



# TOWN OF NEDERLAND/ COMMUNITY CENTER SPECIAL EVENT APPLICATION

Date of Application: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time(s): \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

501(c)(3) Number: \_\_\_\_\_ Tax Id #: \_\_\_\_\_

Sales Tax ID #: \_\_\_\_\_

Applicant Name & Title \_\_\_\_\_

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

Phone(s): \_\_\_\_\_

## **REQUIRED DECLARATIONS:**

1. **Do you want to sell or provide alcoholic beverages at the event?**       YES  NO

If yes, you must obtain formal approval from the Nederland Liquor Licensing Authority/Town Clerk. The Special Event Liquor License Application must be submitted to the Clerk's office a minimum of sixty (60) days prior to the event. The fee is \$100/day made payable to the Town of Nederland. Upon Town approval, the Town Clerk will submit the application to the State for their record and tracking. The application requires you to include a schematic of the area desired to be licensed for liquor sales and consumption, and also a Site Plan indicating your Age Verification System (e.g. ID checkpoint(s), hand-stamps, wristbands, etc), means of containment (e.g. fencing, barricades, etc), placement of security, and more. The application is available online at

<http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1191399143561&ssbinary=true>

2. **Will vendors be selling food and/or beverages at the event?**  YES  NO  
 If yes, you may be required to register with the Boulder County Health Department (BCHD) and also to supply each individual Vendor's application to BCHD. See the online application at <http://www.bouldercounty.org/records/licenses/pages/foodtempevents.aspx>
3. **Will you amplify any sound outdoors at the event (music, voices, etc)?**  YES  NO  
 If yes, you must obtain a Noise Variance Permit and pay the associated fees. You will be required to abide by the Town of Nederland's noise ordinance. The Noise Variance Permit application can be found at <http://nederlandco.org/government/town-hall/special-events/>.
4. **Do you plan to hang any banners or large signs on Town-owned property?**  YES  NO  
 If yes, approval by the TRC is necessary for each location and a Banner Permit application will need to be filled out, there is no fee required if associated with a special event. Banners may be hung a maximum of thirty (30) days prior to the event and must be removed no later than one (1) week following the event. The Banner Permit application can be found at <http://nederlandco.org/government/town-hall/special-events/>.
5. **Will you have vendors at the event?**  YES  NO  
 All event sponsors must obtain a special event sales tax license and are responsible for reporting sales tax revenues from the event to the State of Colorado. If individual vendors will be selling items at the event, the event sponsor is responsible for collecting the sales tax revenues from the vendors at their event and submitting it to the State of Colorado. See <http://www.colorado.gov/cs/Satellite/Revenue/REVX/1176842266427> for more information.
6. **Will your Event include a parade on public streets and roads?**  YES  NO  
 If yes, you must attach a map of the parade route, including the starting and stopping locations, and any/all staging areas.

**CONDITIONS:**

1. **Timeframe/Deadline:** This application must be submitted a minimum of 60 days prior to the event for all events, along with the completed Special Event Liquor License application and fee.
2. **Event Safety and Security:** All event sponsors are responsible for the safety of event attendees and the security of all event-related property.
3. **Insurance:** All event sponsors are required to provide Proof of Liability Insurance with a minimum coverage of \$1,000,000 to the Town Clerk no later than fourteen (14) days prior to the event. The Town of Nederland must be listed as 'additionally insured' on the policy.
4. **Zero-Waste Goal:** It is the goal of the Nederland Board of Trustees to have only zero-waste events in Nederland. Events that further this goal will be favored over events that are not environmentally-sensitive. At the TRC meeting, event sponsors will be expected to provide a waste plan that reflects this Town priority, and conditions may be placed on the event to further this goal.  
 For further information, please visit: <http://nederlandco.org/government/town-hall/special-events/> and review the Zero-Waste Events Planning Booklet.
5. **Contingency Plans:** All events must consider contingency plans for weather occurrences that could affect the event. Large events must also provide media/social media plans for notifying the public and/or attendees of the event's postponement or cancellation.

6. **Event Cancellation/Postponement:** Should adverse weather or other emergency situations necessitate the repeal of this permit by the Nederland Fire Department or Nederland Police Department, the Town of Nederland shall not be liable for any financial liability incurred by the event organizer, event attendees, or anyone else effected by the cancellation or postponement.
  
7. **Parades:** Parade organizers shall be on duty at least one (1) hour before the scheduled start of the parade, and shall ensure that all entries have registered and are familiar with parade rules. Parades shall start on time and shall progress in an orderly fashion. Town officials and parade organizers have the authority to remove any entry causing a delay, failing to cooperate, or violating official parade rules. The TRC may require fencing along parade route(s).
  - a. **Specific Parade Rules:**
    - No alcoholic beverages may be consumed by individuals participating in the parade during the event. Individuals operating motorized vehicles in the parade may not be under the influence of alcohol, as according to State law.
    - No entry will move into a different position within the parade line-up before or during the parade, except under the direction of the Parade Marshal.
    - Participants shall not jump on and off vehicles while the parade is in progress.
    - Participants on motorized vehicles shall drive in a safe manner and are expected to follow normal traffic laws. (e.g. No “wheelies” etc.)
    - Parade participants are expected to conduct themselves in a courteous manner.
    - Candy and other objects may be safely given or gently tossed (never thrown) to spectators.
    - Failure to comply with parade rules may result in removal from the parade.
  
8. **Trash, Recycling & Composting:** All events are required to have a detailed plan for the collection and removal of all trash, recyclable and composting materials.
  
9. **Alcoholic Beverages:** No alcohol shall be allowed on Town property (parks, streets, etc.) without proper licensing.
  
10. **Glass:** No glass bottles or containers shall be allowed on Town property (parks, streets, etc.) without prior approval.

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the requirements of this application.

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Applicant Signature

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Date

**FOR OFFICE USE ONLY**

SE LL Application & fee \_\_\_\_\_ Received By: \_\_\_\_\_ Application  Approved or  Denied

Special Event Application Complete \_\_\_\_\_ Application  Approved or  Denied

Clerk Signature \_\_\_\_\_

If Denied, please state reason: