



EVENT / STREET CLOSURE

Updated: 5/12/15

EVENT/STREET CLOSURE APPLICATION

SECTION 1 Regulations and Requirements

Retain for your records

SECTION 2 Application Forms

Complete and return

City of Boulder
Downtown & University Hill Management

1500 Pearl St, Suite 302
Boulder, CO 80302
303.413.7316 phone * 303.413.7301

fax

Downtown and University Hill Management Division/Parking Services
1500 Pearl Street, Suite 302 • Boulder, CO • 80302
Phone: (303) 413-7300 • Fax: (303) 413-7301 •
parkingservices@bouldercolorado.gov



City of Boulder Downtown & University Hill Event & Street Closure Application Packet

Events with a past success record of 4 years or more in Boulder, allow 45 days for processing once your concept has city approval.

New events: Allow 60 days for approval once your concept has been reviewed

Process: The City's Special Event Manager will send out your completed application to the various departments for their approval. You **do not** need to contact each City department. If you have additional questions, please contact Lane Landrith at 303-413-7316.

General Information

Each request for an event/street closure permit will be reviewed on a case by case basis. The following information provides procedures followed by the City of Boulder. The City Manager will make decisions on granting or denying this permit application based on criteria specified in 2-2-11 BRC 1981.

- The event sponsor must be a certified 501© non-profit organization or contribute a portion of the event proceeds to a named non-profit. Please see attached proof of sponsorship.
- The event must be free and open to the public.
- Broadway, Canyon Blvd, and Arapahoe may not be closed. Total road closure will not be allowed on Walnut Street between Broadway and 15th.

Application Information

This application must be filled out completely. The application may be approved and a permit issued only after all requirements and deadlines of the City of Boulder are met. Failure to comply with any of the following requirements and deadlines may terminate the permit process; eliminate a segment of your event; or result in denial or revocation of the event/street closure permit.

If the permit is denied, the City of Boulder assumes no liability for expenses incurred by the applicant.

If during the course of the event, on site city staff determines there is a public safety hazard or if there is a violation of any permit condition, the event must be terminated immediately at the request of any City representative. The City of Boulder is not responsible for any expenses incurred by the permit holder.

Failure to meet the requirements of this permit may provide basis for denial of future permits for a given event, event manager, or sponsor.

Requirements

1. **Conceptual Review**

Contact the City of Boulder, Downtown and University Hill Management Division as soon as possible. An initial review of the event concept will be conducted by city staff with the event manager. In order for the proposed event to proceed through the application process, there must be 100% agreement by all city departments. This is not an endorsement of the event or a guarantee that the event will take place. **Please include a detailed description of the event, including type, activities, timing.**

2. **Application**

Following conceptual approval of the event, submit this application to the Downtown and University Hill Management Division.

If your event requires barricades and detour plans you must hire a certified traffic control supervisor to write your plan and be on-site during the event to ensure plan requirements are met.

When the permit has been approved, the event manager will be contacted to sign and pick it up. The permit and approved site maps will be prominently displayed during the event.

Application Must Include the Following:

A. Event Manager Resume

Any type of race event (bicycle, foot, etc) requires the event manager to show successful past experience organizing and producing events or races of the same category. Include a resume detailing this experience.

B. Route and Site Plan

Provide a map showing:

- Event route
- Start/Finish points
- Event information tent
- Food and merchandise tents
- Stage and sound equipment
- Banner placement
- Participant staging and dispersal sites
- First Aid/Ambulance sites
- "No Parking" areas and vehicle relocation site

C. Traffic Marshal Plan

Provide a map showing the number and location of marshals.

D. Event Schedule

List all events with their corresponding start and finish times (race and awards announcements, on-site radio or TV coverage, performances...).

E. Detour/Barricade Plan

Provide a complete detour and barricade plan prepared by a certified Traffic Control Supervisor (TCS) at the barricade company you choose (check yellow pages for barricade companies). The plan must include signs and barricades in conformance with the *Manual on Uniform Traffic Control Devices*. Events requiring barricade and detour plans must hire a Certified TCS to ensure

requirements of the traffic control and barricade plan are met. Automobiles, trucks or other large, heavy objects are not acceptable barricades. Barricades in place at night must have lights. Include barricade setup and take down times.

Once the original detour/barricade plan is submitted, only city initiated changes may be made.

F. RTD Agreement/HOP

RTD must agree to street closures if buses travel on proposed closed streets. Provide a signed letter from RTD's Operations Dept stating their agreement to the closure. If RTD does not agree, streets will not be closed. RTD, 303.299.5010.

Call VIA three weeks prior to your event if your event will impact the HOP. Provide a signed letter from VIA Operations Dept. stating their agreement to the closure. VIA. 303.447.2848.

G. Petition

A petition bearing the approval signatures of at least 80% of the abutting residents and tenants of each block in business areas affected by the street closure (if enclosed areas encircles any properties, all within the circle are affected.) **Persons of authority must be the signers of this petition;** 100% of residents within a route must approve. 100% of the abutting resident and tenants must be contacted including those on 2nd, 3rd, or 4th floors on both sides of the street. Random phone calls are made to verify signatures and contacts.

H. Flyer/Newspaper Advertisement

Events and races with less than a 4 year successful track record must advertise in the Daily Camera and/or facebook and twitter three times during the two weeks preceding the event or race.

A flyer must be distributed to all affected residents and tenants showing the approved event route, street closure hours (set up to take down) and areas designated for assembly and dispersal of participants.

I. Insurance

A general liability insurance policy with a combined single limit of \$1 million per occurrence.

The following language **MUST** be included in the **description** area of the insurance rider:

"The City of Boulder is named as an additional insured on general liability for \$ 1 million (name the event, the location, and date)." If this information is not included, the certificate will not be accepted.

The entity that holds the insurance rider must be the one filling out the application for risk management purposes.

J. Security Deposit

A security deposit may be required and would be due two weeks prior to the approved event to cover the cost of cleanup or maintenance performed by the City of Boulder. The deposit will be refunded if all city requirements are followed. Refunded deposits are issued 30-45 days following the event.

Deposit Schedule:	\$200	500 or fewer participants/spectators
	\$300	500-1,999 participants/spectators
	\$500	2,000+ participants/spectators

3. Emergency Access

Accommodation for emergency response must be provided at all times on streets, alleys, parks and the mall. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas. Barricades and similar devices must be staffed at all times and must be movable to accommodate emergency access for police, fire, emergency medical services and any City personnel responding to an emergency situation.

Race routes and event areas may be disrupted by emergency traffic at any time. Events proposing complete closure of streets, alleys, or other public right-of-ways require special review by appropriate emergency service agencies.

If your event or race has bandstands, reviewing stands, tents or other stationary fixtures which may impact access to or through public thoroughfares, a minimum 12 ft wide fire lane is required. You are responsible for maintaining the fire lane in an unobstructed manner.

Boulder Fire Department, 441.3350.

4. Tents

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 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 Dave Lowrey @ 303.441.4356.

Building Services Center, 441.1880.

5. Traffic Marshals

Marshals must be 18 years of age or older; wear high visibility vests; comply with all permit conditions. Marshals shall not act as flaggers or traffic controllers. Provide an information sheet to each marshal prior to the street closure which informs them of their role and responsibilities. The event manager is responsible for the content of the information provided to the marshals.

Assign one marshal to be at each location where traffic is stopped or detoured on streets and alleys, and at all intersections. Provide any necessary training as determined by the Boulder Police Department. Boulder PD has the only authority to determine when police officers or marshals are to be used during the event.

6. Traffic and Crowd Control Personnel

Police officers are required at any location where traffic is being controlled other than by existing traffic signals or as part of an approved control plan. **CIVILIAN PERSONNEL ARE NOT AUTHORIZED TO CONTROL TRAFFIC.**

You may be required to provide security or event marshals (separate from traffic marshals). You may be required to hire off-duty police officers. Representatives of the police department retain final authority and decision making.

7. 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 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. (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 \$40.00 for a single axle and \$80.00 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 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.

8. Amplification & Music

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 has noise regulations are listed under [Boulder Revised Code 5-9](#), 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.

City of Boulder Police Department: 303-441 3315

Many Special Events repeat on a yearly basis, there are also Event Organizers that hold events yearly in Boulder. Problems identified with a Special Event or an Event Organizer will be discussed by the Special Events Management Team. Based on those discussions additional requirements (and costs) may be imposed prior to a permit being issued for a subsequent event.

9. Alcohol Permits

"Special Event Liquor Permits to serve alcohol to the general public and/or sell alcohol direct and indirectly may be applied for, with permission of the city or county as property owner, by non-profit entities if proper state and city applications and fees are filed at least 30 days before the event with the licensing clerk. For questions, assistance, and forms, please contact the licensing office at 303-441-3010 or see their website at: www.bouldercolorado.gov

Then select "Departments", select "City Clerk's Office", select "Liquor Licensing", and then select "Applications" to proceed to the bottom of the page to "Applications for Special Event" and to select "Instructions". Only Non-profit applicants that are properly formulated with the State of Colorado may apply for special event liquor permits, and they may only apply if both city and state permit applications and all attachments are filed with Licensing Office at least 30 days before the event per state law. Properly formulated Colorado non-profits may apply for up to 10 permitted event days per calendar year. The state law exemption that allows non-profits to apply for this state permit is made for purposes of non-profit fundraising where alcohol is a component. Additionally, non-profits are required to have: i) state sales tax number from Colorado Department of Revenue, ii) Certificate of Good Standing for their non-profit from Colorado Secretary of State's office as evidence of the non-profit's proper filing and formulation in the State of Colorado as a non-profit corporation, and iii) City of Boulder business license and city sales tax number from Sales Tax area of City's Finance Department.

- 10. Signs & Banners**
All event signs and banners must be approved by the Environmental/Zoning Enforcement Office (441.3239). Standards are size, location and readability. Sign content is not considered a part of the approval process. Sign graphics and wording must face inward towards the event area. No graphics or wording may face the street or be able to be seen from the street.
- Traffic control devices and supports shall not have any advertising message or any other message that is not related to traffic control.
- 11. Emergency Medical Assistance/Ambulance**
Depending on the size and nature of the event, you may be required to provide on-site emergency medical assistance/ambulance. The city's Emergency Services Medical group will determine requirements for this.
- To contract for emergency medical assistance/ambulance contact:
- Ms. Debra Hopgood-Operations Manager, American Medical Response 303 994-1183.
- Call the Assistant Fire Marshall, (303) 441.3348, at least 14 days prior to the event.
- 12. Copyrighted Music**
If you are playing copyrighted music during your event, you are required to present proof of a copyright license from ASCAP or BMI two weeks' prior to your event.
- 13. Recycling**
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.
- 14. Sales and Admissions Tax Licenses**
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.**
- 15. Food Vendors/Boulder County Public Health Department**
Food vendors for temporary events are required to obtain a Colorado Retail Food License as a mobile vendor or a temporary event vendor. These licenses can be obtained through the Boulder County Public Health Department (BCPH). All vendors participating in a temporary event must also fill out a Boulder County "Temporary Event" application prior to each event. Event packets are available at BCPH, 3450 Broadway, Boulder or the web site at <http://bouldercountyfood.org/>. Please call 303-441-1564 for additional information.
- 16. Police**
The Police Department's Special Events Coordinator will determine the need for off-duty police officers for your event. Rates are \$55.00/hr. for officers; \$70.00/hr. for a supervisor, which is required for every five officers hired. Police cars are \$50.00/day.

Cancellation of the contract with less than 72 hours' notice will result in a fine of 10% of total amount due.

- 17. Storm water Protection**
See attached information about use of water during your event.

NO CHALKING OR PAINTING ON CITY PROPERTY.

**Attachments: Storm water Policy
Recycling Plan requirements
Zero waste rebate application**

City of Boulder
Downtown and University Hill Management Division
EVENT/STREET CLOSURE APPLICATION PACKET

Section 2 – Application Forms
(Return this Section)

Minimum Requirements:

- completed application
- event manager resume
- route & site plan
- traffic marshal plan
- event schedule
- detour & barricade plan/name of barricade company used
- petition & flyer/newspaper ad
- insurance certificate
- security deposit
- recycling plan – signed off by the Office of Environmental Affairs

Refer to Items 3 – 13 for compliance:

- amplified sound permit (live music, radio/TV live remote, PA system, play tapes/CD) (environmental/zoning enforcement, 441.3239)
- banner/sign sites (environmental/zoning enforcement, 441.3239)
- crowd control & event marshals (police, 441.3335)
- emergency medical assistance (fire, 441.4356)
- food (county health dept 441.1150)
- merchandise sales (sales tax dept 441.3050)
- off duty police officers (police, 441.3335)
- parking management officers (parking, 413.7300)
- RTD agreement (299.5010)
- tent permit (441.1880)
- traffic marshals (event manager)
- Proof of nonprofit status/proof of nonprofit sponsor

Submitted by:

Event Manager

Cell/Home Phone



APPLICATION For Event/Street Closure

Date of Event: _____

Event Name: _____

Describe Event: _____

NON Profit Applicant: **(insurance holder)**
_____ Phone: _____

Non Profit Organization: _____
Phone: _____

Address: _____
Street _____
City _____ State _____ Zip code _____
E-mail: _____

Event setup time: _____ am/pm take down: _____ am/pm

Event start time: _____ am/pm finish time: _____ am/pm

Location: _____ (provide map)

Participant assembly site : _____

Dispersal site: _____

Number of participants: _____

Will there be music at your event? _____ Amplified? _____

Name of Barricade Company _____

Emergency On Site Contacts:

Name

phone

Name

phone

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 event 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.

Event Manager

Date

