

Special Event Permit Guidelines

(Or how to know when you need one)

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. If you should have any questions which are not answered in this application packet, please contact the Special Events Coordinator at 970-221-6555 or e-mail your questions to sevents@fcgov.com.

You will need to fill out a special event permit application if your event –

- Will interfere with vehicular or pedestrian traffic (occurs on City streets or rights-of-way), or
- Takes place on public property (including Old Town Square and Oak Street Plaza).

A special event permit does not include a “noise permit”. Noise violations may result in citation(s) issued to the event applicant/responsible person if a violation occurs.

This includes block parties, parades, athletic events, and other special events, as defined below.

- ***Block Party:*** A festive gathering which requires the closure of a street. A special event permit is not required for block parties not requiring street closure.
- ***Parade:*** A march or procession which interferes with pedestrian and/or vehicular traffic. A special event permit is not required if the parade has 40 or less participants, stays on the sidewalks, and abides by all traffic regulations and controls.
- ***Athletic Events:*** An occasion when a group of participants collectively engage in a sport or other forms of physical exercise which interferes with pedestrian or vehicular traffic. This includes bicycle and foot races.
- ***Other Special Events:*** Street fair, arts and crafts show, carnival, soapbox derby, rally or other event which interferes with pedestrian or vehicular traffic.

Processing Procedure:

Once you obtain a permit application, please submit the completed application to the Special Events Coordinator not less than **20 business days** before the date of the event for block parties, **45 business days** before the date of the event for events involving the sale or service of alcohol, and **30 business days** before the date of the event for all other events, and no more than one year prior to the event date. This will allow sufficient time for processing of the application. The application will be routed through the Police Department, Risk Management, the Fire Department, and Traffic Operations for approval to ensure that the application meets the requirements of each respective department. This review process may require additional time if questions and/or problems with the application arise. If alcohol is to be served at the event, you must also contact the Liquor Licensing Authority and obtain a permit from the Authority, as well.

Applicant Responsibilities:

- Attach route or event map:** A map is required for all events.
- Fee:** A \$50 fee will be required for all events except block parties or events sponsored by a non-profit organization. This fee is to cover administrative costs. It will be waived if the applicant provides a letter from the non-profit organization which states that the event is for non-profit and lists the tax-exempt ID number; a copy of the tax-exempt certificate must also be attached.
- Indemnification Agreement:** Prior to issuance of a permit, the applicant, and sponsor if applicable, must sign an indemnification agreement. This agreement indemnifies the City of Fort Collins from any liability, which may arise as a result of the special event. This needs to be witnessed and signed in the presence of a notary public. Notaries are available during business hours at FCPS. There is no charge for this service.
- Signatures of affected residents and/or businesses:** Required for any street or sidewalk blockages or closures – including residences above businesses (i.e.: Old Town Square area) unless other arrangements have been made with the Special Event Coordinator.

SPECIAL EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: _____

Complete Description of Event: _____

Date of Event: _____ Event Time: from _____ (a.m./p.m.) to: _____ (a.m./p.m.)

DETAILS OF EVENT

Blockage/Closure Time: from _____ (a.m./p.m.) to: _____ (a.m./p.m.)

Location of Street/Sidewalk Blockage/Closure: _____

(Note: Location or route map is REQUIRED for EVERY event. A Traffic Control Plan may also be required.)

Estimated Number of Participants/Spectators: _____

(required)

Name of Applicant: _____

Email: _____

Address: _____

City, State, Zip: _____

Home Phone #: _____

Work Phone #: _____

(if applicable)

Name of Organization: _____

Email: _____

Address: _____

City, State, Zip: _____

Home Phone #: _____

Work Phone #: _____

(required)

Person in Charge

on Day of Event: _____

Email: _____

Address: _____

Cell Phone #: _____

City, State, Zip: _____

Phone #: _____

Do Not Write in Area Below

Application Fee Required: Yes _____ No _____ Authorizing Official: _____

Application Fee Paid: Date: _____ Receipt #: _____ Attached? _____

GENERAL INFORMATION

Parking Control? (*Attach Plan*) Yes ___ No ___ **(Contact a traffic control company for info)**

(Contact Transportation/Parking Enforcement if any portion of event takes place in the downtown area)

Traffic Control/Security (*Attach Plan*) Yes ___ No ___ **(Contact a traffic control company for info)**

Describe: **(Required for any street closure)**

Sound Amplification Equipment? Yes ___ No ___

Describe:

Medical Aid Stations? Yes ___ No ___

Describe:

Alcoholic Beverages Present? Yes ___ No ___ **(City Clerk's Office may require a license)**

Describe:

Sale of Merchandise? Yes ___ No ___ **(Contact the City Sales Tax Office for info)**

Sale of Food/Beverages? Yes ___ No ___ **(Contact the City Sales Tax Office for info)**

Name of Vendor:

Address:

Phone:

Will event involve open burning? Yes ___ No ___

(Permit required from Poudre Fire Authority - Attach Copy)

Will event involve the use of tent or canopy? Yes ___ No ___

(Permit required from Poudre Fire Authority - Attach Copy)

Will event involve fireworks display? Yes ___ No ___

(Permit required from Poudre Fire Authority - Attach Copy)

Will event involve use of a City Park/park facility/park trail? Yes ___ No ___

(Permit required from Parks and Recreation - Attach Copy)

Will event involve use of a City building or facility? Yes ___ No ___

(Location agreement required from appropriate City department - Attach Copy)

NOTE: Events in Oak St Plaza: contact City Sales Tax & Parks Dept, and in Old Town Square contact the Downtown Business Association. Any downtown location: contact Transportation/Parking Enforcement.)

ROUTE INFORMATION (*for parades, races, etc.*)

Assembly Location:

Assembly Time:

Completion Point:

Event Start Time:

Route Map Attached? _____ (*Required*)

Floats: Number: _____ Types: _____

Sizes:

Signs/Banners: _____ Material: _____

Maximum Size: _____

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Signature: _____

Date: _____

(*required*)

REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

In consideration of the granting of a special event permit by the City of Fort Collins (“the City”) for an event that is to occur on *(date)* _____, 20__ from *(time)* _____ at *(location)* _____ (the “Event”), and pursuant to Section 23.5-10 of the Fort Collins City Code, the undersigned, as an individual applicant or as a sponsoring organization applying for a special event permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or injury due to the actions of the undersigned, and/or by the undersigned’s officers, employees or agents, or any person under the undersigned’s control, including event participants. Further, the undersigned hereby agrees to defend the City against and indemnify and hold the City harmless from any liability to any person or entity resulting from any damage or injury occurring in connection with the Event proximately caused by the actions of the undersigned and/or by the undersigned’s officers, employees or agents, or any person who is under the undersigned’s control, including event participants.

Individual Applicant:

(Must be signed in the presence of a notary public)

Print Name:
Signature:
Address:
Telephone Number:
Driver’s Lic #/exp. date:

Signed before me in the State of Colorado, county of Larimer, this _____ day of _____, 20__, by _____.

 Notary Public *Seal*
 My commission expires: _____

Sponsoring Organization: *(if applicable)*

(Must be signed in the presence of a notary public)

Print Org. Name:
Signature:
Print Authorized Officer’s Name and Title:
Address:
Telephone Number:
Driver’s Lic #/exp. date:

Signed before me in the State of Colorado, county of Larimer, this _____ day of _____, 20__, by _____.

 Notary Public *Seal*
 My commission expires: _____

NOTE: This page MUST be filled out, signed and notarized for EVERY event.

