## ADDITIONAL REQUIREMENTS AND INFORMATION

- **Street Closure**
  - Street Closure requires a separate application to the Downtown Management Commission 303.413.7315.

- **Banners & Signs**
  - May not be placed across streets nor tied to trees.
  - Graphics and lettering must face inward towards the event and must not be visible from the street.

- **Damages**
  - You may be charged a fee to compensate for physical damages or work performed by the city to bring the site back to its original condition.

- **Electricity**
  - 110 electricity is available for $18.50 / day

- **Food**
  - Contact the Boulder Health Department for permit details at least two weeks in advance of the event. 303.441.1150.
  - $200.00 if food/music

- **Insurance**
  - The following language MUST be included in the **description** area of the insurance rider:
  - "The City of Boulder, its employees and officials, are named as an additional insured on general liability for $ 1 million (name the event, the location, and date)."
- **Sales Tax**
  - If merchandise or food is sold, city and state sales tax licenses must be obtained. Provide a copy of your sales tax permit with this application.

- **Tents**
  - Tents over 700 square feet require a permit. Call Building Services Center – 303.441.1880

- **Trash**
  - Trash must be removed immediately following the event. If the city removes your trash or relocates equipment, the cost will be deducted from your deposit.
  - A ZERO waste recycle & compost plan will be required.

- **Porta-Lets**
  - Porta-lets are required for audiences over 100 persons

# CIVIC PLAZA EVENT PERMIT 2015

Downtown / University Hill Management Division
1500 Pearl Street, Suite 302 • Boulder, CO • 80302
Phone: (303) 413-7300 • Fax: (303) 413-7301
www.BoulderParking.com

# CITY OF BOULDER CIVIC PLAZA EVENT PERMIT

**FEE:** $100
**DAMAGE DEPOSIT:** $200
**VALIDITY:** Up to 6 days per calendar year

**REQUIREMENTS:**

- **Completed Application** (see next page)
- **Proof of Non-Profit Status**
  - 501© letter from IRS OR State Articles of Incorporation
- **Proof of Insurance**
  A general liability insurance policy with a combined single limit of $1 million per occurrence.
- **The following verbiage must be in the description area of the insurance rider: "The City of Boulder is 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.**
- **Map**
  - Showing location of tents, booths, stage, tables & chairs, trash dumpster, porta-lets, etc.
- **Complete Schedule of Performers**
  - Name of group, type of music, performance times
- **Amplified Sound Agreement:**
  - If amplified sound is requested, the City of Boulder noise ordinance code applies to this event on a complaint basis only.

**No Gaming Activities Allowed (raffle tickets, game of change, etc.)**

**SEE THE OUTSIDE BACK PAGE FOR MORE DETAILS AND ADDITIONAL ITEMS WHICH MAY BE REQUIRED.**

**PERMIT MUST BE DISPLAYED AT ALL TIMES**

Be a good neighbor. Be respectful of others.
Cooperation is essential.

**Complete the application on the next page and return to**
The City of Boulder Downtown Management Division
1500 Pearl Street, Suite 301 • Boulder, CO 80302 303.413.7300

# APPLICATION

**Event Name:** _____

**Non-Profit Sponsor:** _____

**Requested Dates:** _____ **Set-Up Day:** _____
**Time of Setup:** _____ **Time of Event:** _____
**Event Manger:** _____

**Address:** _____

**City:** _____ **State:** _____ **Zip:** _____

**Phone:** _____E-Mail_____

**Event Sponsors:** _____

**Anticipated Event Size:** _____**Audience**_____ **Participants**

**Activities:**

___ Stage ___ Sound System ___ Dancers
___ Singers ___ Musicians ___ Food sales
___ Tents ___ Booths ___ Table & chairs
___ Cooking Equipment (oven, grill, hot plate, crock pot)
___ Amplification (Sound Enforcement approval required)
___ Merchandise sales - list products:_____

**Event Description:**_____

_____

_____

I have read and understand all applicable rules and regulations. I agree to indemnify and hold harmless the City of Boulder and all City of Boulder officers and employees of any claims or damages that may arise during the permit process and release the City from all liability for injury during the permit period.

_____ _____
Organizer Signature Date

_____ _____
Approval Signature Date