

**SPECIAL EVENT APPLICATION**

CLEAR CREEK COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
P.O. Box 2000  
Georgetown, CO 80444  
303-679-2430

NAME OF EVENT \_\_\_\_\_

DESCRIPTION OF EVENT (Type//Location/Scope of Activities) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Event Dates</b>	<b>Event Times</b>		<b>Attendance</b> (include participants, spectators, and staff)
Day 1	am	pm	
Day 2	am	pm	
Day 3	am	pm	
Day 4	am	pm	
<i>Setup/Takedown Times:</i>	<i>Total Hours of Event:</i>		<i>Total Attendance:</i>

APPLICANT(s): \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_ WEBSITE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT DAY(S) OF EVENT: \_\_\_\_\_ SECONDARY CONTACT: \_\_\_\_\_

MOBILE DAY OF EVENT: \_\_\_\_\_ SECONDARY MOBILE: \_\_\_\_\_

**APPLICATION FEE:** Please fill out attached worksheet to determine Type of Event and the proper application fee.

**Check one:**       \$300       \$600       \$1,200

**Please Note:** Special Event applications will be accepted by the Community Development Department one (1) year in advance of the proposed event but not less than seventy-five (75) days prior to the proposed Special Event date for new event and not less than forty-five (45) days prior to a returning event.

**Alcohol:** If you are planning on serving alcohol at your event, please contact the County Attorney's office at (303)679-2326 regarding liquor licensing.

### **SPECIAL EVENT SUBMITTAL REQUIREMENT CHECKLIST**

*Please refer to the process guide for more detailed information regarding these requirements*

- Completed Application
- Narrative describing the event and how it is beneficial to Clear Creek County
- Vicinity – should include start/finish areas and event routes
- Site Maps. These maps should relay the following information and illustrate the following items:
  - Roadways, sidewalks and walkways indicating event participant/automobile flow
  - Parking for participants, staff/volunteers, and spectators
  - Locations and numbers of:
    - First aid stations
    - Food and beverage vendors (include refrigerated trucks and commissary kitchens)
    - Potable water stations
    - Sanitation facilities
    - Trash Receptacles
    - Electrical hookups and generator locations
- Event Operation/Management Plan – this plan will be subject to approval by County Sheriff, EMS, Fire Authority, Road & Bridge, & Environmental Health. This plan should contain the following information/sub-plans:
  - Traffic Control Plan (include site plans as applicable)
  - Parking Plan (include site plans as applicable)
  - Emergency Services Plan
  - Security Plan
  - Communications Plan
  - Trash Control & Removal Plan
  - Sanitation Plan
  - Food & Beverage Plan

#### ***Additional Items which WILL be required during the permitting process:***

- Performance Guarantee: the amount will be based on the number of event participants (capped at \$1,000) and is fully refundable post-event; must be provided a minimum of ten (10) days prior to the event;
- Insurance Certificate: Must name Clear Creek County as an additional insured on the applicant's insurance policy, must be specific to the event, and must cover the following: 1) property damage in the amount of \$50,000; and 2) death and injury to one person in the amount of \$200,000; and 3) Death and injury to more than one individual in the amount of \$600,000. This certificate must be provided a minimum of ten (10) days prior to the event.

#### ***Additional Items which MAY be required during the permitting process:***

- Any additional fees required by County permitting agencies (e.g. – Sheriff, EMS, etc.)
- Permits from other jurisdictions impacted by the event (e.g. – Forest Service, CO State Patrol, etc.)