



# City of Boulder Park Event Permit Application

3198 Broadway, Boulder, CO 80304

Phone: (303) 413-7222

Applicant and Sponsoring Organization Information			
Name			
Street Address			
City, State, ZIP Code			
Day Phone			
Fax Phone			
E-Mail Address			
Sponsoring Organization			
Contact Person "on site" Day of Event		Cell Number:	
Event Information			
Type of Event (Check all that apply):			
<input type="checkbox"/> Run	<input type="checkbox"/> Walk	<input type="checkbox"/> Ride	<input type="checkbox"/> Triathlon
<input type="checkbox"/> Swim/Water Craft	<input type="checkbox"/> Park Festival	<input type="checkbox"/> Concert	<input type="checkbox"/> Expo
<input type="checkbox"/> Private Party	<input type="checkbox"/> Other (specify):		
Event Title			
Event Date			
Event Location			
Event Hours	Start:	End:	
Set-up	Date:	Time:	
Break Down	Date:	Time:	
Attendance	Participants:	Spectators:	Total:
Overall Event Description			
Briefly explain event and activities:			

## Event Details

Does your event involve the sale or consumption of alcoholic beverages? If yes, please describe:

Will items or services be sold at the event? If yes, please describe:

Will event have amplified sound? If, yes please describe:

Will you need access to power?

Will you need access to water?

Is this a fundraising event? If yes, please describe:

Is the event free to the public?

Admission/Registration Cost:

Will Vendors be cooking or heating food? If yes, please describe:

Will there be any fenced areas? If yes, please describe:

Will there be construction of stages or other improvements, including any tents or awnings? If yes, please describe:

Parking restrictions requested:

What is your clean-up plan after the event?

Please describe your procedures for both crowd control and internal security (use of Private Security /Marshalls):

Do you plan on utilizing volunteers? If yes, in what capacity?

## Rules and Regulations

The Boulder Reservoir and Valmont Bike Park are classified as specialized facilities. Both facilities require a non-refundable \$100 Application Fee in order for the application to be considered complete and to begin the permit review process. All other park fees require a \$200 refundable Security Deposit at the time the application is submitted to secure the date.

A site plan of your event must be included with your application identifying the location of stages, vendor booths, portable toilets, registration area, etc.

For runs, walks and rides a site plan outlining your route must be submitted along with your Park Event Permit application.

Permit Applications may require review by the City of Boulder Permit Review Board for approval or denial. Need for review is based on size, scope and impact of event.

General liability insurance coverage, in the amount of \$1 million per occurrence with a \$2 million aggregate, must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle period. The City of Boulder must be named as Additional insured. The additionally insured language should read: "The City of Boulder is named as additionally insured as respects General Liability and Automobile Liability. A waiver of Subrogation in favor of the City of Boulder applies to Workers Compensation.

All debris and trash must be removed from an event site immediately after the event. If, staff time is required for trash removal all expenses will be the responsibility of the event applicant.

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The City of Boulder requires one (1) chemical toilet for every 100 people, or portion thereof. In addition, ten percent of restroom facilities must be accessible by people with disabilities.

In some cases, the hiring of officers from the Boulder Police Department, a professional security company, or a combination of both may be required by the Department of Parks and Recreation in order to obtain a Park Event Permit. The Boulder Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.

The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; use of an open flame; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.

## Agreement and Signature

As an applicant for a Park Event Permit, I certify that I have read and understand all of the requirements, conditions and procedures. I agree to comply with each of these requirements, conditions and procedures. I agree to immediately reimburse the City for costs to repair any damage incurred as a result of the event.

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

I understand that a Park Event Permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, special events.

Name (printed)

Signature:

Date:

**Supplemental for Boulder Reservoir Only**

Please select all areas requested for event *(Do not check parking lots if they will only be used for parking)*:

Event Areas	Picnic Sites
<input type="checkbox"/> Beach    ___ North    ___ South	<input type="checkbox"/> Beachview
<input type="checkbox"/> West Grass    ___ East    ___ West	<input type="checkbox"/> Chandler Beach
<input type="checkbox"/> Pro Hill    ___ East    ___ West	<input type="checkbox"/> Cottonwood Cove
<input type="checkbox"/> Concession Deck	<input type="checkbox"/> Dream Cove
<input type="checkbox"/> Triangle	<input type="checkbox"/> Lake Shore
<input type="checkbox"/> Main Lawn	<input type="checkbox"/> Concession hill
<input type="checkbox"/> Wet Grass	<input type="checkbox"/> Hobie Haven
<input type="checkbox"/> Main Parking Lot    ___ North    ___ South	<input type="checkbox"/> Sunset
<input type="checkbox"/> North Overflow Lot	<input type="checkbox"/> Sunrise
<input type="checkbox"/> South Overflow Lot	<input type="checkbox"/> Sandy shore
<input type="checkbox"/> West Grass	

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 water.