

## SPECIAL EVENT PERMIT APPLICATION

### SECTION 1

#### STEP 1: APPLICATION PROCESS AND SECTION 1

**Step 1:** Review Application Process (pages 1 – 6), submit Section 1 (pages 7 – 9) between March 1 - 31, 2023 to the City Clerk: [CityClerk@EdgewaterCO.com](mailto:CityClerk@EdgewaterCO.com)

Upon receipt, the City team will review applications and inform applicants of approval, approval with conditions, or denial of an application.

If accepted, the City team will send you a list of additional documents, forms, and requirements needed for your Application Packet to review in Step 2. Documents may include liquor licensing applications, facility rental form, city forms, site plans, etc...

If denied, you may appeal to City Council – see [Municipal Code Section 6-10-50](#).

**Step 2:** Pre- Event Planning Meeting: The City team will set up an in-person pre-event planning meeting to review your Application Packet – to include all sections, forms, attachments, and additional information you may need.

*Please bring questions or concerns you may have to this meeting.*

**Step 3:** Submit Final Application Packets (due date indicated by City team).

This must be **one complete packet** with all forms, sections, and attachments in one document/email.

City will review Final Application Packet submission and inform applicant of status.

**Step 5:** Pre- and Post- Event Walkthrough meetings will be made for approved applications.

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The City of Edgewater regulates Special Events that are held in Edgewater, Colorado. Special Events include, but are not limited to; parades, athletic events, street fairs, art and craft shows, carnivals, circuses, block parties, soap box derbies, rallies, demonstrations or other outdoor event that occur in whole or in part on any public street, sidewalk, or other property owned or leased by the City. Any event that expects to, or could potentially, 1) use City services 2) City property or 3) impact any right-of way (streets, sidewalks, etc.) is required to complete a Special Event Permit

Application. Gatherings held completely at a private property do not require a Special Event permit. Any event sponsored by the City shall take precedence over all other events. If a scheduling conflict arises between a City event, City-sponsored event, and a private event, the City event shall prevail.

For the 2023 calendar year, the City will allow for an individual block to be closed no more than three (3) times, and for no longer than two (2) days or forty-eight (48) consecutive hours.

For the 2023 calendar year, the City will be accepting Special Event Applications from March 1 – 31. For the 2024 calendar year, Special Event Applications will be due between January 1 and February 28, 2024. **Only section 1 of this application is due at that time.**

Completed Special Event Applications should be submitted along with the non-refundable review fee\* (payable to City of Edgewater) to Lenore Pedroza, City Clerk, 1800 Harlan Street, Edgewater, CO 80214. Payment can be made with cash, check or credit card and review of applications will not begin until all fees are collected. Incomplete applications will not be accepted and will be returned to the applicant. Residential Block parties shall be exempt from the application fee.

*\*During the 2023 calendar year only the City will waive the application fees for all applicants.*

Once all required application information has been received, the City Clerk may approve, approve with conditions, or deny an application. The denial or conditional approval of an application shall be based on one (1) or more of the following grounds:

1. Information contained in the application or supplemental information is found to be false in any material detail.
2. Another special event permit application has been received prior in time, or has already
3. Been approved, to hold another event at the same time and place requested by the applicant or so close in time and place as to cause undue traffic congestion, or the Police Department is unable to meet the needs for police services for both events;
4. The time, route or size of the event will substantially interrupt the safe and orderly movement of traffic on or contiguous to the event site or route or will disrupt the use of a street or highway at a time when it is usually subject to traffic congestion;
5. The size, nature or location of the event will present a substantial risk to the health or safety of the public or event participants;
6. The size of the event will require diversion of so great a number of peace officers to ensure that participants stay within the boundaries or route of the event, or to protect participants in the event, as to prevent normal protection to the rest of the City the number of peace officers available to police the event;

7. The location of the event will substantially interfere with construction or maintenance work scheduled to take place on any public right-of-way.
8. The event is scheduled to occur before the hour of 9:00 a.m. or after the hour of 9:00 p.m.
9. The event is scheduled to occur at a time when a school is in session at a location adjacent to the school, and the noise created by the event would substantially disrupt the educational activities of the school.
10. The event involves the use of hazardous, combustible, or flammable materials which could create a fire hazard, or other materials that could create a public hazard; or
11. The applicant has previously held a special event in the City that was the subject of a citation for violations of this Code.

The City Clerk may impose reasonable conditions on the issuance of a special event permit, including but not limited to:

1. Alteration of the date, time, route, or location of the event.
2. Conditions concerning the area of assembly and disbanding of parades or other events occurring along a route.
3. Conditions concerning accommodation of pedestrian and vehicular traffic, including but not limited to: restricting parking to areas specified by the City; restricting the event to only a portion of a public street, sidewalk or other public property; and the use of traffic cones, barricades or other traffic-control devices to be provided, placed and removed by the permittee at its expense.
4. Requirements for provision of first aid or sanitary facilities.
5. Requirements for arrangement of supplemental police or fire protection personnel to be present at the event at the permittee's expense.
6. Requirements for use of event monitors and providing notice of permit conditions to event participants.
7. Restrictions on the number and type of vehicles, animals or structures at the event and inspection and approval of floats, structures and decorated vehicles for fire safety by the Fire Department.
8. Requirements for use of garbage containers, cleanup and restoration of City property.
9. Restrictions on the use of amplified sound.
10. Notice to the owners and occupants of properties along the affected street.
11. Compliance with any other applicable laws or ordinances and obtaining any legally required permit or license.

## STEP 2: PRE-PLANNING MEETING AND SECTIONS 2 - 7

Special Events that are accepted by the City *after* submitting Section 1 will then be required to:

- Submit Sections 2 - 6 of the Special Event Application.
- Participate in a pre-event planning meeting with City staff team.
- Complete all additional requirements indicated by City staff team.

If the Special Event being proposed is a Residential Block Party, in addition to Section 1 of the Special Event Application the applicant must also submit a Block Party Map, Block Party Committee Sheet, and a Block Party Checklist. Those can be found in Attachments C, D and E of this packet. Residential Block Party applicants do not need to complete Sections 2 - 6 of this application.

The City of Edgewater assumes no liability for expenses incurred by the applicant during the planning process.

### Required Fees

- Application Fee: Waived for 2023
- Neighborhood Notification Fee: \$50/flat rate
- Refundable Damage Deposit: \$500/flat rate

### Event Specific Fees:

- Liquor License: \$100/day
- Park Rental Fees: \$50 - \$600 TBD by facility
- Security Fee: \$67.50 – 80.00/hour

### **Indemnification Agreement – Required for all applications – Form A**

The application shall be accompanied by an indemnification agreement (Attachment A) in a form approved by the City Attorney, in which the applicant agrees to reimburse the City for any costs incurred by the City in repairing damage to City property occurring in connection with the special event caused by the applicant, its officers, employees or agents, and agrees to defend the City against, and indemnify and hold the City and its officers and employees harmless from any liability to any persons resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the permittee, its officers, employees or agents, or any person under its control (Edgewater Municipal Code Chapter 6, Article 10).

## **Insurance – Attachment A**

The City Clerk may also require the applicant to possess or obtain \$1,000,000/2,000,000 general liability insurance or special events liability insurance naming the City, its officers, and employees as additional insureds. The City Clerk's determination shall be based upon:

- The anticipated number of participants and spectators and the nature of the event;
- The risks of bodily injury and property damage; and
- The physical characteristics of the proposed site.

If insurance coverage is required, a copy of the policy or a certificate of insurance, along with all necessary endorsements, shall be included in the Final Application Packet submitted to the City Clerk by the indicated due date set forth by the city staff planning team unless the City Clerk for good cause changes the filing deadline (Edgewater Municipal Code Chapter 6, Article 10). The City will provide insurance coverage for residential Block Parties, through CIRSA (the City's Insurance Company).

## **Neighborhood Notification and Fee – Attachment B**

For all events that will have amplified sound, or impact on the City right-of-way, the City will notify all residents and businesses within a 100 foot radius from the boundaries of the event of the event dates and times. The event applicant will be responsible for providing the city with an electronic list of addresses within this boundary, and \$50 Neighborhood Notification Fee. This information can be obtained from the Jefferson County Assessor's Mapping & GIS tools.

<https://www.jeffco.us/739/GIS-Mapping>

## **Liquor – Form C and Form D**

If the Special Event is proposing the distribution of alcohol by and sponsor or vendor, liquor licensing will be required. Applicants proposing liquor at their Special Event must also complete a Liquor Permit Application which can be found in Attachment A. Liquor Permit Applications may only be completed by non-profit agencies.

## **Additional Fees**

There may be additional fees (separate from the permit application fee) per the requirements of each department, based on the types of services requested. Fees will be submitted to each individual department as instructed and returned to the appropriate entity along with any required contracts (i.e., off-duty deputies for security or traffic control, parks rental fees, etc.).

Non-profit agencies that need assistance with fees will have the opportunity to request financial support from the History, Arts, Recreation and Parks (HARP) Board. Please contact Amber Magee, [amagee@edgewaterco.com](mailto:amagee@edgewaterco.com) for more information or see Attachment G.

Event organizers will be required to provide fencing, trash cans, recycling bins, barricades, cones and staff.

## **Refunds**

The permit review fee is non-refundable. The applicant may request additional fees be returned if, after the permit has been issued, there is a cancellation of the Special Event due to weather or extenuating circumstances. The department that imposed the fee(s) will determine if a refund is due. Any refunds shall be returned within thirty (30) days after the event date.

## **STEP 3: SUBMIT FINAL APPLICATION PACKETS**

Final Application Packets must be submitted as **one complete packet** with all forms, sections, and attachments in one document/email by the due date indicated by City team.

City will review Final Application Packet submission and inform applicant of status.

## **STEP 4: PRE- AND POST- EVENT WALKTHROUGH MEETINGS**

Before and after every event, all event applicants will be required to do a site visit to check property conditions. If refuse has not been disposed of by the applicant, the site has not been properly cleaned, or there is property damage, the City of Edgewater will bill the applicant for clean-up and disposal costs and/or deduct from damage deposit fees. Failure to clean-up after an event may constitute denial of future permits.

# SECTION 1: GENERAL INFORMATION APPLICATION

Section 1 is due to the City Clerk between March 1 – 28, 2023 for 2023 Events.

Applicant Information		
Applicant Name:		
Organization Name:		
Mailing Address:	Street:	
	City:	State/Zip Code:
Primary Phone Number:		
Alternate Phone Number:		
Email Address:		
Will this person be the designated contact the day of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please list a name and phone number here for the person who will be in-charge the day of the event.		
Event Information		
Description:		
Event Date(s)/Time(s):		
Setup Date/Time:		
Teardown Date/Time:		
Event Location(s):		

Is this event:	<input type="checkbox"/> Private: A private event is one in which there is a specific guest list and the organizer knows who is going to attend. <input type="checkbox"/> Public: A public event is open to the general public.
Will participants be charged a fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this event organized by a for-profit or a non-profit agency?	<input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit
Estimated Number of Total Participants:	
Estimated Number of Maximum Participants at Any Given Time:	

## EVENT COMPONENTS

Please mark all items that apply to your event:

- Alcohol
- Amplified Sound
- Fire
- Lights
- Animals
- Bicycling
- Food
- Dance/Drama
- Dunk Tank
- Electricity/Generator
- Vendors (please type of vendors below)
- Tents
- Entertainers
- Exhibits/Displays
- Inflatable Toys
- Tables/Chairs
- Street/Sidewalk Closures
- Other: \_\_\_\_\_



<p>Please provide details in the box below on all event components selected above and describe any other items not listed above.</p>
<p>Will this event take away or impact access to any other local businesses? Please explain:</p>
<p>Please briefly explain how your event will support the Edgewater community.</p>
<p>Are you requesting financial support from the HARP Board for this event?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>

I acknowledge that the Special Event being proposed in this application is contingent upon review and approval by the City of Edgewater, that the City of Edgewater reserves the right to deny any/all applications, and that the application fee is non-refundable. **Sections 2-6 of this application are not required to be submitted until the event has been accepted by the City. The City will contact applicants discuss next steps and sections to be completed.**

**Acknowledged and accepted by:**

\_\_\_\_\_

**Printed Name**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

