **See APPENDIX H for complete details and requirements

  All special events must have a medical plan in place. The medical plan you include with your application will likely be less specific than the one you circulate among your medical team on event day. It should describe the types and locations of the medical facilities and staff that will be provided for your event. It includes provisions medical staff, medical facilities medical transport and communications between medical, other event support and emergency response staff. Each event is unique in its type, time and duration, location and size.

- Accessibility

  Your event plans must comply with all city, state and federal disability access laws and regulations applicable to your proposed event activities, most notably the Americans with Disabilities Act (ADA). All temporary venues, related structures, and outdoors sites associated with your event must be accessible to people with disabilities and compliant with the ADA. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be limited only to patrons with disabilities because the ADA requires integration.

  It is important that you evaluate the unique components and activities associated with your proposed event to develop plans to ensure your event complies with all accessibility laws. Provide training to all staff and volunteers regarding the accessibility requirements under the ADA and disability etiquette. The following guidelines have been established to help develop plans to make your event accessible to the attendees, participants, and service providers that are part of your event. Please note that these are guidelines only and may not be inclusive of all county, state, and federal disability access requirements.

- **Sales and Admissions Tax Licenses**

  Applicants shall collect an admissions tax of five percent of the ticket price from every person charged admission to the event, and shall remit the same to the city pursuant to Chapter 3-4, "Admissions Tax," B-R-C. 1981. The applicant is responsible for the collection of sales and admissions tax even if the tax is collected by vendors unless the tax department authorizes self-pay by a licensed vendor. We recommend that you call the city's Tax Department (303-441-4026) for licensing information and procedures for collection and remittance of tax. Any charges for entrance into events are subject to the City's admissions tax and any sale of tangible personal property is subject to the city's sales tax.

  Applicants must be in good standing with the city's sales tax department prior to approval of this permit application.

- **Indemnity Clause**

  The applicant and its agents agree to indemnify and hold harmless the city of Boulder and the Reservoir, its officers, employees, authorized volunteers and agents against any and all claims, debts, demands, or actions of any kind or nature, and any and all related costs and expenses, arising from any occurrence occasioned in whole or in part by applicant's use of the Reservoir and holding of the event or by any act, omission, or negligence of applicant's employees, agents or contractors.

  Notwithstanding any other provision of this application to the contrary, no term or condition of this application shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, Section 24-10-101 *et seq.*, C.R.S., as now or hereafter amended. The applicant understands and agrees that liability for claims for injuries to persons or property arising out of negligence of the city of Boulder, its departments, institutions, agencies, boards, officials and employees is controlled and limited by the provisions of Section 24-10-101 *et seq.*, C.R.S., as now or hereafter amended.

- **Compliance**
  The applicant agrees to comply with all federal, state, and municipal laws in sponsoring and conducting the event, and agrees to take reasonable steps to assure that the participants, vendors and spectators comply with these provisions as well. The applicant and the city shall comply with their respective obligations set forth in the Event application.
- **Termination of Agreement** The city may terminate this agreement at any time for material breach of the agreement, including but not limited to breach of the conditions of payment, hours of use, location of use, provision of insurance, noise violations, parking violations and protection of city property. For other breaches the city shall give applicant notice of the same and a reasonable time to cure. In addition, this agreement may be terminated by the City for its convenience and without cause of any nature by giving the applicant written notice at least seven days in advance of the termination date.
- **Discrimination Prohibited**[1]
  The applicant agrees that while using the Reservoir for special events, applicant will not refuse, withhold from, or deny to any individual because of the race, creed, color, sex, sexual orientation, gender variance, genetic characteristics, marital status, religion, national origin, ancestry, or mental or physical disability of such individual or such individual's friends or associates, the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of a place of public accommodation.

[1] Pursuant to Chapter 12-1 Boulder Revised Code Prohibition of Discrimination in Housing, Employment and Public Accommodations and specifically Chapter 12-1-4 Discrimination in Public Accommodations Prohibited.

APPENDIX A
Boulder Reservoir 2013 Rental Amenity Pricing
Amenities/ extra fees

Amenity	Daily Price	Qty Available
20 x 20 Canopy	$150 ea	18
20 x 30 Canopy	$200 ea	5
Show mobile* (additional deposit required)	$800	1
Picnic Tables	$18 ea	56
Serving Tables	$13 ea	8
Charcoal Grill	$40 ea	7
Generator*includes one gas refill	$100 ea	2
Dunk Tank	$250	1
Fire Extinguisher	$10 ea	15
Ice Tub- Large	$20 ea	8
Ice Tub- Small	$10 ea	8
Water (if you require water to fill pools, tubs bottles etc)	$25-$50	
Small craft boat rental	$10/hr/boat	
Water safety staff	$18/hr/person	
Boat use for water safety	$50/hr	2
Jet Ski for water safety	$25/hr	2
General staff time	$20/hr	
Off hours staffing	$50/hr/person	
Parking crew	$350/crew	
Clean up fee*(3 hr minimum)	$35/hr	
Loader/ tractor use	$75/hr	1
Electrical board	$100/day	1
P&R alcohol permit	$25	
Set race course	$20/hr/person	
Snow removal(specific to event)	$20/hr/person	
Property damage	Parts, equipment use and labor	
Per participant Impact fees	$1.50	
	$2.50	
	$3.50	
	$4.50	

APPENDIX B

Area Fees for events 2013- area fees will be charged for all areas your event impacts

Season = May – September
Off season = October - April

Area	**Daily** Fee - *Season*	**Daily** Fee - *off season*	**Using (X)**
Beach	$350	$175	
West grass East	$300	$150	
West grass West	$300	$150	
Pro Hill east	$300	$150	
Pro Hill West	$300	$150	
Lakeshore	$350	$175	
Dream cove	$350	$175	
Beachview	$350	$175	
Concession Hill	$350	$175	
Concession deck	$350	$175	
Chandler	$350	$175	
Marina Hill	$350	$175	
Cottonwood Cove	$350	$175	
Sunset	$350	$175	
Sunrise	$350	$175	
Sailors point	$350	$175	
Hobie Haven	$350	$175	
Main parking lot	$500	$250	
½ main lot	$250	$125	
Triangle	$300	$150	
South overflow lot	$200	$100	
North overflow lot	$200	$100	
Water inside of no wake area or no impact to general public	$42.50/hr	$42.50/hr	
Closure of water area outside no wake area or impact to general users	$85/hr	$85/hr	
Bathrooms	$200	$200	
Concession room(off season only)	NA	$200	

APPENDIX C

BOULDER RESERVOIR
SPECIAL EVENT PERMIT

Date office received application: _____

NAME OF EVENT: _____

REQUESTED DATE(S) OF EVENT: _____

REQUESTED TIMING OF EVENT: (additionally please include a detailed schedule of set up, event day and take down as attachment)

Set up begins: Date:_____Time _____a.m./p.m. to _____a.m./p.m.

Expected end date and time to be cleaned up and out of park:

Date:_____Time_____a.m./ p.m.

Brief description of proposed event: Please check all that apply
_____Triathlon ____Running race _____Walk ____Bike race _____obstacle race
_____swim event ____kids race _____Expo _____watercraft race _____
_____other: Please explain:_____

Name of sponsoring organization: _____

Name of Applicant/Event Manager: _____

Address: _____ City_____ Zip_____

Telephone: (day) _____ (cell) _____

E-mail address _____

Anticipated attendance:
Participants: _____

Spectators: _____

Cars to be parked:_____

Will you be bringing in any watercraft, buoys or other equipment that will be in contact with the reservoir water?
_____

If yes please list all equipment that will come in contact with the reservoir water?
_____
_____

Check areas requested for event:

Please do not check parking lots if you are using them for parking only.

Event Areas		**Picnic sites**	
Beach	north___ south___	Beachview	___
Main parking lot	north___ south___	Chandler beach	___
West grass	east___ west___	Cottonwood cove	___
Pro Hill	east___ west ___	Dream cove	___
Concession Deck	___	Lake shore	___
Triangle	___	Concession hill	___
Main Lawn	___	Hobie haven	___
North overflow lot	___	Sunset	___
South Overflow lot	___	Sunrise	___
Main Office access	___	Sandy Shore	___
Lake use	___		
Main bathrooms	___		
Concession room	___		

Sound Amplification Yes___ No___

If yes:

What time begin_____ what time end: _____

Is music is being provided: Yes___ No__

What time will music begin_____ end_____

Describe type of music to be played/performed:

_____

Consumption of alcohol:

- Will alcohol be distributed or sold at this event? Yes ___ No___

Please complete attached check list prior to application submission. No application will be reviewed without being complete.

All Items in **Bold** require an attachment.

- A detailed written paragraph outlining the plan including names of companies, dates, locations, staffing and times.
- Site plan should include detailed set of all areas included in event with tent/ canopy locations, etc…
- Route plans should include all on site and off site swim, bike, run, walk etc…

- **Deposit:** 0-299 participants- $500 security deposit
- 300-999 participants $1500 security deposit
- 1000-2000 participants $2500 security deposit
- 2000+ participants $3500 security deposit

As an applicant for a special event approval, I certify that I have read and understand all of the requirements, conditions and procedures found in this application packet. 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.

Applicant signature_____ Date: _____

Received by_____ Date: _____

Please mail completed application with all attachments to:
Reservoir Manager
5565 N 51st street
Boulder, CO 80301
303-441-3469

Or fax to 303-441-1807
OR Email to Coles@bouldercolorado.gov

APPENDIX D
Application Checklist
Those items with * require attachment to application

	Applicant initials when completed	City Staff Approval (**Internal use only)**	Notes (**Internal use only**)
Application form			
Event Contact list *			
Site plan *			
Route Plan run/walk *			
Route plan bike *			
Route plan swim *			
Alcohol state permit			
Alcohol city permit *			
Command center plan			
ASCAP/BMI Licenses *			
Reserved Areas submitted			
Request for canopies/equipment *			
Medical Plan *			
Event Manager Resume *			
Certificate of Insurance submitted *			
Boulder Police Contacted			
County Sheriff Contacted			
Marshall plan *			
Parking plan *			
parking crew required		Yes / No	
Zero waste Plan *			
Emergency evacuation plan*			
Portable restroom plan *			
Sign/banner plan *			
Copy of vendor/staff pass *			
Feeder canal permission letter *			
Communication Plan *			
Copy of Gate fee notification			
No animals in park notice verification *			
Schedule of set up event and clean up*			
Security Deposit			
Access to tap water			

Completed Site /Route plan will include:

General Requirements

- Site plan or route map should be:
  - Computer-generated
  - Drawn to scale drawings
  - Submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format
- If online mapping site is utilized, use 'plain', 'road', or 'parcel' view as the base to create map

Boundaries and Routes

- Include the names of all roads and/or areas that are part of proposed event
- Include auxiliary parking and production areas
- Clearly identify :
  - All access routes
  - Removable fencing
  - Exit locations

Event Infrastructure

- Identify all event infrastructure elements including:
  - Fencing, including beer gardens and production areas
  - Portable restrooms and sinks
  - The locations of recycling, zero waste, and/ or trash receptacles and dumpsters
  - Placement of any vehicles and/or trailers
  - Parking, accessible parking, drop-off, and shuttle locations
  - Medical facilities
  - Other related infrastructure components not listed above but included in your permit application

Event Operations

- Identify all event operational elements including:
  - Individual plans for each route of walk, ride, run etc. if appropriate – start/finish points
  - Command post
  - Medical personnel along route
  - Aid stations
  - Sanitation facilities along route
  - Staging areas for the event
  - Spectator areas
  - Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
  - Other related operational components not listed above but included in your permit application.
- If information below is not delineated on traffic control plans, identify on site plan:
  - Direction of travel and all proposed lane closures for walk, ride, run etc. if appropriate
  - Fencing, barriers and/or barricades to articulate participant flow for walk, ride, run etc. if appropriate
  - Traffic control signs, and devices along route
  - Directional signs along route
  - Informational signs and banners along route
  - Law enforcement
  - Course marshals

Narrative

- Provide detailed narrative and timeline of event
- Include details regarding :
  - Set-up
  - Sound checks
  - Operations of proposed event activities
  - Dismantling of your proposed event activities.
- If there route is associated with proposed event, include:
  - Turn-by-turn narrative and diagram
  - Proposed road/lane closures
  - Detours

APPENDIX E

CITY OF BOULDER – PARKS AND RECREATION
ALCOHOL PERMIT APPLICATION
This is in addition to the state permit

Consumption of alcoholic beverages on City owned property is prohibited unless specific approval is granted by the City Manager or designate (ordinance #4651). Groups must obtain an alcohol permit, not more than 90 days nor less than 15 days, in advance from the Parks and Recreation Department. All participants of the event where alcohol is consumed must be 21 years of age or accompanied by a parent or guardian. **All permit holders must be residents of the City of Boulder, please attach a $25 fee with this application.**

Name of applicant/event coordinator: _____

Address: _____

Non-profit event sponsor: _____

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

Time of alcohol distribution:
From: _____ am/pm to: _____ am/pm

Anyone under 21 will be supervised by a parent or guardian _____ (initials)

As an applicant for an alcohol 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.

Applicant signature_____Date: _____

Approved by_____Date: _____

Applicant must comply with the following requirements when dispensing/selling alcohol to the public:

Selling or Providing Alcoholic Beverages

If alcoholic beverages will be sold or given away to the public, a STATE OF COLORADO SPECIAL EVENTS PERMIT must be obtained. To obtain the Special Events Permit, contact the City Clerk's Office, 303-441-4192, CookM@bouldercolorado.gov at least 30 days in advance of the date of the scheduled event.

Please refer to the city's website for distribution of alcohol at city events and contact the Beverage Licensing Clerk at the City Clerk's office to obtain a State alcohol permit. In addition you must also fill out the City of Boulder Alcohol permit found in the application.

In addition a parks and recreation alcohol permit is required for all special events. Note: **glass is prohibited on Reservoir property.**

Plan

If alcohol is to be consumed or sold, the following requirements apply:

- The area where alcohol is to be served/consumed must be enclosed with either double four-foot fencing or single six-foot fencing;
- Properly trained marshals with bright-colored vests, t-shirts or jackets must be at every entrance/exit to alcohol area;
- Procedures must be identified that will prevent illegal conduct such as underage possession/consumption of alcohol; and

Event staff is not allowed to consume alcohol while on duty.

APPENDIX F

Insurance Requirements

Before final approval of your Boulder reservoir special event permit application, you will need to provide Commercial General Liability insurance. If your event includes the use of alcohol you will also be required to conform with the insurance requirements of the liquor license permit.

You must provide a certificate of insurance, naming the City of Boulder as additionally insured in the "Description" section of the Certificate of Insurance. The "Certificate Holder" section shall show:

City of Boulder
1777 Broadway
Boulder Colorado 80302

The additionally insured language should read:

City of Boulder is named as additionally insured on general liability and automobile liability. A waiver of subrogation in favor of the City of Boulder applies to workers compensation as required by written contract.

The insurance certificate will be due 45-days prior to the event. This allows for adequate review and changes, if necessary. Please make sure the amounts, additional insured's, and certificate holders are correct. City of Boulder will review the certificate and inform the applicant of any necessary changes, but is not responsible for communicating these changes to the insurance carrier.

Minimum policy limits are generally $1 million per occurrence with a $2 million aggregate; however, City of Boulder reserves the right to adjust policy limits according to the level of risk associated with the event. Each policy and endorsement must include City of Boulder, its officer, employees, volunteers and agents as additionally named insured. Insurance coverage must be primary and maintained for the duration of the event including set-up and dismantle dates and times. The event sponsor and all contracted service providers that have paid employees must also submit proof of Workers Compensation Insurance with a minimum policy limit of $1 million.

Failure to provide accurate insurance documents not receive a final permit .

CERTIFICATE OF LIABILITY INSURANCE

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

PRODUCER (000) 000-0000 FAX (000) 000-0000

#1

Name of Insurance Brokerage or Agency
Street Address
City, State Zip Code

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 LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	X	GENERAL LIABILITY #4 X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR #5 GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT 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 - COMP/OP AGG	$	2,000,000
B		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS 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 ANY AUTO				AUTO ONLY - EA ACCIDENT	$	
						OTHER THAN AUTO ONLY: EA ACC	$	
						AGG	$	
C		EXCESS / UMBRELLA LIABILITY OCCUR 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? Y / N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	X WC STATU-TORY LIMITS 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 XX 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. #8

AUTHORIZED REPRESENTATIVE #9

ACORD 25 (2009/01)

© 1988-2009 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Gallagher
Public Entity & Scholastic Division

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

APPENDIX G

Zero Waste Guidelines for Special Events
Boulder Reservoir

The following guidelines should be helpful in determining the steps necessary to meet the "Zero Waste" requirement for the Special Event Application. If you have any questions about these guidelines, or are not sure if your plans for recycling/composting meet these criteria, please feel free to call the City Waste Reduction Program at 303-441-1914.

Call Eco-Cycle (303-444-6634) for a guide to creating a "Zero Waste" event. Using these advanced guidelines, you can learn how to compost food waste (including paper plates, napkins and "corn starch" cutlery) as well as "pre-cycle" before your event to prevent waste from occurring in the first place.

A successful Zero Waste event requires food vendors to distribute only compostable and recyclable materials to the public for the duration of the event. Special Zero Waste stations comprised of a compost bin, a commingled bin, and a bin for "whatever's left" will be used to collect the discards at the event. Depending on the size and complexity of your event, volunteers will be needed to monitor the Zero Waste stations. Special attention is given before the event to assure that non-recyclable and non-compostable items are kept to an absolute minimum at the event.

In creating a zero waste event there may be additional advertising money available from the City to promote your special event. Please contact 303-441-1914 for details.

Haulers in the Boulder area:

Western Disposal	303-444-2037
Eco-Cycle	303-444-6634
Town & Country	303-665-6811
One Way Disposal	303-823-0556
Waste Connections	720-382-7877
Waste Management	303-797-1600
Evergreen Events	970-987-3140

Responsible management of waste means pre-planning methods to reduce waste before your event, as well as planning for recycling and waste generated at your event. It is essential to communicate the importance of the recycling/waste reduction program to everyone involved in the management of your event and to the people who attend or participate in your event.

APPENDIX H
MEDICAL PLAN DETAILS AND REQUIREMENTS

Medical Plan Requirements

No event will begin with out the ambulance on site.

For Events Not Requiring a Medical Director

- Identify method for contacting 911
- Identify method for collecting and disseminating participant emergency information, for athletic events
- Consider the plan requirements below and include as appropriate
- List time ambulance will be onsite and when they are scheduled to leave
-

For Events Requiring a Medical Director

- List name of and contact information for Medical Director
- Outline qualifications of Medical Director
- Identify mix of medical personnel (first aid providers, paramedics, nurses, doctors)
- Identify method of medical staff identification specifically signage, same color shirts with medical logos
- List number and location of medical stations with specific attention to high risk areas such as finish line, swim course extraction points, steep descents, and hard to access areas
- List time ambulance will be onsite and when they are scheduled to leave
- Identify method of other medical transport, both ambulances and private vehicles/ATV utility vehicles
- Identify method of communication with emergency medical staff specifically how will non-medical staff contact medical staff and localize medical incidents
- Identify method of making participant information available to emergency service providers
- Identify means available to control environmental thermal injuries, i.e., hyperthermia and hypothermia for high risk events such as summer triathlons on exposed courses
- List of hospitals and fire protection departments to notify one week prior to event.

Applicant is **required** to provide on-site emergency medical assistance from AMR emergency services, unless otherwise exempted by the City Police Department, Risk Manager and Reservoir Manager. Please contact AMR special event coordinator at least 30 days in advance. AMR must be on site at least 30 minutes prior to start of event.

The contact information for AMR is:
2901 Broadway
Denver, CO 80216
303-357-2005 (Office)
303-961-8902 (Cell)
303-293-0295 (Fax)

- ***Roles***

  - **Organizer**

As the event organizer, you should develop a medical plan that is appropriate for your event. This plan should be developed in partnership with your event medical director and should incorporate any feedback you receive during your production meeting with the reservoir or with any other jurisdiction. Keep in mind that part of your responsibility to implement the medical plan is to ensure that all medical support staff, whether paid or volunteer, has the appropriate licensing, certifications, and insurance to provide services at your event.

  - **Event Medical Director**

You may want to consider adding an event medical director to your staff for your event. For events that meet or exceed 500 attendees, you will be required to retain an event medical director. The medical director shall have the appropriate credentials and experience directing medical operations for events like yours. Appropriate credentials include licensure or certification for the following professional positions:

- Doctor of medicine (MD)
- Doctor of osteopathy (DO)
- Doctor of chiropractic (DC)
- Physician assistant (PA)
- Certified athletic trainer (ATC)

The event medical director assumes the responsibility for:

- Recruiting and appointing the medical personnel for the event day
- Assigning posting locations for the medical personnel
- Organizing the medical area, assuring it is equipped with proper supplies
- Developing medical protocols
- Executing the emergency notification process for injured attendees
- Monitoring weather conditions
- Assisting the race director in assessing the course safety throughout the event
- Acting as the medical spokesperson for the event

He or she should also have direct input with race management as to the number and distribution of aid stations and fluids/food available, in the case of athletic events.

  - **Medical Support Staff**

The medical support staff should be recruited and appointed by the event medical director who will determine the appropriate number of staff, level of training for each staff member as well as the location where each staff member will be assigned. All medical support staff should be easily identifiable to event personnel and attendees through the use of distinctive jackets, vests, bibs, shirts, or caps.

Plan Detail

The level of detail required for the medical plan you submit to the reservoir for review will vary according to the size, type, and location of your event.

Notification

Prior to your event, you should notify the local health authorities of the details of your event and provide them with emergency plans for a major incident. Additionally, you should notify the local hospital designated by your medical director to be the primary transport facility for the event in writing (email is fine) one week prior to your event and provide the following information:

- Date of event
- Name of event
- Estimated number of attendees
- A copy of the course map

When a medical director is required, he or she shall email the hospital designated for all transports, i.e., BCH Broadway campus. The email should state information about your event including name and date of event, number of participants, and contact information for the medical director. Additionally, the medical director should email the local EMS paramedic service provider contracted to work the event the following information:

- A copy of the communications plan
- A copy of the course map so that their ambulances not assigned to the event also have a copy of the course map.
- A copy of the medical plan

Medical Teams

A licensed, dedicated ambulance is required on site for every event .
Competitive events of any size or non-competitive events with more than 2,000 attendees, shall hire a formal medical director to outline medical plan, coordinate/credential on course medical staff, supplies, dedicated ambulances services, communications plan, documentation, and emergency notification process.

Medical Aid Posts

The number and location of medical aid posts needed for your event depends on the size, type and location of your event. When establishing medical post number and locations, you should keep in mind that the post should:

- Consider high risk areas such as placing medical staff, an ambulance, or ALS paramedic team on steep bike descents, swim course on triathlons at designated extraction points, and exposed areas of the course where response times would be vital or delayed.
- Provide easy ambulance access and egress. Consider these emergency access points and lanes as well as spectator density when designing your finish line layout and placing the location of the medical post.
- Be located within 5 minutes of all sections of the crowd.
- Have available a mode of transport to them.
- Be clearly marked. Have adequate signage for direction to the aid post. A minimum of a banner or teardrop wind flag displaying "medical or first aid" prominently above eye level visible from 100 yards away. For athletic events, a banner or teardrop wind flag is required at the finish line or at any high risk area and is recommended on the course.
- Be clearly marked on official maps of the venue layout with medical cross designations.

- Provide some means of communication with the primary medical control point, venue control, and with mobile medical teams in the venue.

Communications

A way to communicate between the medical staff and other emergency service providers efficiently in real time with limited relay is imperative for ensuring a safe event. For competitive athletic events and non-competitive athletic events larger than 500 participants, you should have a designated command center staffed by: 1) an EMS dispatcher 2) a communications director who scribes all communications and ensures responses to all incidents systematically. The communications director or your medical director will also initiate all emergency notifications and suspend or delay the event in an emergency.

APPENDIX I

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 28

APPENDIX J

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.

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 K
SANITATION PLAN DETAILS AND REQUIREMENTS

Applicant must provide a narrative detailing how each of these requirements will be met; which companies will be contracted, where facilities will be located, and all other pertinent information. Providing this information on the site plan/route map is also required.

- **Restrooms**
  - The Boulder County Public Health Department requires one (1) chemical or portable toilet for every 100 people. A minimum of two (2) toilets is required for each event. The number of portable toilets should be determined based on your estimated peak time attendance.
  - Reservoir bathrooms are available for rental. Please indicate on application if the intention is to rent the permanent restrooms.
  - Be sure portable restrooms 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.
  - Applicant may be required to provide additional portable restrooms If the main bathrooms are not adequate to support your event. Portable restrooms must be ordered and paid for by the applicant unless other arrangements are made and approved by the Reservoir Manager. Portable restrooms must be installed on hard surface such as plywood and the location must be approved by the Reservoir manager or designee.
  - **Restroom Accessibility**- Ten percent (10%) of restroom facilities must be accessible by people with disabilities. No less than one (1) accessible restroom will be required for each event. More information regarding accessibility may be found in the "Accessibility" section of this chapter.
- **Zero Waste APPENDIX G**
  - It is a requirement of this application for all events to be Zero Waste. You are required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event, its vendors and its attendees, including during set-up and dismantle time frames associated with your event.
  - The **reservoir does not provide road sweeping services or recycling or trash containers** for special events, so please plan accordingly.
  - At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities. All clean up must be completed by facility closing time on the day of the event. If additional time is needed it must be requested on the application.
  - All waste generated by an event must be hauled away by applicant.
  - **REQUIREMENT:** Applicant must submit a plan including what agency you will be working with for your event, location of trash, recycling and compost receptacles and plan for making sure items are being sorted appropriately. Each Event will provide reservoir manager with waste diversion numbers with in 15 days of conclusion of event. Events should be at least 65% waste reduction.
  - If your event is does not comply with zero waste guidelines submitted in the zero waste plan, there will be a non compliance fee based on number of participants added to the final invoice.
  - Applicant's failure to comply with clean up requirements will result in a trash clean-up fee at the rate of $35 per hour per Reservoir employee with a minimum of 3 hrs, needed to clean the area. This includes any clean up of **zip ties**, water bottles, clothing etc…
  - **Please see Additional Zero Waste Guidelines and Resources in APPENDIX G of this packet**.

- **Water supply**
  - Note whether water will be used for drinking and lavatory purposes
  - Amount of water to be supplied
  - Source of water
  - Description of how water will be stored and dispensed
  - Note if hand washing facilities will be used
  - If using a company to provide facilities, provide company name and address, contact person and phone numbers for home, work and cell
  - Amount of each type of facility
  - Amount of accessible facilities
  - Location of facilities

APPENDIX L

SAFETY AND SECURITY PLAN DETAILS AND GUIDELINES

Event Sponsor-

The Event sponsor is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

Event Sponsor Chief Officer-

The chief officer of the event sponsor is the person who has overall authority of the event sponsor. He or she must be identified on the permit application and must sign the permit application. Typically, the chief officer is the chief executive officer, president, executive director or board chair of the event sponsor

- **Safety and Security Plan Requirements**

  Your safety plan should be integrated with your emergency response plan or traffic control plan and should include the following:
  - Number and location of law enforcement officers and from which jurisdiction
  - Number and location of certified flaggers
  - Number and location of marshals
  - Number of and location supervisors
  - Length of shifts
  - How relief will be provided
  - Method of deployment for mobile members

- **Role of Sponsoring Organization**

  The sponsoring organization is responsible for the safety and security of the people and physical elements in and around your venue. Ensuring the safety of all those affected by your event includes implementing safety measures that address all aspects of your proposed event. These measures may involve implementing safety strategies ranging, but not limited to, lighting, and event location/route design.
  - Exception: Water Safety

  Any event requesting use of the water will require water safety:
  A water safety plan will be designed in conjunction with reservoir staff and implemented by reservoir staff. You may be required to provide additional volunteers to assist. Staffing and equipment fees will be charged accordingly.

  Role of Law Enforcement

  The City of Boulder Police department may require officers to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to increase safety and enforce laws.

  The City of Boulder Police Department and City of Boulder Fire department have final authority over your event safety requirements.

  All applicants must contact Carey Weinheimer weinheimerc@bouldercolorado.gov or his designee at 303-441-3337, at least 45 days in advance of the event and prior to application submittal. Additional fees for fees for officers, cars, equipment may be required per Boulder Police Department. All law enforcement fees are paid direct to police department and will be due prior to event.

The applicant must provide to the Reservoir Manager written confirmation from the appropriate law enforcement agency that sufficient staffing has been contracted.

- **Use of Volunteers**

  As part of your event security plan, the reservoir may allow you to use volunteers in specific predetermined locations and capacities. Should the volunteer services fail to be provided, and/or prove inadequate; the reservoir maintains the right to shut down any or all components of your event and/or to provide additional services that will be billed directly to the event sponsor.
  Often, both marshals and certified flaggers are needed to organize and stage a safe event that uses a route. While the duties of marshals and certified flaggers are distinct, they do share a number of responsibilities including:
  - Knowing the time and direction to expect participants moving through their intersection.
  - Knowing the entire event route, starting times, and estimated ending times, in order to be prepared and to answer motorists' questions.
  - Being easily identifiable through a means such as a vest or cap.
  - Wearing an American National Standards Institute (ANSI) approved vest at all times when on a public right-of-way.
- **Use of Course Marshals**

  Marshals are responsible for:
  - Controlling spectators.
  - Informing participants of road conditions.
  - Communicating event information to participants, spectators and motorists.
  - Communicating emergency information to the Incident Command Post
  - Event organizers are responsible for proper training of marshals. Marshals must be eighteen (18) years of age or older.

- **Certified Flaggers**

  Certified flaggers are responsible for:
  - Stopping, holding and starting motor vehicle traffic during an event.
  - Maintaining appropriate certification for flagging.
  - Making sure proof of certification is available the organizer and law enforcement during the event.
- **Pre Event Briefing**
  - To enable security personnel to perform effectively, they must be briefed prior to the event. The pre-event briefing should cover:
  - Details of the event site and/or route, including medical aid locations and potential hazards
  - Clear direction on what is unacceptable behavior for all attendees
  - Basic information about the event
  - Details of emergency response plan
  - Details of the communications plan

APPENDIX M
SIGNAGE PLAN DETAILS AND REQUIREMENTS

Barricades

A barricade is a portable or fixed device having one or two rails with appropriate markings and is used to control road users by closing, restricting, or delineating all or a portion of the right-of-way. If barricades are required as part of your road closure and/or traffic plan, they will be included in the approved signing plan. After dark, any barricades used at your event must be retro-reflective and have flashing amber caution lights securely attached to them.

Safety Equipment

Based on the location, components and configuration of your event, you may be required to provide safety equipment such as barricades, traffic cones, directional signage, fencing, lighting, etc. All equipment must be free standing, unless otherwise authorized. It is prohibited to affix temporary signage and equipment to trees, light poles, traffic signs, etc. You are responsible for obtaining and properly placing this equipment prior to the beginning of your event in compliance with local and state laws. The city does not provide required safety equipment.

Safety equipment must be positioned at the specific location(s) and time(s) indicated on the special event permit or signing plan approved by reservoir manager. Equipment must be properly placed at the required dates and times and must be removed as soon as it is safe to do so. All signage and barricades used after dark must be retro-reflective.

The following information provides details regarding some of the most commonly used safety equipment along with requirements for fencing:

Signage and Markings

May only be displayed while the permitted event is taking place.

- Must be secured in a safe manner - weighted down with sandbags or tied down. Event Organizer is financially responsible and legally liable for any damages related to the use of signs and banners including but not limited to damage done to electric, water and cable lines.
- All signs and locations of signs must be approved by Reservoir manager or designee and included on the site plan layout.
- Marking on roadways, parking lots and trails with anything other than flags or tape is strictly prohibited. Any marking found on property following your event will lead to $200 fine per marking.

Advance Signing

Advance notice signs are required to be placed seven (7) days prior to the event date. They inform the travelling public that your event will be held in the near future. The following guidelines for advance signing will be used

One event sign must be placed on reservoir road prior to entry gates on both incoming and outgoing sides 7 days in advance of event date.

INFORMATION

- Type of event
- Name of event (optional)
- Date of event
- Timeframe (i.e., from __ AM to __ PM)
- Contact information
  - Phone number
  - Website

SPECIFICATIONS

- Materials
  - Metal
  - Corrugated plastic
- Orange background
- Size
  - 4′ x 4′
- Lettering
  - Font Type: Series 2000 Standard Alphabet
  - Font Size: Per the MUTCD and referenced Standard Highway Signs current version minimum 4”

Signage and course markings, including but not limited to, panel and posted signs, flags, and banners must be removed immediately following the conclusion of the Special Event.

All signage and markings must be removed within 24 hours of the event. Failure to do so may result in the denial of future permits for the specific event and/or sponsor.

Event Signing

.**Signing Plan Requirements**

It should include the following:

- Identify all types of signing to be used during event
- Description of method of installation
- Number and location of all signs to be used for event

APPENDIX N

TRANSPORTATION PLAN REQUIREMENTS AND DETAILS

All vehicles must remain on designated roadways unless prior written permission for access granted by reservoir manager or designee. A $75 fee will be assessed for any vehicle on any area other then established roadways.

Depending on the size of the event and/or the location, the transportation plans for your event will address some or all of the requirements listed below. All items listed below should be considered and, at a minimum, your transportation plan should include those items marked with an asterisk (*). Plan elements may be combined where appropriate.

- Access and Parking
  - Identify dedicated emergency response access route and means of delineation
  - Identity employee/volunteer parking location(s)*
  - Identify attendee parking location(s)*
  - Identify disabled parking areas*
  - Identify any temporary no-parking areas
  - Identify any drop-off/pick-up areas
  - Identify any shuttle bus routes, stop locations, and direction of travel
- Pedestrian and Bicycle Access
  - Identify recommended pedestrian access routes*
  - Identify designated pedestrian crossings*
  - Identify pedestrian access routes and crossings suitable for disabled attendees
  - Identify recommended bicycle access routes*
  - Identify designated bicycle crossings*
- Traffic Flow
  - Identify road closures*
  - Identify alternate routes*
  - Identify emergency access routes*
- Traffic Control
  - Identify road closures*
  - Identify directional lane control*
  - Identify event route*
  - Identify parking restrictions
  - Identify command post location*
  - Integrate signing plan, when possible
  - Identify location of permanent and variable message signs
  - Identify location and number of traffic/safety equipment, i.e., cones and barricades
  - Identify equipment staging areas

Access and Parking

Your transportation plans should include a description of the manner in which event staff, participants, spectators and emergency services will access the event and how parking will occur. All plans must comply with accessibility laws and should include the use of car pools, public transportation and alternate modes of non-polluting transportation whenever possible. If your event has expected ***participant numbers greater than 1500 you must submit a plan for off site parking***. If your expected spectator + participant numbers exceed 3000 you must submit a plan for offsite parking. Overnight parking on Reservoir property and in parking lot outside main gate is prohibited, unless approved by Reservoir manager or designee **prior** to the event. Loading and unloading at the Reservoir is allowed from walkways and gravel driveways. **However, no vehicles are allowed on any grassy areas.** There will be a $75 fee assessed to the event applicant for each time a vehicle is found on any grass in addition to any damages caused..

You will be required to use reservoir parking crew if your event is 500 or more participant/spectators. If your event requires more then 8 parking staff you will be required to supply any additional staff. This will be determined by the Reservoir manager or designee.

Boulder reservoir expects all organizers to accommodate parking either on the venue site or at an off-site location that does not involve on-street parking.
Following are guidelines that should be incorporated in your site access and parking plan:

- 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. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas.
- If you plan to implement a shuttle plan to support your event needs, you must include approval of the property owner for use of the property in your transportation plan. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- Any drop-off/pick-up zones should be coordinated with the reservoir manager.
- Your access and parking plan should consider circulation patterns within the parking area
- You must include accessible parking and/or access in your event plans.

Pedestrian Access

Your transportation plan should include a description of how attendees will move safely and efficiently within the immediate area of the event. All plans must comply with accessibility laws and should provide for the safe pedestrian movement from the parking area, or other travel mode terminus to the event location. Following are **guidelines** that should be incorporated in your pedestrian access plan:

- You should avoid allowing pedestrian access routes and parking access points to intersect.
- Whenever possible, provide an uninterrupted pedestrian walkway.
- Use barricades to separate traffic and pedestrian flow.
- Staff pedestrian crossings, to ensure safety.
- You should provide flags in those areas where crosswalk signage will not be readily visible due to topography, crowding or other circumstance.

Most events are accessed by private vehicles. There are times, however, when the reservoir cannot support the number of vehicles for on-site parking or the adjacent road network cannot support the traffic volume generated by the event. In those cases, you will need to provide other options to accommodate the transportation needs of your attendees.

You must submit an offsite parking plan if:

-expected participant numbers greater than 1500 and/or
-expected number of participants combined with spectator exceeds 3000

APPENDIX O

BOULDER COUNTY EVENT CONTACT INFORMATION

Contact Information for use of county roads

Boulder County Transportation Department – Special Events Permitting Program

www.bouldercounty.org/transportation/spec_events/special_events_permit_regs.htm

Mailing Address: PO Box 471
Boulder, CO 80306

Street Address: 2525 13th Street
Boulder, CO 80304

Contact: Anita Riley

Email: aariley@bouldercounty.org

Phone: (303) 441-4581

Boulder County Sheriff's Office

Mailing Address: PO Box 471
Boulder, CO 80306

Street Address: Justice Center
1777 6th Street
Boulder, CO 80302

Contact: Commander Heidi Prentup

Email: hprentup@bouldercounty.org

Phone: (303) 441-3624