

TABLE OF CONTENTS

- 1. Fort Collins Police Department**
 - a. Special Event Permit
- 2. Poudre Fire Authority**
 - a. Overview of Fire Department Permits
 - b. Tent and Canopy Permit
 - c. Haunted House Permit
 - d. Special Event Inspection Request
- 3. Work Area Street / Right-of-Way Closure**
- 4. Parks and Recreation**
 - a. Events in Downtown
 - b. Large Event Permit
 - c. Park Use Permit
 - d. Recreation Field / Facility Request
 - e. Park Shelter Use
 - f. Trail Use Permit
 - g. Showmobile Permit
- 5. Natural Areas Permit**
- 6. Fort Collins Sales Tax**
 - a. Outdoor Vendor License
 - b. Temporary Indoor Vendor Requirements
- 7. Liquor License**
- 8. Banner Permit**
- 9. Sign Permit**
 - a. Prohibited Signage
- 10. Bingo and Raffles**
- 11. Event Planning Guide/Checklist**
 - a. Overall
 - b. Finance Checklist
 - c. Logistics
 - d. Promotions
 - e. Vendors / Concessionaires
- 12. Helpful Resources**
 - a. Barricades
 - b. Accessibility
 - c. Sanitation and Recycling
 - d. Alternative Transportation
 - e. Promote Your Event
 - f. Official Invitation to the Mayor
- 13. Block Party Tips from Neighborhood Resources**

FORT COLLINS POLICE DEPARTMENT

SPECIAL EVENT PERMIT

If your event will interfere with vehicular or pedestrian traffic, occurs on City streets or rights-of-way, or takes place on public property (includes a block party, parade, race, walk, etc.), a Special Event Permit is required. Contact the Special Event Coordinator at Police Services at **970-221-6555** no earlier than one year before the event and *no later than 20 business days before the event*.

Requirements:

- If you are planning on holding an event in Old Town Square, you **MUST** contact the [Downtown Business Association](#) at **970-484-6500** before beginning the permit application process.
- Events that will occur on the Oak Street Plaza require a Special Event Permit **and** an additional permit from the [Parks Division Office](#) (**970-221-6660**).
- Submit a completed [Special Event Permit Application](#).
- A route or event map is required for all events.
- The applicant and sponsor must sign the indemnification agreement (page 3 of application) in the presence of a notary public. Notaries are available free of charge during business hours at [Police Services](#).
- Signatures of affected residents and/or businesses are required for any street or sidewalk blockages or closures – including residences above businesses (i.e. Old Town Square).
- Any event requiring street closures requires submittal of a Traffic Control Plan from a traffic control company.
- A \$25 fee is required to obtain a Special Event Permit, except for block parties or events sponsored by a nonprofit organization.
- If the event is sponsored by a nonprofit organization, the applicant must provide a letter from the organization which states that the event is not for profit and lists the tax-exempt ID number, and attach a copy of the tax-exempt certificate.
- If an event requires the use of an off-duty officer, an Off-Duty Officer Request Form (available at [Police Services](#)) must be signed and returned.
- Obtain all other City Permits required for the event, which may include:
 - Liquor License – if alcohol is to be served at event.
 - Park Use Permit or Large Event Permit – if event will involve use of a City park.
 - Outdoor Vendor License – if you intend to sell goods or services at event.
 - Sales and Use Tax License – if you intend to sell goods or services.
- Sign and return the Special Event Permit Application along with all other required items to the City of Fort Collins Police Services Department – Special Event Coordinator, 300 Laporte Avenue.
- We recommend that all events submit applications no later than 20 business days prior to their event.

The Special Event Permit Application and plans will be reviewed by the Police, Risk Management, Fire and Traffic Operations Departments for approval to ensure that the application meets the requirements of each department. If there are any questions or concerns, the applicant may be asked to submit additional information.

Please note: “No person shall make, continue or cause to be made or continued any unreasonable noise; and no person shall knowingly permit such noise upon any premises or in or upon any vehicle owned or possessed by such person or under such person's control or operation.” Noise violations during special events may result in citation(s) issued to the event applicant/responsible person.

Contacts: Special Event Coordinator, **970-221-6555**
[Police Services](#), **970-221-6540**

POUDRE FIRE AUTHORITY

OVERVIEW OF FIRE DEPARTMENT PERMITS

Permits must be obtained at the Fire Prevention Bureau, 102 Remington Street, prior to engaging in the following activities, operations, practices or functions. For questions regarding required permits, please call **970-416-2890**.

- Carnivals, circus and fairs
- Compressed gases
- Covered malls
- Cryogenics
- Dip tank operations using flammable or combustible liquids
- Explosives use and storage facilities
- Fire alarm systems
- Fire sprinkler systems
- Fireworks
- Flammable liquids use and storage
- Halon extinguishing systems
- Haunted houses
- Hazardous materials use and storage facilities
- Hood and duct extinguishing systems
- Liquefied petroleum gases
- Open burning
- Other special extinguishing systems
- Paint booth fire protection systems
- Pyrotechnical materials

- Refrigeration equipment
- Roof extinguishing systems
- Spraying and dipping
- Standpipe systems
- Tents, canopies and other temporary membrane structures

Contact: [Fire Prevention](#), 970-416-2890

SPECIAL EVENT INSPECTION REQUEST

Requirements:

- Every Special Event Permit Application submitted by the applicant to the City of Fort Collins is reviewed by the Fire Marshal who will notify the applicant if a pre-event inspection is required.
- Special Events requiring a pre-event inspection must schedule these inspections at least 72 hours **prior** to the event.
- Complete and submit the online [Special Event Inspection Request Form](#) by clicking on the "SUBMIT" button at the bottom of the form.
- A Special Event Inspector will contact you to confirm inspection date and time.

Contact: [Fire Prevention](#), 970-416-2890

TENT AND CANOPY PERMIT

Tent Permits are required by the Fire Prevention Bureau for any tent greater than 400 square feet. The process for obtaining a tent permit is as follows:

- Complete the online [Tent Permit Application](#) by clicking on the "SUBMIT" button at the bottom of the form. Please complete a separate application for each tent.
- A Flame Retardant Certificate for **each** tent is required. The Flame Retardant Certificate is obtained from the rental agency supplying the tent.
- A not-to-scale drawing showing tent(s) locations in relation to other structures on the property must also be submitted. Only one sketch showing all tent locations is required.
- The Tent Permit fee is \$25.00 per tent.
- Submit online or **fax** the tent permit application along with all other required items to Fire Prevention at **970-221-6635**.

Contact: [Fire Prevention](#), 970-416-2890

HAUNTED HOUSE PERMIT

All Haunted Houses are required to have a Permit for operation by the Poudre Fire Authority Fire Prevention Bureau.

Requirements:

- Complete and submit the online [Haunted House Permit Application](#) by clicking on the “SUBMIT” button at the bottom of the form.
- Haunted House Permits are free of charge.
- A not-to-scale drawing showing dimensions and exit locations must be submitted along with the application.
- A list of materials used in creating the Haunted House is also required.
- For additional information, please refer to the General Requirements listed on the Haunted House Application.
- If you intend to sell goods or services, please contact the [Sales Tax Office](#) for information on required sales and use tax licenses.
- Submit online or **fax** the haunted house permit application along with all other required items to Fire Prevention at **970-221-6635**.
- Prior to the issuance of a Haunted House Permit, an on-site inspection is required.

Contact: [Fire Prevention](#), 970-416-2890

WORK AREA STREET / RIGHT-OF-WAY CLOSURE

Requirements:

- Download and review the [Work Area Traffic Control Handbook](#) (handbook also available at the [Traffic Operations Office](#)).
- All work performed in the public right-of-way requires submittal of a Work Area Traffic Control Plan from a traffic control company.
- Complete the traffic control plan [Approval Form](#) (letter U in the handbook).
- A \$35 fee is required for each new work area. If you are resubmitting a plan for a prior worksite, the fee is \$10.
- Complete and return the above items to the City of Fort Collins Traffic Operations Division, 626 Linden Street, for review and approval prior to starting any project in the public right-of-way.

Upon approval of a traffic control plan, the contractor, developer and or City of Fort Collins departments may set up the traffic control devices. The Traffic Operations Division will periodically monitor the job sites to assure that all traffic control devices and set-ups are to standard.

Contact: [Traffic Operations Division](#), 970-221-6630

PARKS AND RECREATION

EVENTS DOWNTOWN

Regardless of size, if your event will occur in the following three downtown areas, you must obtain a separate permit from the [Parks Division Office](#) in addition to the required permits.

- Oak Street Plaza
- Civic Center Park
- Library Park

Contact: [Parks Division Office](#), 970-221-6660

LARGE EVENT PERMIT

If your event will occur in a city park and includes **50 or more participants**, a Large Event Permit is required.

Permit Requirements:

- Download the [Rules and Regulations](#) here or pick up a copy at the [Parks Division Office](#), 413 S. Bryan Street.
- Complete the [Large Event Permit Form](#).
- Standard permit fee is \$75.00 for groups under 250 and \$150.00 fee for groups of 250 or more.
- A refundable \$250.00 security/damage deposit is required.
- Contact the Risk Management Office at **970-221-6708** to inquire whether insurance is required for your event.
- Portable restroom or trash dumpsters may be required after the application is reviewed.
- A contact person must be at the event at all times and be equipped with a cellular phone or pager.
- A Traffic Control Plan may be required after the application is reviewed.
- The applicant must schedule a meeting with the [Parks Division Office](#) at least **two weeks** prior to the date of the event to discuss utility needs and locations.
- If your event requires a public street closure, a Special Event Permit is required in addition to a Large Event Permit.
- If you intend to sell goods or services at the event, you must first obtain an Outdoor Vendor Permit.

- Sign and return the Large Event Permit Form along with all other required items to the City of Fort Collins Parks Division Office, 413 S. Bryan Street for approval.
- No permit is valid without an authorized signature.

Please note: A Large Event Permit is not available for overnight events except by special permission of the Director of Cultural, Library and Recreational Services.

Contact: [Parks Division Office](#), 970-221-6660

PARK USE PERMIT

If your event requires the use of a city park and includes **50 participants or less**, a Park Use Permit is required.

Permit Requirements:

- Complete the [Park Use Request Form](#) and read the Park Rules and Regulations on the second page.
- There is no fee for this permit.
- If you plan to use ground stakes 6” or longer in any city park, line locates may be required so the irrigation systems are not damaged. Call the [Parks Division Office](#) one week prior to your event to schedule on-site locates.
- If your event requires a public street closure, a Special Event Permit is required in addition to a Park Use Permit.
- Sign and return the Park Use Request Form along with all other required items to the City of Fort Collins Parks Division Office, 413 S. Bryan Street for approval.

Please note: A Park Use Form is not an actual reservation for exclusive use. The purpose of the form is to notify the Parks Maintenance Division of your presence so they can schedule the park space effectively, ensure that no maintenance activities are scheduled during your event and ensure that your event does not conflict with any other event.

Contact: [Parks Division Office](#), 970-221-6660

RECREATION FIELD / FACILITY REQUEST

Requirements:

- Download the following information packet pertaining to your event or pick up a copy at the Sports and Recreation Scheduling Office, 413 S. Bryan Street:
 - o [Camps, clinics and tryouts](#)
 - o [League games and practices](#)

- [Tournaments](#)
- ❑ Submit the Acknowledgement of Receipt Form (last page in each packet) with proof of non-profit, if applicable.
- ❑ Submit proof of [insurance](#) requiring a \$1 million per occurrence liability policy **with the City of Fort Collins listed as “additionally insured.”**
- ❑ Submit a [Field/Facility Request Form](#).
- ❑ A \$250.00 refundable deposit and the rental fee are required at the time of application. [View fees here](#)..>>
- ❑ Return the above items to the City of Fort Collins Sports and Recreation Scheduling Office, 413 S. Bryan Street, for approval.
- ❑ No permit is valid without an authorized signature.

Contact: Sports and Recreation Scheduling Office, **970-221-6383**

PARK SHELTER USE

The City of Fort Collins has five [park shelters](#) available for rent to groups, families, organizations, etc. They are located in City Park, Edora Park, Rolland Moore Park, Fossil Creek Park and Gateway Park.

Submit the following to the [Parks Division Office](#), 413 S. Bryan Street, as early as possible to secure a shelter:

- ❑ Completed [Shelter Reservation Form](#) – please read the User Guidelines on the second page.
- ❑ Reservation fee of \$35 for weekdays and \$40 for weekends.
- ❑ For use of the Gateway Park shelter, please download and complete the [Gateway Park Shelter Reservation Form](#) **instead** of the above form. Prices for the Gateway Park shelter are \$100 for weekdays and \$200 for weekends, with a \$250 refundable deposit.

Contact: [Parks Division Office](#), **970-221-6660**

TRAIL USE PERMIT

A Trail Use Permit is required for all group events using a City designated trail.

Permit Requirements:

- ❑ Complete the [Trail Use Form](#).
- ❑ A \$250.00 refundable security/damage deposit and a \$250.00 user fee are required at the time of application.
- ❑ Contact the Risk Management Office at **970-221-6708** to inquire whether insurance is required for your event.
- ❑ Portable restrooms and trash dumpsters may be required after the application is reviewed.

- A contact person must be at the event at all times and be equipped with a cellular phone or pager.
- Applicant must schedule a meeting with the [Parks Division Office](#) at least **two weeks prior to the date of the event** to discuss utility needs and locations.
- If your event requires a public street closure, a Special Event Permit is required in addition to a Trail Use Permit.
- A Traffic Control Plan may be required after the application is reviewed.
- Sign and return the Trail Use Form along with all other required items to the City of Fort Collins Parks Division Office, 413 S. Bryan Street, for approval.
- No permit is valid without authorized signature.

Please note: Only four running events will be allowed per calendar year and two are traditionally annual marathons. Bike races will not be allowed on the trails. A Trail Use Permit is not available for overnight events except by special permission of the Director of Cultural, Library and Recreational Services.

Contact: [Parks Division Office](#), 970-221-6660

SHOWMOBILE PERMIT

The City’s Parks Maintenance Division has a portable band shell, commonly referred to as the Showmobile, that is available for rent to groups and organizations. The portable stage **cannot** be rented for events that involve alcohol.

Submit the following to the [Parks Division Office](#), 413 S. Bryan Street, as early as possible to secure the Showmobile:

- Completed [Showmobile Rental Request Form](#) – please read the Showmobile Policy on the second page.
- A \$100 reservation deposit.
- The total rental fee will vary depending on the stage size required.

Contact: [Parks Division Office](#), 970-221-6660

NATURAL AREAS PERMIT

Permit Requirements:

- Download the Natural Areas [Rules and Regulations](#) or pick up a copy at the [Natural Resources Department](#), 281 N. College Ave.
- Complete the [Natural Areas Permit Application](#) and review the attached Natural Areas Permit Conditions to learn about the specific requirements associated with your activity.

- Return the Natural Areas Permit Application along with all other required items to the City of Fort Collins Natural Resources Department, 281 N. College Avenue.

Contact: [Natural Resources Department](#), 970-221-6600

FORT COLLINS SALES TAX

OUTDOOR VENDOR LICENSE

The City of Fort Collins [Sales Tax Office](#) should be **initially contacted at 970-221-6780** no later than 14 business days before the event when a vendor is considering outdoor vending within the city limits.

Please Note:

- For vending inside Old Town Square you must contact the [Downtown Business Association](#) at **970-484-6500**.
- Only those vendors who have been awarded a site through the Request for Proposal (RFP) are allowed to sell on public property in the [Downtown Plan Area](#). The RFP procedure is conducted in May of each year. The only exception is if a special concessionaire agreement is made with the promoter of a “special event” (New West Fest, BrewFest, etc.). *Individual participants in a special event are required to obtain their own temporary sales tax licenses from the [City](#), [County](#) and [State](#). A county health permit may also be required.* Contact the [City of Fort Collins Sales Tax Office](#) at **970-221-6780** for more information.

Outdoor Vendor License Requirements:

- Complete the [Outdoor Vendor License Application](#).
- You must obtain sales tax licenses from the [City](#), [County](#) and [State](#). Follow submittal instructions on each application.
- The outdoor vendor license fee is \$10.00 per month.
- If you intend to sell food or beverages you must obtain a county health permit by calling **970-498-6775**.
- Submit a surety bond of \$250.00 if you have not been previously licensed in Fort Collins or if not a property owner in Fort Collins.
- Submit an [Authorization to Utilize Property Form](#) if conducting business on **private property**. If a multi-year lease has been signed with a property owner, the outdoor vendor will renew his license each subsequent year at no fee.
- Submit a site plan indicating location of vending operation in relation to lot.
- If you are arranging for multiple vending sites on public property, a Special Event Permit may be required.

- For sales in City parks, a Park Use Permit is also required.
- Sign and return the Outdoor Vendor Application along with all other required items to the City of Fort Collins [Sales Tax Office](#), 215 N. Mason Street.

The vendor application and plans will be reviewed by the Zoning, Traffic, Engineering, Risk Management and CLRS Departments for approval to ensure that the application meets the requirements of each department. Risk Management will contact the applicant with liability insurance specifications if vending will occur on public property. If there are any questions or concerns, the applicant may be asked to submit additional information.

Contacts:

[City of Fort Collins Sales Tax Office](#)

215 North Mason, 2nd floor
Fort Collins, CO 80524
970-221-6780

[Larimer County Sales Tax Department](#)

2555 Midpoint Drive, Suite B
Fort Collins, CO 80525
970-498-5930

[Colorado Department of Revenue, Fort Collins](#)

1121 West Prospect Road,
Building D
Fort Collins, CO 80526
970-494-9805

[Larimer County Health Department](#)

1525 Blue Spruce Drive
Fort Collins, CO 80524
970-498-6775

TEMPORARY INDOOR VENDOR REQUIREMENTS:

- Complete the City of Fort Collins [Temporary Sales Tax License](#).
- If you intend to sell food or beverages you must obtain a county health permit by calling **970-498-6775**.
- Submit the above items to the [City of Fort Collins Sales Tax Office](#), 215 N. Mason Street.

Contact: [Sales Tax Office](#), **970-221-6780**

LIQUOR LICENSE

If alcohol is to be served at the event, you **MUST** contact the City of Fort Collins [Deputy City Clerk](#) at **970-221-6315** to obtain a permit. Only those events hosted

by non-profit organizations or political candidates are eligible for a Liquor Special Event Permit.

Contact: [Deputy City Clerk](#), 970-221-6315

BANNER PERMIT

Banner permits can be issued over the phone by calling the [Zoning Department](#) at 970-416-2745. You will need to submit the following information:

- Banner text
- Name and address of banner/pennants location
- Dates banner/pennants will be erected and then removed
- Description of location where the banner/pennant will be erected

Contact: [Zoning Department](#), 970-416-2745

SIGN PERMIT

Submit the following to the [Zoning Department](#), 281 N. College Avenue, as early as possible to receive a sign permit:

- Completed Sign Permit Application
- Drawing of sign with dimensions
- Site plan showing location of sign (freestanding sign only)
- Permit fee (based on evaluation, labor and materials to build and install sign)

Please note: Additional information may be needed.

Contact: [Zoning Department](#), 970-416-2745

PROHIBITED SIGNAGE

Portable signs or those not affixed securely to a structure, motorized vehicle, or into the ground surface, are prohibited. These include a-frame, sandwich board, trailer mounted and leaning signs. Wind-driven signs such as tethered balloons are strictly prohibited.

Signs which extend above fascia walls, rooftop signs, revolving/rotating signs, posters and inflatable signage objects are not permitted. In addition, strings of

lights not mounted to a rigid secured background are prohibited. Lighting, however, used in connection with traditional holiday decorations is allowed. All wind-driven signs, except banners and pennants, are prohibited.

Contact: [Zoning Department](#), 970-416-2745

BINGO AND RAFFLES

Many nonprofit organizations use bingo and raffles as a tool for fundraising for their organizations. Licenses and requirements are available in the bingo and raffle section of the [Secretary of State's Office](#). You may consult their [website](#) or call to request a license application packet.

Contact: [Secretary of State](#), 303-894-2200

EVENT PLANNING GUIDE/CHECKLIST

OVERALL

- ✓ Determine concept/theme for event
- ✓ Designate a coordinator
- ✓ Create committees to share in the work of planning and implementing the event.
Suggested committees include:
 - Publicity
 - Food
 - Setup
 - Entertainment and activities
 - Cleanup
- ✓ Evaluate goals and expected outcomes
- ✓ Determine rules and regulations for event in the accordance with the appropriate city and state rules and regulations
- ✓ Collect appropriate permits
- ✓ Designate a day and time
- ✓ Anticipate attendance – does the space have room for activities and participants?
- ✓ Secure site
- ✓ Check for potential conflicts with other events
- ✓ Confirm date with key participants
- ✓ Set rain date if applicable
- ✓ Anticipate alternate location, set-up and transportation
- ✓ Put everything in writing: contracts, booth agreements, supplier agreements, etc.

FINANCE CHECK LIST

- ✓ Identify resources and develop budget
- ✓ Inventory equipment needs
- ✓ Determine sponsorship opportunities
- ✓ Identify in-kind services
- ✓ Arrange payment and billing procedures
- ✓ Determine event insurance needs

LOGISTICS

- ✓ Site plan
- ✓ Accessibility plan
- ✓ Portable restroom facilities (150 guests per portable unit)
- ✓ Parking and transportation plan
 - Public
 - Vendors
 - VIP
 - Staff / volunteers
 - Valet
 - Performers
 - Bicycle
 - Other
- ✓ Determine needs
 - Rental equipment:
 - Stages
 - Chairs
 - Refrigeration
 - Audio / visual
 - Power
 - Tents / canopies
 - Fencing
 - Barricades
 - Signage
 - Tables
 - Communication equipment
 - Building needs
 - Power needs and distribution
 - Emergency vehicle access
 - Security needs
- ✓ Setup / tear-down schedule
- ✓ Trash and recycling
- ✓ First aid
- ✓ Water station(s)
- ✓ Policies: lost child, communications
- ✓ Command post / emergency procedures
- ✓ Onsite money collection
- ✓ Site preparation – mow grass, plow snow, etc.
- ✓ Decorations
- ✓ Pre and post-event walk through

PROMOTIONS

- ✓ Send invitations 3 weeks in advance of event

- ✓ Contact media if applicable
- ✓ For an official invitation to the Mayor of Fort Collins, contact Sarah Kane in the City Manager’s Office at **970-416-2447**.
- ✓ Create posters, flyers, banners, brochures, nametags, gift bags, news releases, etc. Specific information includes:
 - Date
 - Time
 - Location
 - Cost
 - Activities
 - Who to call for more information

VENDORS / CONCESSIONAIRES

- ✓ Determine what types are appropriate
 - Food / beverage
 - Merchandise and services
 - Community organizations
 - Children’s activities
 - Arts – visual and performing
 - Hands-on activities
 - Beer / wine
 - Other
- ✓ Recruit vendors
- ✓ Arrange for equipment
- ✓ Alert vendors of necessary permits and sales tax licenses
- ✓ Determine financial methods on site
- ✓ Survey vendors after event
- ✓ Determine setup / tear-down procedures

HELPFUL RESOURCES

BARRICADES

If you plan on blocking off the street and have acquired the appropriate permits, you are responsible for setting up and taking down the barricades. Local rental companies are available in the phone book under “barricades”.

ACCESSIBILITY

All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities. This checklist is intended as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements.

- Will there be a clear path of travel throughout your event venue?

- Have you developed a disabled parking and/or transportation plan for your event?
- Will alternative handicap parking spaces be provided if you are blocking off roads, streets, entrances to parking structures, or handicap parking spaces?
- Will a minimum of 10% of portable restrooms at your event be accessible?
- Will all food, beverage and vending areas be accessible?
- Will all signage be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility?
- If telephones are provided, will at least one telephone have volume control and be hearing aid compatible?
- If an information center is provided at your event, will customer service representatives be available to assist disabled individuals?
- If all areas of your event venue cannot be made accessible will maps or programs be made available to show the location of accessible restrooms, parking, phones (if any), drinking fountains and first aid stations?

Contact: Engineering (for the Public Right of Way issues), **970-416-2011**
 Transportation Planning/Parking (for Handicap Parking issues), **970-416-2058**

SANITATION AND RECYCLING

If you, as an event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Fort Collins community. Below is a sanitation and recycling checklist for your event:

- Properly dispose of waste and garbage throughout the term of your event.
- Provide recycling containers.
- Return the area to a clean condition upon conclusion of the event.
- Provide one portable restroom facility for every 150 guests.
- The average cost to rent a portable restroom is about \$75 for the weekend.
- Street sweeping after your event is available for \$125 per hour. For more information, call the [Streets Department](#) at **970-221-6615**.

Contact: [Natural Resources Department](#), **970-221-6600**

ALTERNATIVE TRANSPORTATION

The benefit of encouraging the use of alternative transportation to your event is that it frees up parking for your event. This checklist is intended as a planning guideline to encourage folks to leave their cars at home.

- Offering secure [bicycle parking](#) is essential. An unstructured approach inconveniences bicyclists, promotes the feeling that bicycles and pedestrians don't belong and makes cyclists feel insecure about leaving their bikes.

- ❑ The City of Fort Collins has eight portable bicycle racks available for use at events. Please contact the Bill Whirty at **970-224-6182** to reserve the racks for your event.
- ❑ Promote the bus routes that will most easily transport people to the closest location near your event.
- ❑ You are invited to use the City of Fort Collins' [SmartTrips](#) tagline on any promotional material. The tagline is as follows: "Getting there can be fun too! Consider taking the bus, riding your bike or carpooling to the event".

Contact: [SmartTrips](#), **970-224-6126**

PROMOTE YOUR EVENT

Post your dates to as many event calendars *as early as possible*. The City of Fort Collins can promote your event on our online [Events Calendar](#) at no charge. For more information contact the [Communications and Public Involvement Office](#) at **970-221-2028**.

INVITATION TO CITY OFFICIALS

If you are interested in inviting the Mayor, City Council or any other City official of Fort Collins to come to your event, contact Sarah Kane in the City Manager's Office by calling **970-416-2447** or at skane@fcgov.com.

Contact: [City Manager's Office](#), **970-416-2447**.