

Refer to Permit Information for required attachments. This application will not be considered until all attachments and applicable deposits have been provided.

As an applicant for a special event permit, I certify that all information on this application is truthful. I certify that I have read and understand all of the conditions and procedures that are required in order to obtain the permit and I agree to comply with each of those conditions and procedures.

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

I understand that a special permit does not authorize violation of city or state laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a special event permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, Federal ADA compliance and access, 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.

I have read, understand and agree to abide by all applicable rules (on attached pages) of this application.

Event Promoter/Manager: _____
Print Name

Non-profit Representative: _____
Print Name

Event Promoter/Manager Signature: _____ Date ___/___/___

Non-profit Representative Signature: _____ Date ___/___/___

**City of Boulder
PUBLIC EVENT INFORMATION
Permit Requirements and Other Information**

Permit Details:

Fees: none

Duration: a total of 6 days per calendar year

Permits are issued on a first-come, first-served basis

Approval process can take up to 45 days

All attachments and deposits must be submitted before the application will be considered

Approved permit must be displayed at the event

Required attachments for Application:	Small Event Less than 100 people	Large Event Over 100 people
Proof of non-profit status 501© letter from IRS OR State articles of incorporation	yes	yes
Map indicating: Location of tents/tables/chairs, stage, ZERO waste bins/electrical cords Rally route (if applicable) Base maps are available at our office. Booths must be open on all sides when placed in the 1300 block south	yes	yes
Damage Deposits	Renewal events \$0 New events \$250	New events \$500
Insurance Certificate naming the City of Boulder as additional insured. A general liability insurance policy with a combined single limit of \$1 million per occurrence and \$2 million aggregate. The following verbiage must be in the description area of the insurance rider: “The City of Boulder, its employees, officials and authorized volunteers are named as an additional insured on general liability for (name the event, the date, location).” The City will not accept insurance riders if this language does not appear.	yes	yes
Performers Schedule Name of group (s) Approximate Performance Times	yes	yes
Music or other amplified sound will not commence before 9:00 a.m. or continue after 10:00 p.m. Amplified sound may be limited to a specific time. The City of Boulder noise regulations are listed under <u>Boulder Revised Code 5-9</u> , and a copy of the ordinance may be obtained from the City of Boulder website at www.bouldercolorado.gov , under Codes and Regulations. If a complaint is received, the Boulder Police Department may respond. A warning and/or summons may be issued to the Event Organizer and result in a requirement that all music, bands and amplification be turned down or turned off.		
If electrical service is needed (optional) all electrical cords must be in certified safety casing for pedestrian impact. No outlet strips allowed; Planter/pole outlets = 8 amps or 1000 WATT limit. 110 OUTLETS ONLY Key deposit (optional)	\$19.50/day \$200	\$19.50/day \$200

Other Information A to Z

Accessibility

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc. Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

Amplified Sound Hours	Pearl Street Mon-Fri 5 p.m. to 10 p.m. Saturday/Sunday: 10 a.m. to 10 p.m.
Banners and Signs	May not be placed across streets intersecting the Mall. No A-Frame Signs. No chalking or painting on city property, including the bricks on the Pearl Street Mall.
Courthouse Lawn	Apply to Boulder County: Sheree Stroud – 303-441-4571
Damages	If maintenance is done to return the permitted area to its original state, deposit will be returned.
Deposits	Deposits will be cashed by the city upon approval of the application. Deposits will be refunded by check 10 days after the event. Any deductions due to failure to comply with these requirements will be noted.
Electricity	Only 110 outlets are available on the Pearl Street Mall. Cost is \$19.50 per day. No power strips allowed. Electrical key must be returned within 48 hours after the end of the event.
Food	If food is served, approval is required from the Boulder County Health Department: 303/441-1150.
Flyers	Events will be required to flyer stores/restaurants 3-5 days before date of event with all pertinent information, including food and merchandise sales. Event organizer must get city staff approval of vendor information that will be sent out, prior to releasing it to the public.
Mobile Carts	Do not set up within 10 feet of any Mobile Vending Cart. Mobile Vending Carts may NOT be displaced during your event.

No Gaming Activities No raffle tickets, games of chance, etc. are allowed on the mall. Drawings are allowed.

Public Restroom Cleaning Additional Mall restroom cleanings during a Special Event are required. The current contractual service provider must be hired for a fee of \$60 per visit, payable to CITY OF BOULDER. Regularly scheduled restroom cleanings will take place at 1:00, 5:00, and 9:00 PM, and Special Events must pay for additional cleanings at 3:00 PM and 7:00 PM, depending upon the event ending time.

PARKING:

No cars/trucks are allowed on the Pearl Street Mall after 10:00 a.m. Park only in the fire lanes for loading/unloading (herringbone pattern on the brick).

Parking Procedures for Special Events

Each special events organization that requires street closure and parking restrictions Shall enter into a contract with the City of Boulder Department of Community Vitality, for the use of parking officers.

Requests for parking service officers must be made 30 days in advance of the scheduled date of the event. The contract shall be completed and returned 2 weeks prior the scheduled date of the event along with the required fees.

Without a valid contract in place prior to the scheduled event, CV Parking & Access Services will not respond to or provide services related to the relocation of vehicles located within the closed street.

An event coordinator, who has been approved to hold an event, requiring street closure and parking restrictions, will be contacted by Parking & Access Services for the completion of the contract for parking officers. It is the discretion of the Parking Enforcement Supervisor to determine the number of parking officers assigned to work such an event.

Organizations who sponsor an event shall comply with the specification outlined in the City of Boulder Street Closure Application and the Request for Parking Service Officer Contract.

Contract specifications for the use of Parking Service Officers:

- It is the responsibility of the event coordinator to post the require signs at least 24 hours in advance in a metered or pay station area. Other areas require signs to be posted at least 72 hours in advance.
- Each city block shall have no less than six no parking signs and shall be affixed so the sign is visible from a parked position. Two of the signs shall be posted at each end of the respective block. The signs shall be attached to either permanent posts, (meter posts or sign posts) or removable posts such as wooden or metal stakes or similar material. No signs shall be located or attached to pay station kiosk or traffic control device. Signs shall be affixed to their respective posts by plastic ties or wire. No signs shall be taped to any object.
- Once posted it is the responsibility of the event staff to maintain the signage. (Parking & Access Services recommends that the event staff check signage at least twice each day and if possible, take photos or video of the posted signs.)
- All vehicles that remain in a closed area after the required signs have been posted will be relocated. Costs associated with the relocation of vehicles are the responsibility of the event coordinator. Relocation fees are determined by the tow company at the rate of \$70.00 for a single axle and \$120.00 for dollied vehicle.
- The assigned parking service officer and/or the tow company will provide the event coordinator with a list of vehicles relocated and there location.
- Parking Service Officers are only hired to issue citations for parking violations and coordinate the relocation of vehicles.
- Costs associated for the use of Parking Services are based on budgetary considerations, which are evaluated annually. Current charges are available when contacting the Parking Enforcement Supervisor at: 720-564-2326
- Cancellation of a contract with less than 72-hours' notice will result in an additional cost of 10% of the total amount due. Cancellation of a contract with less than 24 hours notice will result in an additional cost of 100% of the total amount due.

Porta-Lets	If event attendance is over 1000 people per day, portable sanitation units will be required.
Sales Tax	<p>Call the City of Boulder Sales Tax Office to determine these requirements. 303-441-3050.</p> <p>Sales and Admissions Tax Licenses</p> <p>Any charges for entrance into events held on private property are subject to the City's admissions tax and any sale of tangible personal property is subject to the City's sales tax. The event organizer 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. Call the City's Tax Department (303-441-4026) for licensing information and procedures for collection and remittance of tax. Promoters must be in good standing with City Sales Tax prior to approval of this permit application.</p>
Teardown & Trash Removal	Must be completed by midnight of the final day of the event. Organizer is responsible for removing ALL event composting/trash/recycling items.
Tents & Fire Code Compliance	<p>A permit is required to erect and use a tent in excess of 200' square feet or a canopy in excess of 400' square feet or a canopy in excess of 400' square feet if the perimeter is open for at least 75%. A canopy with 100% of the perimeter open requires a permit in excess of 700' square feet. Please contact Planning and Development Services, located at 1739 Broadway on the third floor for a permit application. A representative from the Boulder Fire Department will conduct the physical inspection of the tent/canopy prior to use. Should you have any questions, please contact the Deputy Boulder Fire Chief for special events: 303.441.3350.</p> <p>Use sand bags or water barrels to secure tent poles.</p> <p>Vendor inventory must be stored under tables and out of sight, not behind tents or in view of attendees.</p> <p>Tents must be open on all sides, especially on the south side of the 1300 block of the mall to allow accessibility through vendor tents.</p>
Trash, Composting and Recycling City bins and cans are not to be covered during events.	<p>You are required to compost and recycle during your event. ZERO waste events are required by City of Boulder ordinance. https://bouldercolorado.gov/zero-waste/special-events-boulder</p> <p>Call the city's Sustainability Division at 303-441-1931 if you have additional questions. Events will not be approved if an authorized ZERO Waste plan is not attached to this permit application. Attach a copy of the approved plan to this application.</p>

**You will also be required to comply with Boulder County's
Storm water Best Practices**