City Clerk's Office
135 N. Animas Street
Trinidad, CO 81082
Phone 719-846-9843 - Fax 719-846-4140
felisha.toews@trinidad.co.gov

Application for Special Event Permit

Applications are due 45 days in advance of proposed major event/10 days before all other events.
Activities should not be advertised until final approval is obtained.

Date: _____ Permit Fee: $_____

Event Name: _____

Event Description: _____

Date(s) of Event: _____

Type of Use: ☐ Personal ☐ Commercial ☐ Non-Profit ☐ Government

Type of Event: ☐ Parade $100 ☐ Concert $50 ☐ Festival $50 ☐ Block Party $100
☐ Race $50 ☐ Art Show $50 ☐ Car Show $50 ☐ Alcohol Beverage Festival $50
☐ Private Event $50 ☐ Community Event $50 ☐ Other $50 _____

Organizer/ Organization: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Mailing Address: _____

_____ _____ _____
City State Zip

Daily Attendees: _____

Start Time (including set up): _____ End Time (including tear down):_____

Location(s):

☐ Central Park
☐ Central Park Pavilion
☐ Cimino Park
☐ Kit Carson Park
☐ Kit Caron Park Gazebo
☐ Other Public Property, ie. street or alley, etc. _____
☐ Miner's Memorial Park
☐ Los Ninos Park ☐ Field ☐ Pickleball
☐ Riverwalk
☐ Space to Create (Additional fees may apply)
☐ Southside Park

Streets affected:

_____

_____

_____

_____

REQUESTED MUNICIPAL PROPERTY

City resources are public property. Resolution No. 1683 states that the costs associated with government operations attributable to one individual or entity should be borne by that individual or entity and the City shall recover direct costs incurred by the City. ****A $500 deposit is required.***

Rental/use of crowd barricades, bleachers, cones, signs, road barricades - $50 rental fee ***w/$800 deposit****

- ☐ Crowd-control barricades (10 ft lengths) Quantity: _____ Number of Gates: _____
- ☐ Road barricades (sand filled or concrete) Quantity: _____
- ☐ Street Closure Signs Quantity :_____
- ☐ Cones Quantity: _____
- ☐ Trash cans : Quantity :_____
- ☐ Water access _____ Spigot _____ Fountain (not available in all areas)
- ☐ Restroom access (on-site)
- ☐ Electricity - $25 per day (not available in all areas)
- ☐ Public property for Alcohol Beverage Festival - $3,000 deposit

CITY LABOR COSTS

☐ Closure of streets, alleys, trails, sidewalks, etc.	$100 per hour during working hours $150 per hour for weekends and after hours
☐ Energizing for event.	$100 per hour during working hours $150 per hour for weekends and after hours
☐ Setup / Teardown / Trash Removal.	$100 per hour during working hours $150 per hour for weekends and after hours
☐ Delivery/return of bleachers, signs, cones,. . . . . or barricades	$100 per hour during working hours $150 per hour for weekends and after hours
☐ City-Provided Security.	As determined by Chief of Police

EVENT ACTIVITIES

- ☐ Amplified Sound/Music/Band
- ☐ Alcohol **(contact the City Clerk)**
- ☐ Street closures
- ☐ Food **(contact Health Department)**
- ☐ Vendors
- ☐ Mechanical Rides/Devices
- ☐ Fireworks/Pyrotechnic Special Effects **(contact Fire Chief)**
- ☐ Tents/Canopies **(contact Fire Chief)**

Inflatables are not allowed on public property unless operated by an insured contractor/vendor and approved by the City of Trinidad.

INSURANCE

Each permit shall require the permittee to file prior to the commencement of the setup of the special event a certificate of insurance demonstrating that the permittee has in effect a policy of general liability covering the special event with minimum combined single limits of not less than one million dollars ($1,000,000). Such insurance shall remain in full force throughout the entirety of the special event for which the permit is issued. The City shall be named as an additional insured under such insurance policy. If alcohol beverages will be served at the special event, the permittee must also provide proof of liquor liability insurance.

REQUIRED ATTACHMENTS

- [ ] Certificate of Insurance
- [ ] Site Plan/Parade Route/Parking Plan/Traffic Plan
- [ ] Applicable Permits/Health Department Permits/Licenses

SITE PLAN DETAIL

Indicate all entry and exit points.

- [ ] Route and staging area map for parades/races
- [ ] Map indicating street closures and barricade placement
- [ ] Parking
- [ ] Fire lanes and fire hydrants
- [ ] Trash cans/recycling bin locations
- [ ] Porta Potty locations
- [ ] First aid station location
- [ ] Emergency egress/escape route
- [ ] Vendor locations
- [ ] Power source location
- [ ] Beer garden, if applicable
- [ ] Mechanical Rides/Devices location
- [ ] Band/Music/Stage location
- [ ] Fireworks/rocket fallout & launch areas
- [ ] Tent locations
- [ ] Portable fire extinguishers

RULES

Events involving alcohol, street closures, or impacting traffic are major events and require application to be made no less than 45 days in advance of the event.

The closing of streets will be done only upon the approval of the City with consideration to safety and traffic flow. Event organizers MUST post 'No Parking' signs two days prior to the street closure and remove the signs within 24 hours of the conclusion of the event. Signage must indicate the hours and dates of the street closure and have the name of the event organizer clearly indicated.

Notice to affected businesses must be accomplished as follows: 20 days prior to Alcohol Beverage Festivals on public property; 10 days prior to other events on public property.

Driving or parking on any grass area of City parks is strictly prohibited without the express written approval obtained through this permitting process.

Throwing of candy or other items from parade entries is prohibited. Walkers must be posted along side of any entry that wishes to distribute candy, etc., and safety drop or hand out the items. Children must be monitored to ensure safety.

Tent stakes may only be used in grass areas when sprinkler lines are marked and may not exceed six inches (6") in length. Tents equal to or under 400 square foot must have each leg of the structure weighted with at least 40 pounds.

All exhibits, displays, decorations, and debris generated by any event must be removed by the permittee and/or his/her vendors, if applicable, immediately upon the conclusion of the event. This includes droppings from livestock.

Park shelters and restrooms must be left in a clean and orderly condition.

Permits are valid for not more than three consecutive days, unless otherwise approved.

***Should any public property be left in an unclean or disorderly condition, or if damage occurs to public property, the deposit will be forfeited by the applicant.**

EMERGENCY CONTACT / ON-SITE CONTACT

Emergency Contact Name: _____

Contact Phone: _____Email: _____

Address: _____

On-Site Contact Name: : _____

Contact Phone: _____Email: _____

Address: _____

MEDICAL AND EMERGENCY PROCEDURE CHECKLIST

Security MUST be provided for ALL events involving alcohol.
A plan to address emergencies that may arise MUST include the following for both interior and exterior of the affected property. Initial conformance below:

_____Emergency egress and escape routes, including building evacuation routes if applicable, are identified on the site map including areas where crowd control barricades are located

_____Report of fire or an emergency will be done by calling 911

_____Means of notifying participants of a fire or an emergency is by use of _____

_____Occupant load capacity is compliant

_____All food vendors and/or vendors with heat-producing equipment have a fire extinguisher in or adjacent to their booth

_____A fire extinguisher is located within 10 to 15 feet of all generators and/or power distribution panels, and sound/lighting equipment

_____A 12-foot fire lane on each street is identified for emergency use by fire, ambulance, and police vehicles. This lane is to be kept clear at all times.

_____All fire hydrants are visible with a 3-foot clearance maintained

_____Street closure barricades are placed so as to not impede means of egress

AGREEMENT

I attest that I have read, understand, and agree to comply with any and all rules, regulations, ordinances, laws, and/or restrictions that may apply. I understand that failure to comply may result in cancellation or closure of the event or denial of future event applications. I agree to leave the facility in the condition originally found and understand that I will be liable for any and all repairs to the facility and/or repair or replacement of equipment in the event of damage. I hereby expressly release and discharge the City of Trinidad from all liabilities other than liability due to the negligence of the City, its employees, or agents for loss, injury or damages to persons or property that may be sustained by event attendees while on the City property during the term of the Special Event. I further agree to indemnify and hold harmless the City and its officers, representatives and employees against all claims, costs and losses of any kind, including reasonable attorney's fees resulting from event attendees' use of the City facilities. I attest that I have read the Emergency Response Procedures attached. I further certify that the statements contained herein or attached hereto are true, accurate, and complete to the best of my knowledge and belief.

Applicant:_____ Date:_____