

SPECIAL ACTIVITY APPLICATION FOR PEARL STREET MALL - 2015

*Events must be free and open to the public
Application Deadline: 45 days prior to event*

EVENT INFORMATION

Name of event:

Name of Event Promoter:

**Non-profit Sponsor:
(Proof of nonprofit status is required)**

Date (s):

Event Times:

Setup Time:

Tear Down Time:

Event Location(s) Check all that apply and which blocks of the Pearl Street Mall you are requesting:

Pearl Street block (s):

Courthouse Lawn (requires separate application to Boulder County Call

Sheree Stroud at 303/441-4571 **We recommend that if you don't want another event to be scheduled on the Courthouse Lawn that you reserve it.****

Street Closure (requires additional application)

- **As of 2013, there is a standard layout for vendors on each block that must be used.**

Type of Event: Festival/Fair Small (less than 100 people)
 Fundraiser Rally Vigil

Anticipated attendance: _____

Activities: * merchandise sales (**items for sale cannot compete with existing merchants on the mall**)

stage

dancers

singers

musicians

amplified sound

food sales

cooking equipment

tents

booths

tables and chairs

alcoholic beverages

*A map of the layout of the event is required.

All electrical cords must be taped down during the event.

DESCRIBE EVENT:

CONTACT INFORMATION

Event Manager _____

Phone day _____ evening _____ cell during event _____

Address _____ City _____ Zip _____

E-mail Address: _____

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, 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, trash/electrical cords Rally route (if applicable) Base maps are available at our office. Booths must be open on all sides	yes	yes
Damage Deposits	Vigils \$200; \$500 may be required	\$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. The following verbiage must be 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 (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</u> <u>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 is needed (optional) (all electrical cords must be taped down during event). No plug strips allowed; Planter/pole outlets = 8 amps or 1000 watt limit. 110 OUTLETS ONLY Key deposit (optional)	\$18.50/day \$200	\$18.50/day \$200

Other Information A to Z

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 \$18.50 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 one week 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 mobile vending carts. 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 Downtown University Hill Management Division/Parking Services, 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, DUHMD/PS 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 Services for the completion of the contract for parking officers. It is the discretion of the Assistant Parking Manager 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 Downtown & University Hill Event & 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 required 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 kiosks or traffic control devices. 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. (DUHMD/PS 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 \$110.00 for a dollied vehicle.
- The assigned parking service officer and/or the tow company will provide the event coordinator with a list of vehicles relocated and their 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 \$50.00 per hour at a minimum of three hours for each parking officer hired. Additionally costs include a vehicle fee of \$20.00 and a 10% administrative fee. Events occurring on a recognized holiday will be charged at the rate of \$100.00 per hour at a minimum of three hours for each parking officer hired along with the vehicle fee and administrative fee.
- 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; portalets 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 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.
Tents & Fire Code Compliance	<p>Organizer is responsible for removing ALL event trash/recycling</p> <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 Boulder Fire Chief @ 303.441.4356.</p> <p>Use sand bags to tie down tents.</p> <p>Vendor inventory must be stored under tables, not behind tents.</p> <p>Tents must be open on all sides, especially on the south side of the mall to allow Mall merchants to accessible through vendor tents.</p>
Trash and Recycling City trash cans are not to be covered during events.	<p>You are required to recycle during your event. Zero waste events are optional but encouraged. Attached to this application is a copy of the City of Boulder's recycling guidelines for special events, as well as an application for a zero waste special event rebate. Call the Local Environmental Action Division at 303-441-1878 if you have additional questions. Events will not be approved if an authorized recycling plan is not attached to this permit application.</p> <p>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