



Special Event Park Permit Application

Park and Recreation
100 Wulfsohn Road
Glenwood Springs, Co. 81601
(970) 384-6310 Fax (970) 945-4128
Yvette.baker@cogs.us

Daily Attendance 200

Updated: 10/2017

APPLICANT INFORMATION

Name of Applicant – On-Site Contact

Cindy Svatos 970-618-3650 glenwoodmarket@gmail.com

Glenwood's Downtown Market Address P. O. Box 2831 Glenwood Springs, Colorado 81602

EVENT INFORMATION

Name of Event/Date(s) Glenwood's Downtown Market & Music Series

Tuesdays, June 9 through September 15

4 p.m. to 8 p.m. Set up beginning at 1 p.m., take down completed by 10 p.m.

Location(s) of Event_After 14 years in Centennial Park, we are making a HUGE LEAP OF FAITH and moving to **7th Street!**

___ Sponsor(s) of the Event Glenwood's Downtown Market

_____ Sponsor(s) of the Event

SITE PLAN

Major events must submit a detailed site plan identifying the proposed event area. Event cannot prohibit or impede access to public rest rooms, boat ramps, or trail systems. Sponsor is required to provide a detailed site plan with the following

RECEIVED _____



REQUIREMENTS

COMPLETED _____

As displayed in artist rendering above, we will have our vendors lined up on the North side of 7th street. Emergency vehicles will have access down the street. Customers/visitors will be directed to the public bathrooms on the corner of 7th and Colorado. I have keys for the dumpsters in the alley between 7th and 8th. Vendors will be directed to park in the parking lot down on the west end of 7th street. We will contact streets department about barricades and signage for closing 7th Street.

RECEIVED _____ Does event propose closing or impeding access to any City streets, sidewalks, alleys or parking lot? YES If so Street Obstruction permit required. Contact Engineering Department (970) 384-6435.

RECEIVED _____ Will event include inflatable's/amusement rides? NO Inflatable's are allowed in the City Parks only in designated areas approved by Parks Superintendent. User must abide by all manufacture guidelines and The City of Glenwood Springs will require insurance coverage naming the City as additional insured in the amount of 1 Million Dollars per event. Company Rented From:

COMPLETED _____ Will event include tents or canopies? YES Number 25-30 size 10x10 Permit may be required please contact City Fire Department (970) 384-6433.

COMPLETED _____ Will event have open flames/cooking? _____ if yes required contact with the City Fire Department (970) 384-6433.

COMPLETED _____ Meet with City Fire Department to review fire/safety needs, to schedule an appointment call City Fire Department (970) 384-6480. If on-site EMT service needed, this service is at the expense of the sponsor.

One (1) 4-yard dumpster is required per five hundred (500) people - required # _____
One (1) portable toilet is required per two hundred (200) people, in cooperation with the American with Disabilities Act, at least one (1) portable toilet is to be handicap accessible
Company Used

For placement of Tents/Canopies/Dumpsters/Port-a-Potties/Temporary Fencing/Vendors/Inflatable's/Amusement Rides a required pre-event meeting must be scheduled at least (10) business days prior to event: Contact Parks Superintendent at (970) 384-6366.

**ENTERTAINMENT
FOOD SALES**

Will there be an admission charge? () Yes (X) No
If yes, list all price categories:

Will there be entertainment? (X) Yes () No
If yes, list group and scheduled time:
Each week there will be a different band/group from 5-8 p.m. _

Will there be food provided and/or sold? (X) Yes () No
If yes, list vendor:
Various vendors TBD

Will there be any contracted concessionaries/caters? Will there be sales of any items? NO
() Yes (X) No
() Yes (X) No

If yes, list name of concessionary/cater/vendors:

COMPLETED _____

**Must report event with Garfield County Public Health Department:
Nettie Mojarro (970) 625-5200 Ext. 8128 email: nmojarro@garfield-county.com**
Event Coordinator Plan Review must be filled out and sent to County for all vendors selling food.
Public health will be given list of all vendors as they are received.

**A Sales Tax Permit must be obtained for the sale of any and all items.
To obtain a Sales Tax Permit, please call (970) 384-6420. We have this.**

Finance department will be given a list of our vendors prior to opening of the market.

ALCOHOL

Will there be alcohol sold? **No**
If *yes*, is alcohol included in the price of admission?

Will alcohol be served only? **Yes** **No**
If *yes*, are servers trained in Responsible Serving of Alcohol (RSOA)? N/A

A Special Event Liquor Permit must be obtained to sell or serve alcohol. To obtain an application, contact the City Clerk @ (970) 384-6403. The Liquor permit application must be submitted to the City Clerk at least 60 days prior to the event. A copy of all permits must be submitted before final event approval.

EVENT SECURITY

Has Glenwood Springs Police Department been contracted for security purposes? **No** *OR*
Has a Security Company been hired for event? N/A

Security guards will be required for events with 100 people or more attending 1 security guard per 50 attending with a minimum of 2 guards per event, at the sponsor's expense. To schedule off-duty police officers, please call (970) 384-6500. Officers must be scheduled a minimum of 2 weeks prior to the event.

COMPLETED _____

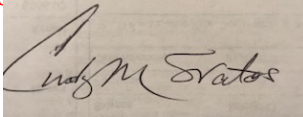
**INSURANCE
COVERAGE**

The City of Glenwood Springs will require insurance coverage naming The City of Glenwood Springs as additional insured in the amount of 1 Million Dollars per event. The City of Glenwood Springs may require a higher amount for some events. Please provide a copy of Insurance Coverage. Purchased. Will provide when we receive new certificate.

RECEIVED _____

I have read and do understand the terms and conditions of this permit, and do hereby agree on behalf of the Sponsor of this event, that all participating in this event shall adhere to and abide by all applicable ordinances, state and local rules and regulations. Sponsor shall release the City from any liability and holding the City of Glenwood Springs harmless from any claims resulting from leased premises during ~~the~~ **the ~~time~~ **time**.**

Event should not be scheduled or advertised without final approval

Sponsor Signature  _____ Date February 21 2020

Conditional Approval _____ Date _____

Application fee \$ _____ Damage Deposit \$ _____ Charges \$ _____ Total _____

FINAL APPROVAL

Approved By: _____

City Manager

Brian Smith, Parks & Recreation Director

- **Payment Received**
- **Site Plan Attached**
- **Special Event Permit**
- **Insurance Certificate**
- **Traffic Control Contract**
- **Portable Toilets and Dumpsters Contract**
- **Street Obstruction Permit**
- **Other Permits**
- **Schedule pre-meeting**
- **City Comments**

Big Events Calendar ___ Rec Trac ___ Payment Rec'd ___
Deposit Log ___ Routing Completed ___ Comments Attached ___