



TOWN OF NEDERLAND SPECIAL EVENT/PUBLIC ASSEMBLY PERMIT APPLICATION

Name of Event: _____

Type of Event: _____

Brief Description of Event: _____

Event Date(s): _____

Event Time(s): _____

Event Location(s): _____

Anticipated Peak Attendance: _____

Anticipated Daily Attendance: _____

Set Up Date(s) & Time(s): _____

Tear Down Date(s) & Time(s): _____

Date of Application: _____

Sponsoring Organization: _____

501(c)(3) Number: _____ Tax Id #: _____

Sales Tax ID #: _____

Applicant Name & Title _____

Mailing Address: _____

Phone(s): _____

Email Address: _____

REQUIRED DECLARATIONS:

1. **Will you be requesting the exclusive use of Town-owned property?** YES NO
If yes, you will likely be subject to the Town of Nederland’s Special Event guidelines and will be required to schedule and attend a Technical Review Committee (TRC) meeting to discuss the event. The TRC consists of representatives from the Town Staff, including the Police, Public Works, and Fire Departments, as deemed appropriate by the Town Clerk.

2. **Is this a first-time event OR are there any major changes being applied to a pre-existing event?** YES NO
If yes, the event and/or changes may be sent to the Nederland Board of Trustees for a hearing and approval. If the event has happened successfully before (as determined by a post-event review) and there are to be no major changes, the TRC shall have authorizing power to approve the event.

3. **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>

4. **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>

5. **Will you need to amplify any sound 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.

6. **Will your event need the use of Guercio Ballfield, Chipeta Park and/or the Pavilion, or the Visitor Center Parking Lot?** YES NO
If yes, you must complete a separate Public Facilities Rental Application and pay the associated fees. A cleaning/damage deposit or surety bond will be required to ensure that the area(s) used are left clean and undamaged.

7. **Do you plan to hang a sign(s) on any Town-owned property?** YES NO
If yes, approval by the TRC is necessary for each location and a banner application will need to be filled out, there is no fee required if associated with a special event. Signs 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.

8. Will Police services and/or Public Works services be required before, during, or after the event? YES NO

If yes, event sponsors must fully reimburse the Town for services related to event production, which may include, but are not limited to, Police and Public Works Department personnel. Additional services requested from the Town (eg: traffic control, barricades, electrical power, trash removal, security patrols, signage, etc.), any personnel needed, and their appropriate charges shall be determined by the TRC. Charges for any/all labor, materials and/or equipment used may apply unless specifically exempted. The event sponsor will be required to pay an estimated fee for these services at least fourteen (14) days in advance of the event.

9. Will anything other than tickets to the event be sold 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.

10. 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.

FEES:

Application fees must be attached to this application in order to begin processing permit. Please pay cash or check made payable to the Town of Nederland.

- NON-PROFIT 501C(3) EVENT (NO LIQUOR) \$25.00 *PER DAY*
- EVENT OF 40 PEOPLE TO LESS THAN 100 PEOPLE, \$25.00 *PER DAY*
- EVENT OF 100 PEOPLE TO LESS THAN 1,000 PEOPLE, \$100.00 *PER DAY*
- EVENT OF MORE THAN 1,000 PEOPLE, \$250.00 *PER DAY*

CONDITIONS:

- 1. Timeframe/Deadline:** This application must be submitted a minimum of 30 days prior to the event for all events of more than 40 people. Late applications are subject to an additional \$50.00 processing fee.
- 2. Site Plans:** Site plans must be included with every event application. Plans must be as comprehensive as possible and must include all necessary information relevant to the event, including the location of toilets, tents, trash, parking, security, staging, containment, handicapped access, emergency routes, water and medical stations, etc. An 8 ½" x 11" sheet of paper shall be used for each separate site.
- 3. Event Safety and Security:** All event sponsors are responsible for the safety of event attendees and the security of all event-related property. Event sponsors should be prepared to discuss their means of event security at the TRC meeting, including the size of the staff and whether overnight security will be necessary or not. If the event requires law

enforcement services or emergency medical services from the Town beyond routine patrol, event sponsors must schedule off-duty police officers at least three weeks prior to the event.

4. **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.
5. **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.
6. **Contingency Plans:** All events must provide written 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.
7. **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.
8. **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.
9. **Portable Toilets:** State regulations require two (2) toilets for the first 100 people, plus one additional unit per each 100 people after that for each day of the event. Fewer may be required if the units are to be serviced during the event. At least one(1) unit must meet ADA

requirements unless other handicapped facilities are available already on the site. The location(s) of all portable toilets must be outlined on the Site Plan.

10. **Trash, Recycling & Composting:** All events are required to have a detailed plan for the collection and removal of all trash, recyclable and composting materials. The TRC shall discuss and approve the plan, which may require on-site placement of a dumpster, roll-off, and/or other trash and recycling receptacles.
11. **Parking:** Events are required to have a detailed plan indicating how parking will be controlled during the event. Handicapped parking and emergency parking should be considered and included. The Town may provide you with a preferred parking plan to follow.
12. **Medical Plan:** Events are required to have a detailed plan indicating how medical emergencies will be addressed during the event. Large events will not be permitted to rely solely on Town emergency medical services.
13. **Availability of Water:** Event sponsors should be prepared to address the issue of having water available to patrons.
14. **Alcoholic Beverages:** No alcohol shall be allowed on Town property (parks, streets, etc.) without proper licensing.
15. **Glass:** No glass bottles or containers shall be allowed on Town property (parks, streets, etc.) without prior approval.
16. **Public Access After the Event:** Event sponsors must have their event areas cleaned and reopened to the public by a date and time specified by the TRC.
17. **Post-Event Review:** Event sponsors, especially for large, first-time events, may be required to meet with the TRC following the event for a post-event review.

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.

Applicant Signature

Date

FOR OFFICE USE ONLY

Paid Amount _____ Received By: _____ Application Approved or Denied

Clerk Signature _____

If Denied, please state reason: