COMMUNITY EVENT PERMIT

Introduction and General Information
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These pages are to be completed and submitted to the Town for the permit review process.

Introduction

The Town of Parker Municipal Code, Chapter 10.08, requires that a **COMMUNITY EVENT PERMIT** be obtained from the Town before any group or individual can conduct an organized event on, or directly impacting, Town property or roadways within Town limits. An organized event is defined as any parade, rally, block party, or other such gathering of ten (10) or more persons upon public property and rights-of-way, or upon privately owned property where the event is likely to impact the normal flow of pedestrian or vehicular traffic on public property or rights-of-way. Parades for commercial purposes are not permitted.

An application for a permit may be filed **NO EARLIER THAN NINETY (90) DAYS** before the event, but **SHOULD BE RECEIVED NO LATER THAN FORTY-FIVE (45) DAYS BEFORE** the actual event date to assure adequate review time by Town staff and outside agencies. Park and facility rentals are made on a first come, first served basis and should be made as soon as possible. Please contact the Recreation Department at 303.841.4500 or visit www.parkeronline.org/recreation for reservation information.

It is the Town's policy to regulate events involving the use of, or impact to, Town property, public facilities or roadways in the interests of public safety, loss control, and limiting liability. This key tenet of the Town's Risk Management Program is a sound management approach.

This permit requirement does not apply to such activities as family reunions, picnics, outings, and other similar daily and routine individual, or family leisure and recreational uses, unless the proposed activities will impact the normal flow of pedestrian or vehicular traffic.

It is the Town's goal to assist event organizers in planning safe and successful events that create a minimal impact on the Town's resources and facilities. We hope that you find these instructions helpful in completing the application.

Non-Town of Parker General Information

South Metro Fire Rescue Authority

All Community Event Permit Applications are reviewed by South Metro Fire Rescue Authority, a separate entity from the Town of Parker. Events may be approved or denied at their discretion and an on-site inspection may be required. The Town of Parker assumes no liability for event cancellation by South Metro Fire Rescue Authority. Applicant is responsible for any fees charged by South Metro Fire Rescue Authority. A list of possible fees can be found at www.southmetro.org. Please contact South Metro Fire Rescue Authority at 720.989.2230 for further information.

Tents

Any tents intended for use during events must be clearly marked and labeled on the site map provided by the applicant. Tents may require separate permits from South Metro Fire Rescue Authority. Please direct inquiries to South Metro Fire Rescue Authority at 720.989.2230.

Tri-County Health Department

Events serving/selling food and/or beverage to the general public require the assistance of the Tri-County Health Department. Any applications, plan reviews, licenses, fees, or other information must be submitted to the Tri-County Health Department. For more information, please contact 303.220.9200 or visit www.tchd.org.

Town of Parker General Information

Insurance

Events taking place on Town property require the organizer to obtain proper general liability insurance. Verbiage naming the **Town of Parker as Additional Insured** must be included in the description area of the certificate. An endorsement for additional insured status must accompany the certificate. Coverage must be for the amounts of $2 million general aggregate and $1 million each occurrence. Please see the example below. For questions, please contact the Town of Parker Risk Manager at 303.841.0353.

Sample Certificate of Insurance

ACORD **™ CERTIFICATE OF LIABILITY INSURANCE** Date (MM/DD/YYYY): 01/01/2010

PRODUCER

ABC Underwriters
123 Main Street
Anytown, USA 12345
123.456.7890

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.

THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

Event Organizer
456 First Avenue
Town, USA 67890
123.456.7890

INSURER A: XYZ Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY x☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE X☐ OCCUR ☐ _____ ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	123456789	01/01/2010	01/01/2011	EACH OCCURRENCE	$ 1,000,000
					FIRE DAMAGE (Any one fire)	$
					MED EXP (Any one person)	$
					PERSONAL & ADV INJURY	$
					GENERAL AGGREGATE	$ 2,000,000
					PRODUCTS – COMP/OP AGG	$
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The Town of Parker is named as Additional Insured

CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER

Town of Parker
20120 E. Mainstreet
Parker, CO 80138

CANCELLATION *10-Day Notice for Non-Payment of Premium*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Sample

Sample Endorsement

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
LG CG 20 10 02 06

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION INCLUDING PRIMARY COVERAGE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person(s) or Organization(s):
Location(s)of covered operations:

(If no entry appears above, information required to complete this schedule, if not shown above, will be shown in the Declarations.)

A. Section II- Who Is An Insured is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work,, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor engaged in performing operations for a principal as part of the same project.

C. The insurance afforded by the policy to the Additional Insured(s) listed in the Schedule for the described location(s) is primary insurance. Any other insurance or self-insurance maintained by the Additional Insured(s) is excess of this insurance and shall not contribute to it.

SAMPLE

Fees

A. The Town of Parker does not presently charge a fee for the Community Event Permit. However, if Town facilities or services are used, fees may apply.

B. The event promoters and/or sponsors may be required to pay for costs of providing the following Town services:

- Deployment of Off Duty Police Officers
- Overtime rates for additional Town staff
- Parks / Recreation facility use
- Additional Public Works maintenance
- Town Clerk Special Event Permit application for alcohol
- Signage / banner permits
- Generator permits
- Any additional services that are above what the permit states
- Any permits required by South Metro Fire Rescue Authority

C. If the application is approved in staff review, the event promoter and/or sponsor will receive a statement showing the total estimated costs due the Town of Parker. The event promoter and/or sponsor will provide a deposit in the amount of the total estimated costs, due before the date of the event. After the event, the promoter will be invoiced by the specific Town department for any charges incurred. These charges, less the deposit, will be payable according to the terms of the invoice.

D. If an event promoter and/or sponsor are unable to afford the costs of the service fees, an appeal may be made in writing to the Town Administrator.

Event Planning

A. Please assure the approval of your event BEFORE you promote, market or advertise your event. The Town of Parker's Community Affairs Director must receive copies of all material promoting events that are funded or sponsored by the Town.

B. Acceptance of your application IS NOT a guarantee of the date, location, or an automatic approval of your event permit.

C. When planning a moving route rather than a fixed venue, consider the following; the impedance of emergency vehicles, conflict with normal public transportation and interference with people trying to reach their normal destinations at businesses, churches, and public facilities.

Event Planning (cont'd)

D. The applicant is responsible for complying with all Town, county, state, and federal disability access requirements applicable to the event.

Facility Rental

Many Town of Parker parks and facilities are available for rent to individuals or groups for community events. Reservations are made on a first come, first served basis and must be made in advance. All facility rentals are subject to the terms of the facility rental agreement for each venue provided by the Recreation Department except when a License Agreement is required as stated in the section entitled Alcohol Permits. Please contact the Recreation Department at 303.841.4500 or visit www.parkeronline.org/recreation for more information.

Publicity Assistance

Nonprofit community events in Parker may qualify for limited publicity assistance from the Town. If certain criteria are met, events may qualify for a listing on the Town's electronic message board at Parker and Mainstreet and/or a free listing in the Town's online community calendar, or the Talk of the Town monthly newsletter. For further information, please contact the Town of Parker Community Affairs Department at 303.841.0353 or visit www.parkeronline.org.

Signs and Banners

A. In some cases, the Town of Parker may permit event banners to be displayed on the street lamps positioned in our medians. A Street Light Banner Program Application for Use can be found at www.parkeronline.org. Please direct any further inquiries to the Town of Parker Public Works Department at 303.840.9546.

B. The Town of Parker may allow temporary signs and/or banners. Banners for commercial events require a Temporary Sign Permit Application which can be found at www.parkeronline.org. For further information regarding the placement of signs and/or banners, please refer to the Parker Municipal Code, Chapter 13.09. Please direct any questions to the Town of Parker Community Development Department at 303.841.2332.

Alcohol Permits

Events serving/selling alcohol to the general public require a Special Events Permit from the Town of Parker Town Clerk's Office and a License Agreement administered by the office of the Town Administrator. The Town Clerk requires a minimum of ninety (90) days to process requests for Special Events Permits. Please contact the Town Clerk's Office at 303.841.0353 for more information concerning the Special Events Permit and the Town Administrator's Office at 303.841.0353 for more information concerning the License Agreement.

Emergency Access

Applicants must maintain emergency access at all times during the event.

Street Closure

A. Generally, permits will not be granted to close collector or arterial streets. (Arterial streets would include, but are not limited to, streets such as E. Mainstreet, Jordan Rd., and Lincoln Ave. Collector streets would include, but are not limited to, streets such as Bradbury Dr., Clarke Farms Dr., J. Morgan Blvd., and Canterberry Pkwy.) If a complete closure of a local road or cul-de-sac is requested, the applicant must obtain the written approval of the adjoining property owners. Adjoining property owners have the right to object to the permit, if they feel the closure would be an unreasonable inconvenience or cost to them regarding entry to their property.

B. In the event a temporary closure of a local road or cul-de-sac is approved, adequate barricades (to the Town's specifications) must be provided by applicant. Applicants must provide a complete detour and barricade plan, prepared by a certified Traffic Control Supervisor (TCS). Once the original detour/barricade plan is submitted, only Town-initiated changes may be made.

Amplification and Music

Amplified sound may be allowed between the hours of 7:00 a.m. and 10:00 p.m. according to the noise regulations found in Chapter 6.03 of the Parker Municipal Code. A summons and complaint may be issued for any noise regulation violation, and your event may also be terminated. A copy of these regulations may be obtained at www.parkeronline.org.

Sales Tax and Business Licenses

In accordance with the Parker Municipal Code, Chapter 4.03, events that include the sale of goods or services require the event promoter/organizer to license with the Town of Parker for and on behalf of all vendors who attend the event. For information regarding Licensing and Sales Tax Remittance, please contact the Town of Parker Sales Tax Department at 303.805.3228.

Application Instructions

Please read the following instructions carefully before completing this application for a permit to conduct a Community Event on streets, roads, highways, parks, public land, Town property, and privately owned property where such event is likely to impact the normal flow of pedestrian or vehicular traffic on a public right-of-way in the Town of Parker.

1. Application

A. Complete this application thoroughly. Please supply ALL the required information. The information must provide enough detail to fully explain your proposed activity or event, including exhibit locations and an activities plan. You may attach an explanation if necessary. Incomplete applications will not be processed and may result in a delay of the application review process.

B. Please provide a detailed site map of your event showing the following, if applicable:

- Event route
- Event registration
- Start / Finish points
- Stage and sound equipment
- Food and/or beverage tent (size and location)
- Merchandise tents (size and location)
- Banner and/or signage size and placement
- First aid / medical sites
- Parking location
- Generator particulars and locations
- Street closure points
- Location of any special attractions
- Electricity requirements

C. Submit the completed and signed application to: TOWN OF PARKER, ATTN: COMMUNITY EVENT PERMITS, 20120 E. MAINSTREET, PARKER, CO 80138.

D. Each request for a Community Event Permit is reviewed on a case-by-case basis. This application must be filled out completely and all supporting documentation required must be attached to the application. Incomplete applications will not be considered for approval.

2. Permit Approval

The application may be approved and a permit issued only after all requirements, deadlines, and conditions of the Town of Parker are met. When approved by the Town Administrator, or designee, the permit will be issued and made available for the applicant. The applicant must provide the permit with an original signature, agreeing to the terms of the permit. Event coordinators must have the permit accessible for inspection by Town officials for the duration of the approved event.

3. Permit Denial

A. Applications may be denied for the following reasons:

1. The event will create a safety hazard to the participants or other roadway users, or will be an unreasonable disruption to the movement of normal traffic in the area. (This determination will be made by the Parker Police Department and/or the Town of Parker Traffic Engineering Division.)

2. The event is of a size or nature that requires the Town to divert so great a number of police officers that the citizens of Parker would be denied reasonable police protection.

3. The event interferes with a scheduled Town of Parker event. Town events will take precedence.

4. The event will interfere with another event for which a Community Event Permit has already been issued.

5. False or misleading information was included on the application and/or its attachments. This shall also result in revocation of a previously issued permit.

6. Failure to comply with any requirements, deadlines, and/or conditions set forth by the Town of Parker may terminate the event process, eliminate a segment of the event, or result in denial or revocation of the event permit.

B. If during the course of the event, Town staff at the event site determines there is a public safety hazard, or if there is a violation of any permit condition, the event may be terminated immediately at the request of the Town Administrator, or designee. The Town of Parker is not responsible for any expenses incurred by the permit holder.

C. Failure to meet the requirements of this permit may provide basis for denial of future permits for a given event, event manager, or sponsor.

D. If the permit is denied, the Town of Parker assumes no liability for expenses incurred by the applicant.

Town of Parker
Community Event Permit Application

Application Date: _____

GENERAL INFORMATION:

Responsible applicant: _____
(Insurance Holder)

Address: _____City / State: _____ Zip: _____

Contact Person: _____ Phone: _____

Fax: _____ Email: _____

Other: _____

EVENT INFORMATION:

Event Status: _____Non-Profit _____Profit

Type of Event: _____Run _____Walk _____Bike Tour/Race _____Parade
_____Street Fair _____Festival _____Rally _____Auto Race

Other: _____

NAME OF EVENT: _____

Starting Date: _____ Starting Time: _____

Ending Date: _____ Ending Time: _____
(NOTE: Please include time for setup and breakdown)

Location: _____

_____

_____
(Include detailed site map of event)

Will the Event require the use of a Town Facility or Park? _____YES* _____NO
(*If YES, please contact the Recreation Department at 303.841.4500 for reservation information.)

Proposed Route(s) If applicable: _____

_____

_____

(NOTE: If the proposed route involves the use of a State Highway in any way, such as crossings, the applicant must contact the Colorado Department of Transportation at 303.757.9011, and the Colorado State Patrol at 303.239.4500 .)

Will the Event require any street closure/s or traffic interruption: ____YES ____NO

EVENT DETAIL:

Narrative:
Describe the reason for having the event on Town of Parker property or its public rights-of-way:

_____

_____

_____

Description of event in detail:

_____

_____

_____

_____

_____

Number of expected participants: _____

Will this Event include the setup of tents or canopies? _____

Will this Event require the use of generators? _____

Will there be any temporary signs/banners used for this event? _____

Individual/s authorized to sign and accept approved Community Event Permit

_____

Name Title Phone

_____

Name Title Phone

Emergency On Site Contacts:

_____

Name ***Phone***

_____

Name ***Phone***

If this event is approved, the undersigned agrees to: (1) Provide and pay for any required insurance in the amount and coverage specified by the Town of Parker, and provide the Town with a certificate of insurance as part of the permit process; (2) Collect and return to the Town of Parker all "waivers", "releases", and /or "hold harmless agreements" as may be required as part of this permit process; and (3) Pay the total actual cost to the Town of Parker for conducting any event on Town property or any roadway closure related to the event described in this application within the terms of the invoice.

As an applicant for a Community Event Permit, I certify that I have read and understand all of the conditions and procedures that are required in order to obtain the permit, and I agree to comply with each of those conditions and procedures.

I agree to indemnify and hold harmless the Town of Parker, and all Town of Parker officers, employees, agents and representatives, from any claims (including costs of defending such claims) or damages that may arise from the occurrence of the community event or from related events.

I understand that a Community Event Permit does not authorize violation of Town or state laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a Community Event Permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, community events.

_____	_____	_____
Applicant	*Authorized Signature*	*Date*