



WESTMINSTER

## Special Event Application Packet

Dear Event Planner:

Welcome to Westminster! We are excited you have chosen Westminster as the location in which to hold your special event. If you are planning an event that is open to the general public or expected to draw 25 persons or more, you will likely need to fill out this application. Note: If you only want to rent a Park Pavilion, the Promenade Terrace or a room in a city facility, you do not need to complete this application. You may find the appropriate form on the city website or by contacting Hans Reichgelt at 303-658-2124.

In an effort to make the event application experience as smooth and efficient as possible, we have created this packet of information to help you plan your event. This packet is available at City Hall, 4800 W. 92<sup>nd</sup> Ave., or online at [www.cityofwestminster.us](http://www.cityofwestminster.us). Although there are many forms included in this packet, you will only need to submit the forms applicable to your event. Attached, you will find a planning checklist to help you determine which forms you need to fill out and submit with your application.

You will have a city liaison who acts as your point of contact at the city, coordinating all of your approvals internally. Your city liaison is determined by whether you are seeking to have a special event on public (city) property, or private property. If your special event will be on public (city) property, your city liaison is Hans Reichgelt (303) 658-2124. If your special event will be on private property, your liaison will be John McConnell (303) 658-2474. Your city liaison can answer any questions you may have about conducting a special event in the City of Westminster. The success of your event relies upon your event planner providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits, and help to alleviate any potential problems or concerns.

Prior to planning your event, the city asks that you consider issues related to the following areas and your event's impact on the city's general functions, including everything from emergency responders' access to roads, to neighbors affected by ongoing noise, to street closures, impacts on businesses, etc. If your event will cause inconveniences or disturbances, the city respectfully requests that you consider a range of alternatives to decrease those negative impacts as much as possible. Again, please contact your city liaison for more information.

**The city requires that your completed event application be submitted 45 days in advance of your event.** Exceptions to this deadline may be made at the discretion of the city depending on the particular circumstances. Please be advised that certain procedures may be lengthy, such as acquiring proof of insurance, obtaining a liquor license, etc., so please plan accordingly. When you have completely filled out the required forms, submit them with your application processing fee (*see attached planning checklist to determine the correct amount*) to your liaison at 4800 W. 92<sup>nd</sup> Ave., Westminster, CO 80031. We will contact you when your application has been reviewed by all of the appropriate city departments (within 30 days of submitting a complete application), or if you have provided incomplete information or something in your plan requires modification.

Once your application has been approved, you will receive a Special Event Permit and any other required permits from the city. You will need to have these items with you at the event as proof of authorization.

Our hope is to provide an efficient process for reviewing and approving your event. We look forward to helping you obtain the required approval, and thank you for choosing the City of Westminster as your location.

Best regards,

Hans Reichgelt (303) 658-2124

John McConnell (303) 658-2474



## WESTMINSTER

# Special Event Checklist & Planning Checklist

The following checklist is intended to serve as a guide and inform you of the necessary forms. Checkoff all necessary forms and include them with the application.

• **Permit Application:** All special event holders are required to fill out an Application to Conduct a Special Event form. *See FORM # 1.* The application itself does not guarantee event approval and we recommend you submit your application as early as possible. The application can be submitted no earlier than noon on the first business day one year prior to your event. **All event holders must submit a completed application to the city 45 days in advance of the event.**

• **Fees:** The City of Westminster charges the following Special Event application fees. Not all fees may be applicable to your event. You will find complete fee information on the appropriate form in the application packet.

• **Application Fee:** \$100. This fee is required of all applicants.

• **All events will be responsible for 100 percent of the costs incurred by the city for staff time and resources.** This includes, but is not limited to, traffic control services and equipment, security, trash removal, recycling, bathrooms and cleaning services. The city also has the right to bill an event-holder after the event for any unforeseen expenses such as negligence, carelessness or other unanticipated work or damage resulting from the specific event.

• **Fire Department Permitting Fees:** Fees may be required by the Fire Department for permits for activities including, but not limited to, fireworks, open burning and large tents.

• **Off-duty Police Officers:** The use of off-duty police officers will be a separate charge determined by the Westminster Police Department.

• **Liquor Permit:** \$100 per day, payable to the City of Westminster.

• **Rules & Regulations:** All event holders are required to read and sign **Form #2, Rules & Regulations** form.

• **Certificate of Insurance:** All special event holders holding an event in whole or in part on city property must furnish a certificate of insurance showing general liability insurance covering claims that may arise due to the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and **must be endorsed to name the City of Westminster and its employees as additional insured.** *Because this often is a lengthy process, the city will accept and approve your application pending receipt of proof of insurance. Please do not wait for proof of insurance to turn in your application.*

• **Event Summary Description:** A brief written description of your event to assist city staff in better understanding the scope of its impacts, including:

- Fee for attendance, if any
- Expected age group attending event
- Security provisions that will be in place for the event
- Description of plan to clean site following the event
- Location of restrooms available for participants
- Any special lighting, sound amplification, noise or music
- 

• **Event Site Plan:** Event holders must attach a detailed site plan that shows the precise layout of the event, with measurements when possible. Hand drawn maps are not recommended but must be legible if used. The site plan should include the following information:

- **Overall site layout;**

- **Street Closures;**
- **Park use, if any**
- **Parking:** Event holders must attach a parking plan that establishes where attendees will be directed to park their vehicles, and which will cover a minimum of 1/3 the number of attendees expected at the event. In addition, identify parking spaces affected by use of temporary structures.
- **Vehicle ingress/egress**
- **Adjacent land uses**
- **Bathrooms:** Event holders must provide bathroom access. You must specify where these restroom facilities are located on your event site plan sketch and whether they are gender specific and handicapped accessible.
- **Garbage:** Event holders must provide garbage receptacles and roll-off dumpsters on site. You must specify where the receptacles and dumpsters will be located on your event site plan sketch.
- **Fire Exits:** Location of fire exits and smoke detection devices, if necessary.
- **Structures:** Location of all permanent and proposed temporary structures including tents, canopies, bleachers, stages, carts, restrooms, barriers, etc. Indicate any door locations and setbacks from property lines.
- **Handicapped Accessibility:** Event holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan sketch.
- **North arrow and graphic scale**

• **Parks, Trails and Open Space:** All events planned for a city park, trail or open space must submit a Parks, Trails & Open Space Permit application. *See FORM #3.* You must apply for use of a city park or trail, even if you are not formally setting up in the park, but expect crowds from your event to overflow into a park or onto a trail.

• **Temporary Use of Private Property:** All events that will be held completely, or in part, on private property must complete the Application for Temporary Use. *See FORM#4.*

• **Street Closures and Activities:** All events that include a parade, require street closures, have street activities or require public parking to be blocked off must submit a Street Activity form with a professional traffic control plan. *See FORM#s 5A and 5B.*

• **Fire Department Permit:** Special events that include large tents, firearms or weapons, fireworks displays, open burning or other hazardous conditions must complete the Permit to Create Potentially Hazardous Conditions, **FORM # 6**, and contact the Westminster Fire Department Fire Prevention Bureau at 303-658-4500. Additional fees payable to WFD may apply.

• **Special Event Liquor Permit:** *Nonprofits* that want to sell liquor, either directly or indirectly, or provide free of charge at their event, must apply for a Special Event Liquor Permit. Please contact our City Clerk's Office at 303-658-2162 or [licensing@cityofwestminster.us](mailto:licensing@cityofwestminster.us).

• **Sales and Use Tax on Food or Retail Sales:** If your event includes food or retail sales of any kind, you must collect and submit sales tax. (The event holder is responsible for any permits necessary from the applicable County Health Department.) If you do not already hold a Sales and Use Tax License, submit a Special Events Sales Tax Return obtained via the city's website at <http://www.ci.westminster.co.us/Portals/0/Repository/Documents/Business/SpecEventReturn.pdf>, or contact the Sales Tax Division at 303-658-2065 or [salestax@cityofwestminster.us](mailto:salestax@cityofwestminster.us).

• **Other Items:** Other items to consider include the following:

- **Event Staff:** The City of Westminster requests that event staff be identifiable, either by clothing or name tags. This makes it easier for attendees and city staff to find appropriate contact personnel. A contact list that includes key personnel and cell phone numbers is helpful.



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Application to Conduct a Special Event

Form #1

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Location: \_\_\_\_\_

Organization or Applicant Name: \_\_\_\_\_

- New Event  Repeat Event

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact on-call during event: \_\_\_\_\_

\_\_\_\_\_ Contact's Cell Phone: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's Fax: \_\_\_\_\_

What time will setup for the event begin? \_\_\_\_\_ What time will tear down be complete? \_\_\_\_\_

How many event staff will be at the event? \_\_\_\_\_

How many spectators/attendees do you expect will attend? \_\_\_\_\_

Total: \_\_\_\_\_

Divide by 3 to determine estimated number of vehicles: \_\_\_\_\_

- Will your event involve use of city parks, trails or open space?  No  Yes (complete Form #3)
Will your event occur on private property?  No  Yes (complete Form #4)
Will your event include a parade or require street closures?  No  Yes (complete Form #s 5A and 5B)
Will your event use tents/canopies?  No  Yes (complete Form #6 and contact Westminster Fire Department)
Will your event include fireworks or open fires?  No  Yes (complete Form #6 and contact Westminster Fire Department)
Will alcohol be served?  No  Yes (If yes, please contact our City Clerk's Office at 303-658-2162 or licensing@cityofwestminster.us.)
Will your event include food or retail sales?  No  Yes (If yes, please contact please contact the Sales Tax Division at 303-658-2065 or saletax@cityofwestminster.us.)

You have attached the required:

- Written description of the proposed event
 Site plan sketch (parades/races should include start/endpoints)
 Parking plan that accommodates the number of estimated vehicles above
 Certificate of Insurance (must have a minimum liability limit of \$1 million per occurrence and name the City of Westminster and its employees as an additional insured)
 Application Processing Fee made payable to the City of Westminster
 Additional fees necessary for your event
 A signed copy of the Rules & Regulations form
 All other necessary forms that apply to your event (see checklist or call with questions)

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

City of Westminster Use Only
Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_
Modification made to: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_



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**Special Event Rules and Regulations**

**Form #2**

The responsible organization, as a condition of being granted a special event permit within the City of Westminster, agrees to abide by the following rules, regulations and conditions established by the city as follows:

- 1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the city.
- 2. By signing below, the applicant/responsible organization agrees to indemnify and hold harmless the city, its officers, officials, employees, insurance carrier or insurance pool from and against any and all damage and loss to person or property and shall defend the city from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and attorney fees incurred by the city in any way resulting from or arising out of the special event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., the Colorado Constitution, or the common law or laws of the United States or Colorado.
- 3. The responsible organization shall collect and pay all sales tax applicable to the sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event.
- 4. The City of Westminster cannot issue permits or approve activities on behalf of other jurisdictions, such as the County Health Department, Sheriff's Office, or State Patrol. It is the responsibility of the organization or event planner to secure the necessary approval from other entities.

**The following additional rules and regulations apply to special events held on city property:**

- 5. By signing below, the applicant/responsible organization shall procure and maintain, at its own cost, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the special event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these "Rules" by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types. **The City of Westminster and its employees must be listed as additional insured on the policy. The additional insured coverage shall be primary over any other insurance the city may have in place with respect to claims made against the city related to the special event.**
- 6. The responsible organization, upon conclusion of the event, shall return the site to its pre-event condition immediately.
- 7. If two or more special events plan to use the same city property on the same date, the first event receiving all necessary approvals shall have precedence.
- 8. The City of Westminster cannot guarantee availability of public property for special events.

\_\_\_\_\_  
Responsible Party's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party's Printed Name

<b><i>City of Westminster Use Only</i></b>	
Permit/Request Reviewed by: _____	Department: _____
Modification made to: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied    Date: _____



WESTMINSTER

Department of Parks, Recreation and Libraries  
303-658-2124  
After Hours and Weekend Emergency No. 303-658-4360

**Parks, Trails and Open Space  
Special Event Permit**

**Form #3**

Applicant Name:	Event Name:
Applicant Phone:	Date of Event:
Applicant Address:	Hours:
City, State:	Est. Attendance:
Driver's License No.	Email Address:

Comments:

The undersigned on behalf of the Applicant/Organization agrees as follows:

1. The applicant/organization hereby assumes personal and individual liability for himself and on behalf of applicant/organization for any damages to said park, trail, open space, facility or equipment occurring through or during the occupancy of use of said facility by the applicant/organization.
2. The applicant/organization will leave said park, trail or open space litter-free and in a condition as good as, or better than, originally found.
3. The applicant/organization accepts liability for all repairs to the park, trails or open space and/or repair or replacement of equipment in the event of damage.
4. The use of paint to mark routes or courses is prohibited. Only flour, signs or humans may be used to direct the flow of participants.
5. No alcoholic beverages are allowed without special permit.
6. Motorized vehicles are restricted to hard surface parking lots and streets.
7. Destruction, damage, or removal of any vegetation or defacement of any public property is prohibited.
8. Climbing on park buildings, roofs, shelters, trees, and fences is prohibited.
9. Disorderly conduct and/or abusive language are prohibited.
10. Applicant is responsible for his/her own actions and the actions of parties in attendance as a result of this permit.
11. A copy of this permit must be in the possession of the applicant at all times during use.
12. All Parks Rules and Regulations and Chapter 1, Title XIII of the Municipal Code also apply.

I have read and fully agree with and accept all responsibility for the terms and conditions of this permit

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

***For City of Westminster Use Only:***

	Date:
Comments:	
Approved	Disapproved

Applicant: \_\_\_\_\_ Event Name: \_\_\_\_\_

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**Property Information****Temporary Use Permit**

Location/address of Event/Temporary Use \_\_\_\_\_  
Property Owner's Name (where event/use will be held) \_\_\_\_\_  
Mailing Address of Property Owner (if different than property address) \_\_\_\_\_  
Property Owner's Phone \_\_\_\_\_ Property Owner's E-mail \_\_\_\_\_  
Zoning District \_\_\_\_\_ Subdivision \_\_\_\_\_

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**Checklist: Provide the following additional information:**

<b># COPIES</b>	<b>ITEM REQUIRED</b>
<input type="checkbox"/> Original	<b>Written permission</b> from the real property owner clearly stating the applicant's right to use such property.
<input type="checkbox"/> Original	If vehicular or pedestrian access to property is across other private property, written permission from the owner of the property of applicant's right to use this property.
<input type="checkbox"/> 1	<b>Written description of the proposed use.</b> (See Checklist for items to be included)
<input type="checkbox"/> 1	<b>Written description of all signage</b> and/or advertising that will be used.
<input type="checkbox"/> 1	<b>Scaled drawing</b> (include scale bar) <b>showing placement of signage</b> or advertising device and size and dimensions of signs (signs may require a separate permit).
<input type="checkbox"/> 1	<b>Event Site Plan indicating the area where the special event is proposed</b> (see checklist for items to be included.)

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**Municipal Code Compliance:**

A temporary use in the City of Westminster must comply with Westminster Municipal Code section 11-4-17. By signing below applicant acknowledges he/she has reviewed these provisions and agrees to comply with them.

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*By signing below, I assert that the above information is true, correct and complete to the best of my knowledge.*

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date

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**For City Use Only:**

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*The above Temporary Use/Special Event has been reviewed, meets the above criteria and is hereby approved.*

\_\_\_\_\_  
Community Development Dept.\_\_\_\_\_  
Date



WESTMINSTER

# Streets Activity / Closure Request

Form # 5A

Applicant Name: \_\_\_\_\_ On-Call Contact Number: \_\_\_\_\_

Event Name: \_\_\_\_\_

- The proposed event will include a parade.
  - Number and type of motorized vehicles: \_\_\_\_\_
  - Number and type of mounted animals: \_\_\_\_\_
  - Number of mounted floats/vehicles: \_\_\_\_\_
  - Number of pedestrians: \_\_\_\_\_
  - Number of pedestrians/vehicles/floats equipped with load speakers: \_\_\_\_\_

- The proposed event will utilize public roadways and/or cross public roadways as indicated on the **event site plan** submitted with this application.

- The applicant requests closure of the street(s) indicated on the **event site plan and professional traffic control plan attached** to this application. \* Barricades and other traffic control devices are indicated on the sketch. **The applicant is required to provide a traffic control plan as part of this application and must obtain their own traffic control devices.** All traffic control must meet the "Manual on Uniform Traffic Control Devices Standards."

**Name of Barricade Company:** \_\_\_\_\_

**Name of Traffic Control Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*\* Street closures must allow access for emergency vehicles. You must note on your event site plan sketch minimum 20-foot clearances where emergency vehicles can get through the street if necessary.*

Placement of all traffic control devices, barricades and event personnel is the responsibility of the event-holder or its traffic control provider, unless the City notes otherwise in the event approval. The City reserves the right to stop any activity if proper traffic control devices and/or personnel are not in place during the event.

- Event-holders who wish to close a road must petition surrounding neighbors and businesses prior to their application submission AND flier the neighborhood as a reminder of the event and closure details one to two weeks in advance of the event.
- Form 5B has been completed and is attached.** A draft notification to be disseminated one to two weeks in advance of the event is also attached for review.
- Advance Notice signs shall be placed at the locations shown on the **event site plan** a minimum of one week prior to the event. Signs shall be 48" x 48" with black lettering on an orange background and made of a waterproof material. Signs shall be attached to an "H" type frame and sand bagged. Tripod frames are not allowed. Placement, maintenance and pickup of sign(s) are the responsibility of the event holder.
- The event will be held in an orderly manner and all traffic laws and Westminster ordinances will be obeyed.

I have read, understand and agree to the Street Activity and Closure requirements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**City of Westminster Use Only**

**City Notes regarding plan review:** \_\_\_\_\_

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_







WESTMINSTER

**FORM # 6A**  
**Permit No.**

## Permit to Create Potentially Hazardous Conditions

<b>Event Name:</b>	
<b>Event Date:</b>	<b>Start/End Times:</b>
<b>Event Location:</b>	
Event Planner/Contact Person:	
Phone:	Fax:

Westminster Fire Department (WFD) is part of the City of Westminster special event review process. All special events permits are reviewed for overall public safety in accordance with the requirements of section 403.2 of the 2009 International Fire Code (IFC) adopted as amended, as the fire code of the City of Westminster. The applicant hereby requests to use, install, operate or conduct the following potentially hazardous condition:

- Fireworks display
- Erect and use temporary tent greater than 400 square feet, individually or in aggregate
- Open burning (bonfires, cooking, etc.)
- Street Closure

The Westminster Fire Department will contact you to go over additional paperwork that may be required. Conditions, surroundings and arrangements must be in compliance with the City of Westminster Fire Code, and additional requirements may be established by the WFD as deemed necessary. Some special events may require a Fire Protection permit. Fire Protection permits have a set fee associated with them (see form 7B) and include the initial inspection and one re-inspection. These fees are in addition to the special events permit fee and payment is made directly to the WFD. If a Fire Protection permit is required, the event holder or their applicable contracted vendor will need to submit for such permit directly with the WFD. Contact Fire Prevention Bureau at 303-658-4500 or [fire@cityofwestminster.us](mailto:fire@cityofwestminster.us) for questions regarding specific Fire Protection permits.

Applicant Signature	Date
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**Permit specific provisions established by the Westminster Fire Department include:**

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***City of Westminster Use Only***

Permit/Request	Reviewed by:	Department:	
Modification made to:	<input type="checkbox"/> Approved   <input type="checkbox"/> Denied		Date:



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## Westminster Fire Department Special Event Fees

Form #6B

If an operational permit is necessary the following fees must be paid directly to the Westminster Fire Department:

Tent permits greater than 700, but less than 2,500 square feet -	\$100
Tent permits greater than 2,500 square feet -	\$100
Open burning permits -	\$100
Public fireworks/Pyrotechnic Special Effects Display Permits	\$100
Standby personnel (with apparatus)	Rate to be determined at time of permit application
Re-inspections	\$50 per hour at a minimum of one hour

***City of Westminster Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_