



City of Golden



Special Events Guide

January 2023

Special Events Office | (303) 277-8728 | events@cityofgolden.net



Special Events Guide

Welcome to Golden! We are excited that you have chosen our city as your event location! Golden hosts a number of special events throughout the calendar year and events are part of what make this a special place to live and play.

To make applying for your Special Event Permit as smooth and efficient as possible, we have created this Special Event Guide to accompany the online application. In this guide you will find the answers to many of your questions and an explanation of the steps required to complete your application and obtain your special event permit. The City of Golden's Special Events Coordinator will be your point of contact throughout the



process, answering all your questions, coordinating all your approvals internally, and issuing your permit. The success of your event depends on you providing us with complete and detailed information.

Our role is not to plan your event, but to help you complete your application, approve required permits, and head off any potential problems or concerns. We look forward to helping you obtain the required approval for your event and thank you for choosing the City of Golden as your preferred location.

The Special Events Permit Application can be found on the City of Golden website for [Special Event Planning](#). If you have any questions, please email the Special Events Office at Events@CityofGolden.net.

The City of Golden
Office of Special Events
1010 Washington Ave.
Golden, Colorado
303- 277-8728
events@cityofgolden.net

Table of Contents

| | |
|---|----|
| How do I know if I need a SPECIAL EVENT PERMIT? | 4 |
| I'm planning a NEW event, what do I need to do? | 4 |
| What is the TIER CLASSIFICATION of my event?..... | 5 |
| What FEES can I expect to pay? | 5 |
| What are the deadlines for submitting my application? | 8 |
| THE APPLICATION – What do I need to submit?..... | 8 |
| DAMAGE DEPOSIT AGREEMENT (Form #4) | 9 |
| DOWNTOWN NOTIFICATION (Form #5)..... | 10 |
| STREET CLOSURE REQUEST (Form #6)..... | 10 |
| PARKS AND TRAILS PERMIT (Form #7) | 11 |
| GREEN EVENT REQUIRMENTS (Form #8)..... | 13 |
| GREEN EVENT DEPOSIT (Form #9)..... | 14 |
| PORTABLE TOILET PLANNING CHART (Form #10) | 14 |
| PARADE APPLICATION (Form #11) | 15 |
| RACE, RIDE or RUN APPLICATION (Form #12) | 15 |
| BUILDINGS, STRUCTURES & POWER SOURCES (Form #13)..... | 16 |
| EVENT SECURITY APPLICATION (Form #14)..... | 17 |
| FIRE PREVENTION AND LIFE SAFETY REVIEW (Form #15) | 19 |
| LICENSING, SALES TAX COLLECTION AND SUBMITTAL (Form #16) | 20 |
| APPLYING FOR A SPECIAL EVENT LIQUOR PERMIT (Application & Checklist)..... | 20 |
| SPECIAL EVENT APPLICATION SIGNATURE PAGE | 22 |

How do I know if I need a SPECIAL EVENT PERMIT?

Are you planning an event and not sure if you need to get a special event permit, or if you can just show up and have fun? Our parks and trails are open for all to enjoy, and some gatherings and uses of city facilities, including many parks and trails, do not need to obtain a special events permit. A permit is required for the use of all or any portion of a public street, sidewalk, park, trail or alley by an organized assembly of more than 50 people, **or** if your activity meets one or more of the following conditions and is not regulated by a [Parks Facility Rental](#) agreement.

Answering a few simple questions will help you determine if your event is required to obtain a Special Event Permit.

- Is the anticipated attendance 50 or more people?
- Will there be consumption or sale of alcohol at the event?
- Will you use any amplified sound?
- Will you have any food trucks, cooking, or open burning?
- Will you be using a generator?
- Will there be items for sale or is there a charge for services (like a yoga class)?
- Will you be using temporary structures (ex: stages, bleachers, tents, or inflatables)?
- Will your event change or restrict the normal use or traffic pattern of a street?
- Will your event require scheduling to avoid conflicts with other events or activities?
- Will your event impact the public's enjoyment of natural or cultural resources?
- Will your event impact regular visitor expectations of a park, city resource or facility?

If you answered **YES** to any of the above questions, then you will be required to apply for and obtain a Special Event Permit for your event. If you answered **NO** to all of the above questions, you may be able to hold your event without obtaining a permit, or by signing a park pavilion rental agreement. Please contact the Special Events Coordinator at events@cityofgolden.net for more information about holding your event.

I'm planning a NEW event, what do I need to do?

New events in Golden must go through a review process in their first year of occurrence. If you are planning a new event, one that has never applied for and received a permit from the City of Golden, your event will need to be reviewed by the Special Events Review Committee (SERC). The SERC must issue you an "approval" before you may proceed with a full event application.

The first step to getting approval for your event is to submit the [New Event Application](#) for review by the Special Event Review Committee (SERC). This form can be found on the City of Golden [events page](#) website and will provide important details and information about your event. The New Event Application may be submitted up to one year in advance of your event. It is a good idea to submit these forms as early as possible to allow time for the review, as the SERC has a limited meeting schedule. If you are approved by the SERC, you will need to submit a complete special event application no later than 60 days in advance of your event.

Once your Special Event Application is submitted, it will undergo review by various city departments. You may receive requests for additional information. At any point during the review, the City reserves the right to make or suggest changes to the details of your event, including but not limited to, recommendations about location, route, date, time, or specific details. Your event is not approved until you have received official notification of approval and the completed, signed permit has been returned to you.

What is the TIER CLASSIFICATION of my event?

The City of Golden classifies special events as Tier 1, Tier 2, or Tier 3. The fees and requirements associated with each Tier may be different, so it is important to know how your event will be classified. City policy adopted in January 2016 uses the following criteria to determine event classification:

- Tier 1 Events are defined as events that meet one or more of the following criteria: large, multi-day events that use a “Major Event Location” (defined as Parfet Park, Lions Park or the downtown historic district (Washington Avenue, Jackson, Arapahoe, 11th, 12th, and 13th Streets between Ford and Arapahoe)), requests closure of a primary street (defined as Washington Avenue between 10th and 19th streets, or other streets in the downtown area), having anticipated or recorded attendance in excess of 5,000 participants over the entire event period, selling or serving alcohol for more than 4 hours and/or over multiple days, requiring rolling or hard closures of Primary Streets (includes most of Golden’s primary arterials).
- Tier 2 Events are defined as events that meet one or more of the following criteria: single or multi-day events, requesting closure of one or more secondary streets, having anticipated or recorded attendance of 1,000 or more participants over the entire event period, selling or serving alcohol for more than 4 hours, requiring rolling closures of primary or secondary streets, requesting the exclusive use of City property, such as a parking lot, trail, or park.
- Tier 3 Events are defined as events that meets one or more of the following criteria: small, single day, requesting no closures of primary or secondary streets, having anticipated or recorded attendance under 1,000 participants over the entire event period, serving alcohol for less than 4 hours, requesting rolling closures of primary streets, secondary streets, or use of a trail that will not interfere with the public’s enjoyment of the trail.

If you are unsure of the classification of your event, please contact the Special Events Coordinator at events@cityofgolden.net.

What FEES can I expect to pay?

There are different fees associated with events, depending on the details and classification of the event. Fees are expected at the time the application is submitted, unless otherwise specified.

Here is a summary of the fees for which you will be responsible:

- Non-Refundable Administrative Processing Fee
- Location Fee
- Refundable Damage Deposit

- Refundable Green Event Deposit

In addition, some events will pay the following:

- Temporary Liquor Permit Fee
- Temporary Liquor Application Fee
- Sales and Use Tax Deposit
- Golden Fire Prevention and Life Safety Operational Permit Fee
- Building Inspection Fee
- Late Submittal Fee

NON-REFUNDABLE ADMINISTRATIVE REVIEW FEE

When determining the fees associated with your application, you will first need to know the classification of your event. All events will pay a non-refundable administrative review fee. This fee covers the review by different city departments and the amount of the fee is dependent upon the classification of your event.

Use the chart below to determine the administrative review fee for your event:

Non-Refundable Administrative Review Fees

| | |
|---------------|-------|
| Tier 1 Events | \$250 |
| Tier 2 Events | \$175 |
| Tier 3 Events | \$150 |

LOCATION FEE

All events can expect to pay a location fee that is based on two things:

- The classification of your event
- The location of your event

The most popular locations are the most expensive. Use the chart below to determine the fee for your event. Set-up days for your events are charged at the same rate. For example, if your event is on Saturday, but you set up in the park on Friday, you will be charged for 2 days.

Location Fees Chart

| Event Classification | Major Locations | Secondary Locations | Commercial Trail Use |
|----------------------|-----------------|---------------------|----------------------|
| Tier 1 | \$1000/day | \$500/day | \$375/day |
| Tier 2 | \$750/day | \$375/day | \$250/day |
| Tier 3 | \$500/day | \$250/day | \$125/day |

DAMAGE DEPOSIT

All events are required to pay a damage deposit to cover the cost of potential damage to city property as a result of the event. The damage deposit is governed by a Damage Deposit Agreement (*Form #4*), which is included in the application. Your deposit is held until such time as damages can be assessed, and the Damage Deposit Agreement details the conditions of the return of the fee. This fee is dependent on the classification of your event. Use the chart below to determine the deposit associated with your event:

Damage Deposit Chart

| Event Classification | Damage Deposit |
|----------------------|----------------|
| Tier 1 | \$1,000 |
| Tier 2 | \$750 |
| Tier 3 | \$500 |

OTHER FEES

There are other fees that may be associated with your event depending on the details of the event.

ALCOHOL: If you are serving or selling alcohol at your event, you will pay a one-time processing fee of **\$100**, plus a fee of **\$25 per day** for a Special Events Liquor License. For example, if alcohol will be sold for three days at an event, the fee is \$100 plus $25 \times 3 = \$175$. This fee can be paid with the submission of your application. The Special Events Liquor Permits are handled by the Office of the City Clerk. Contact the City Clerks office by phone (303) 384-8015 or by emailing clerks@cityofgolden.net with any questions related to serving alcohol at your event. See page 20 for more information.

FIRE PREVENTION AND LIFE SAFETY: The Golden Fire Department may require an operational permit for your event depending on the size and number of tents, whether there is open burning, or other factors. All Tier 1 and Tier 2 events will need to obtain an [Operational Permit](#) from the Golden Fire Department. Please see page 18 for more information about what necessitates and obtaining an operational permit. This fee will be paid directly to the Golden Fire Department.

GREEN EVENT DEPOSIT: All Tier 1 & Tier 2 events are required to pay a \$300 Green Event Deposit for the use of City-owned trash and recycling receptacles. This deposit will also be used to govern compliance with the City's Sustainable Event Requirements. See page 14 for more information.

SALES TAX: If you are having vendors at your event, you may be required to pay a \$50 deposit towards the sales and use tax that will be due at the conclusion of the event. This will be paid directly to the City of Golden Finance Department. Please see page 20 for more information.

BUILDING DEPARTMENT INSPECTION OR BUILDING PERMIT: If you are building any on-site structures for your event, having any electrical work, or using generators, you may be responsible for obtaining

a building permit or paying for an inspection by a Building Department Official. Large stages may also warrant an inspection by the Building Department. See page 16 for more information.

If you are unsure of the fee due at the time of submission of your application, please contact the Special Events Coordinator at events@cityofgolden.net or by calling (303) 277-8728. All fees should be submitted with your completed application, by check, payable to the City of Golden. Special arrangements can be made if you wish to pay by credit card over the phone. Online payment of event fees is currently unavailable.

What are the deadlines for submitting my application?

Your completed application, including all fees due, must be submitted no later than 60 days in advance of your event. However, if yours is a new event, you will need more time to go through the Special Events Review Committee (SERC) process. (See page 4 for more information). Some procedures can be lengthy, such as acquiring proof of insurance, so please plan accordingly. A completed application includes all the site maps, routes, event details and documentation that needs to be submitted. Documents that need to be submitted with your application can be turned in in person or sent by email to events@cityofgolden.net

Applications received with less than 60 days' advance notice will not be accepted and risk not being approved. If you are given permission to submit your application late, a \$100 rush processing fee will be charged.

THE APPLICATION – What do I need to submit?

The Special Event Application is a large document with many forms, but chances are you will not need to fill out all of the pages for your event. For example, if you are not requesting street closures for your event, you will not need to fill out the Street Closure Request (*Form #6*). Depending on the details of your event, you may need to submit additional materials, such as maps, site plans or traffic plans. Supporting documentation for your event can be turned in in person or emailed to: Events@cityofgolden.net. Make sure you indicate the name of your event on the email so that your documents are reviewed with your application.

Please refer to the page-by-page description of the application to determine which pages must be submitted for your event.

Forms #1, 2, & 3; Notice of Intent, Event Details & Summary, Rules & Regulations

All event applicants must fill out and submit the first three pages of the Application.

- Notice of Intent to Conduct a Special Event (*Form #1*)
- Event Details and Summary (*Form #2*)
- Special Event Rules and Regulations (*Form #3*)

These three pages may be submitted up to one year in advance of your event. Submitting the *Notice of Intent to Conduct a Special Event (Form #1)*, and the *Event Details and Summary (Form #2)*, and payment of the

non-refundable administrative review fee will put your event on the events calendar. It does not guarantee approval of your event. A complete application must be submitted **no later than 60 days** before your event.

Your event is not considered approved until all required forms are submitted, all fees are paid, and you have received notification of approval for your event.

In addition, ALL events must submit a **Certificate of Insurance** as described in Rule #3 on the Special Event Rules and Regulations (Form #3):

***Insurance:** The responsible organization shall procure and maintain, at its own cost, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these “Rules” by reason it is failure to procure or maintain insurance in insufficient amounts, durations or types. A copy of the policy shall be provided to the City and approved by the City as a condition of the event being approved. “The City of Golden and its employees” must be listed as additional insured on the policy.*

All events are responsible for procuring their own insurance policies. The City of Golden does not provide insurance coverage for your event. Please make sure you follow the directions for submitting your Certificate of Insurance carefully, it is an important part of your application.

DAMAGE DEPOSIT AGREEMENT (Form #4)

All events are required to sign and submit the Damage Deposit Agreement (*Form #4*) and pay a damage deposit to cover the cost of potential damage to city property as a result of the event. Your deposit is held until such time as damages can be assessed. The Damage Deposit Agreement details the conditions of the return of the fee, which may be held and used in full or in part, to compensate for any damage caused to city property and for any costs incurred by the City due to the use of city property by the event.

The Damage Deposit Agreement makes clear that event organizers are responsible for returning any park or city property pre-event condition. In addition, the damages covered by the agreement may include, but are not limited to, damage to turf, concrete, trees, landscaping material, shrubbery, plantings, facility buildings, electrical outlets, irrigation system or parts, fences, bridges, trail markers, signs or other structures or property within the park, over-seeding, plant and tree replacement, structural damage to facilities, trash and litter not removed by the Event Organizer, and power washing of hard surfaces. Refer to the Damage Deposit Agreement (*Form #4*) for more information.

The Damage Deposit fee is dependent on the classification of your event. Use the chart below to determine the deposit associated with your event:

Damage Deposit Chart

| Event Classification | Damage Deposit |
|----------------------|----------------|
| Tier 1 | \$1,000 |
| Tier 2 | \$750 |
| Tier 3 | \$500 |

DOWNTOWN NOTIFICATION (Form #5)

If you are requesting to hold your event in downtown Golden, either on Washington Avenue or the surrounding downtown streets, you must notify representatives of the downtown community. Downtown Notification (*Form #5*) describing your event and the impacts on the downtown business and resident community will be submitted to both the Golden Chamber of Commerce and the Downtown Development Authority (DDA). This form will give the downtown community an opportunity to submit feedback and ask questions about the details of your event. Merchants appreciate being informed of events ahead of time and may even plan special promotions related to your event that can boost attendance. Businesses and downtown residents may also comment about the impacts, both positive and negative, and their input will be considered by the City in processing your application. The Downtown Notification Form should be submitted with your application, and it will be forwarded on to the Chamber and the DDA.

STREET CLOSURE REQUEST (Form #6)

If your event is requesting any street or alley closures, or you have street activities or require public parking to be blocked off you must submit the following:

- A completed Street Closure Request (*Form #6*)
- A professional traffic control plan
- An event site map with the requested closures indicated
- A sample of a “Notification of Street Closure” that you will provide to affected residents and businesses

Your professional traffic control plan must meet the Manual on Uniform Traffic Control Devices (MUTCD) standards. All placement and removal of traffic control devices is the responsibility of the event organizer or an independent traffic company. The City of Golden does not provide barricades, signage, or any other traffic control devices for an event, unless pre-approved by special arrangement. Your traffic control plan must be approved by the City of Golden no later than 45 days before your event. Please make sure to submit your application in time for review.

Advance Notice Signs shall be placed by the event holder at the locations indicated on your site plan, a minimum of one week prior to the event.

The Streets Division will make recommendations as to placement of the signs. Signs should be 48” by 48” with black lettering on orange background and made of waterproof material. Signs should be attached to an “H” type frame and sandbagged. Do not use a tri-pod type frame. Placement, maintenance, and removal of the signs is the responsibility of the event holder.



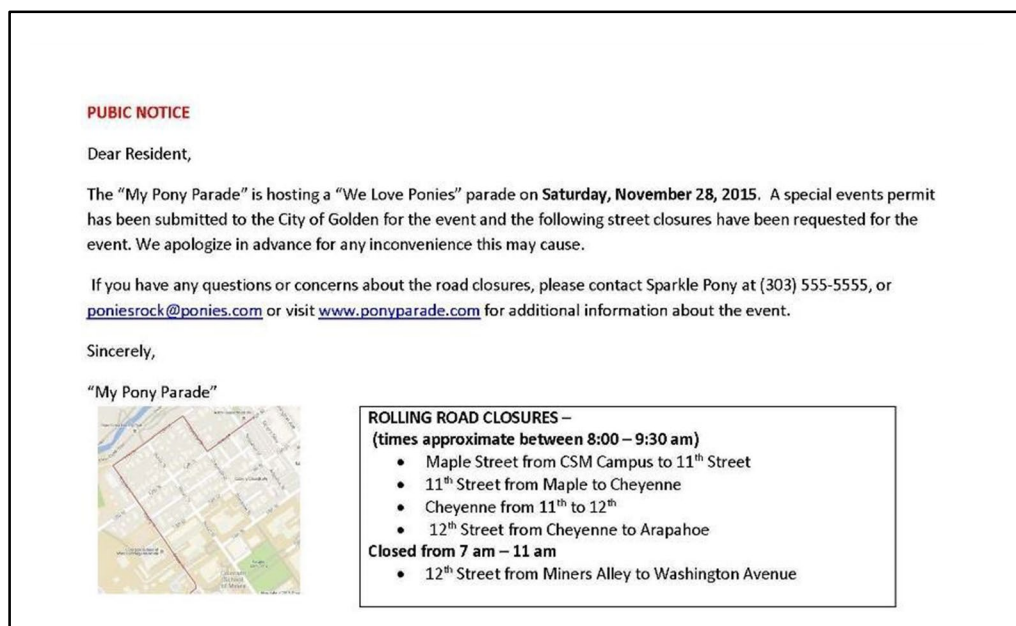
Your event site map must indicate the closures requested and the location of barricades, advance notice signs, and any event personnel acting as course marshals. Your event site map must also emphasize and indicate a minimum 20-foot clearance to allow for emergency vehicle access through any closures.

If your closure will affect RTD routes, Colorado School of Mines, or Coors tour bus routes, the City of Golden Streets Division will provide notification to these entities. However, if you are planning to use any streets within Colorado School of Mines you must receive approval from the university to be on their property.

Street Closure Notification Guidelines

Notification to impacted residents and businesses is part of the requirement to close a street. You must create and distribute a notification two weeks prior to your event. Please provide a sample of the notification with your application. The notification should include a map or list the streets affected, times of the closures and a contact number for the event, in case there are any issues the day of the event. Flyers can be distributed in the neighborhood or given to businesses. It is illegal to leave flyers in a residential mailbox without proper postage. Please refer to current laws guiding the distribution of flyers.

Here's a sample of a street closure notice:



Sample of Street Closure Notification

The City of Golden Streets Division will review the requests and make changes as necessary. Please call the City of Golden Streets Division at (303) 384-8160 or email SKurtz@cityofgolden.net if you need more information about street closures.

PARKS AND TRAILS PERMIT (Form #7)

If your event includes the use of a city park or trail, you must submit the Parks and Trails Permit (*Form #7*). If you are interested in hosting a private event at a park, you may rent a pavilion at specific locations. Please visit the City of Golden [Pavilion Rental](#) webpage for more information about park pavilion rentals.

You may request the use of a park or a portion of a park, or the use of a trail as part of your event. Please attach a site plan of your event. Maps of the City [parks](#) can be found on the website. Please note that not all parks are available for special event use.

FEES – The fee to use a park or a trail for your event will depend on the location and the classification of your event. If you are unsure of the classification of your event, please contact the Special Events Coordinator at events@cityofgolden.net.

FACILITIES – You may request the use of some public facilities or city services at some of our parks. Some parks have limited electrical outlet availability; however, you may need to bring in your own power source. The Parks Department can work with you to determine if the electrical supply in the park is sufficient for your event. Some power sources may require a separate inspection by a Building Department Official. While restroom facilities are available at some parks, their use is not intended for special events. All events are required to supply sanitary facilities sufficient for the attendance and duration of the event. The drop off, pick up and maintenance of sanitary facilities is entirely the responsibility of the event organizer, and all sanitary facilities **MUST** be removed by 5 pm on the day following the event. Facilities left past this time may subject you to the forfeiture of all or a portion of your damage deposit.



TENTS – Tents associated with the event may **NOT** use stakes under any circumstances – tent stakes create tripping hazards and can cause damage to the irrigation system. The use of stakes will result in the forfeiture of all or a portion of your damage deposit. Tents may be secured with water barrels, sandbags, or weights, and must be secured safely for the rated weight of the tent. 10x10 tents must have a minimum of 20 lbs per corner. Larger tents will require more weight.

TRASH – the management of all trash and recycling is the responsibility of the event organizer. Existing trash and recycling barrels in the city parks are not available for trash related to your event. Please ensure that your event is providing the appropriate number of trash and recycling receptacles (see more information in the “Green Event Requirements” section on Page 13). Large events may need to arrange for the removal of trash and recycling periodically during the event, and overflowing trash receptacles in the parks are not acceptable.

VEHICLES – all vehicle traffic on the turf should be strictly limited. Please arrange for the vendors associated with your event to park nearby and load in their equipment by foot. Food trucks may be permitted in certain parks and by pre-arrangement. If you anticipate having vehicular traffic on the turf, please contact the Parks Department to mark the infrastructure to avoid potential damage due to driving over sprinkler system components. Vehicle use on the grass is cause for the forfeiture of all or a portion of your damage deposit.

PARK HOURS – all parks have posted hours of 5 a.m. to 11 p.m. and your event and all attendees must be out of the parks by 11 p.m. There are no exceptions to these hours.

NOISE ORDINANCE – By City [Municipal Code](#), any amplified music at your event **MUST** cease by 10 p.m. AND it must not exceed 65 dBA.

5.15.040 - Restrictions amplified outdoor music.

It shall be unlawful for any person to make, cause to be made, or to permit amplified outdoor music upon any premises possessed or controlled by such person:

(a)When such music occurs between the hours of 10:00 p.m. through 7:00 a.m. of the next day; or(b)When any amplified outdoor music exceeds 65 dBA as measured at or inside a property line other than that on which the amplified outdoor music originates.

CLEAN UP – the event organizer is responsible for all clean-up from the event, within the time frame specified on the permit application. ALL event apparatus must be removed by 5 pm of the day following the event. It is the responsibility of the event organizer to return the parks to pre-event condition, and remove any trash or debris left behind. Please make sure to arrange a post-event walk-through with the Special Events Coordinator in order to facilitate the return of your security deposit. Any damage to turf or infrastructure will be noted at this time and may affect the amount of the return of your damage deposit.

GREEN EVENT REQUIRMENTS (Form #8)

The City of Golden has made a significant commitment to reducing waste and decreasing our environmental footprint. We are happy to partner with event organizers to help meet these goals and have many resources available to you to ensure an environmentally friendly event. We have created a [Sustainable Event Regulations Guide](#) to assist organizers in producing sustainable events at the City of Golden properties. The goal is to achieve lower energy use and higher waste diversion to lessen the environmental impact of events and to educate organizers, vendors, and attendees about sustainable practices. Please make sure you download and understand this guide to assist you in helping Golden meet its sustainable event goals.

NOTE: Failure to meet the minimum green event requirements may result in rejection of future event applications.

All Tier 1 and Tier 2 events must submit the Green Event Requirements (*Form #8*) and meet the minimum standards for a Green Event. Tier 3 events are not required to submit this form or meet the standards, however, adherence to our green event requirements is welcomed and encouraged.

Minimum Green Event Requirements:

All Tier 1 and Tier 2 events are required to meet the following Minimum Green Event Standards:

Waste and Recycling: your event should be equipped with an adequate number of waste stations. Events will be given a set of trash and recycling frames with matching bags for use, at no cost to the event, by the City. Each waste station should be set up with one trash and one single stream recycling frame placed side by side. All waste stations should be continually monitored for contamination. Arrangements must be made for the pick-up and return of these waste frames during regular business hours of the City. The frames must remain in the event organizer's possession until transferred back to the possession of the City.



Dumpsters: The City is able to take advantage of discount pricing and every year publishes an RFP to get a bid from waste haulers to provide dumpster and roll-off service to events. All

Tier 1 and Tier 2 events will be automatically included in the bid. The City will coordinate the delivery and pick up of the dumpsters and will invoice events directly for the trash and waste services.

Water Bottles: your event should strive to be completely free of bottled water. Attendees should be encouraged to bring or purchase refillable water bottles; several parks have permanent water filling stations.

Polystyrene or Styrofoam®: please note that the use or distribution of polystyrene or Styrofoam® is **prohibited** at all special events permitted by the City of Golden. This requirement must be communicated to all vendors at your event, including food trucks.

Bicycle and Alternative Transportation: Parking in downtown Golden is limited and events should always encourage arrival by bicycle, foot, or other alternative forms of transportation. Bicycle racks are provided at many of the parks. Alternate modes of transportation to your event should be strongly encouraged and rebates may be available to events who provide proof that this was communicated in marketing and promotional materials. Please contact the Sustainability with any questions by calling (303-384-8013) or by emailing goldensustainability@cityofgolden.net.

Green Event Site Plan - All Tier 1 and Tier events are required to submit a ***Green Event Site Plan*** that includes the following components:

- Number and location of waste stations
- Number, volume, and location of dumpsters
- Number and location of bicycle parking racks
- A short description of how waste streams will be managed throughout your event.

GREEN EVENT DEPOSIT (Form #9)

The Green Event Deposit (*Form #9*) governs the use and return of the \$300 green event deposit associated with Tier 1 and Tier 2 events. Please read it carefully as failure to comply with the terms may result in the forfeiture of your deposit.

PORTABLE TOILET PLANNING CHART (Form #10)

Portable toilets are an important part of your event planning, keeping your event attendees comfortable and conditions sanitary can't be overrated! Although some parks and event locations throughout the city have access to restrooms, these are not for event use. You must provide portable toilets sufficient to address the duration and attendance of your event. Use the "Portable Toilet Planning Chart" to determine the correct number of facilities that will be needed, and contract with a private company to provide this service.



To accommodate all needs, plan to provide a number of gender specific, family, and handicapped accessible facilities. Hand washing stations are also greatly appreciated by your event participants.

Sanitary facilities may not be delivered more than one day in advance of your event and must be removed at the conclusion of your event. Removal the day after the event is permitted if expressly stated in your application, but all sanitary facilities must be removed before 5 pm the day following your event. Facilities not removed by 5 pm the day following your event may result in partial forfeiture of the damage deposit.

PARADE APPLICATION (Form #11)

Everyone loves a parade! If your event includes a parade, please fill out the ***Parade Application (Form #11)*** and submit an event plan, including a map of the route, noting the start and end locations and times and the staging area locations and times. If street closures are requested, please also complete the ***Street Closure Request (Form #6)*** and submit your professional traffic control plan. Unless pre-arranged, you are responsible for all traffic control devices and a professional traffic plan associated with your parade. The parade floats used in large parades, like the Macy's Thanksgiving Day Parade are mechanized floats and are not commonly used in parades in our city. The 'floats' that we see in local parades, are generally decorated trailers or flatbeds. Regardless, all entries used in parades will have to follow very specific safety requirements.

As the event organizer, designate a 'parade supervisor' who will communicate all following safety precautions to parade entrants. Some of these, but not all are:

- **No smoking, flames or other sources of ignition or readily combustible materials are allowed on parade entries.**
- **Parade entries may not exceed a height of 13 feet, or a length of 45 feet.**
- **Children aged 5 and under should be under adult supervision at all times and not walking alongside parade entries.**
- **Parades must include sufficient number of parade marshals to keep pace and prevent gaps.**
- **There is NO throwing of candy or other items. Candy may be handed to parade spectators by volunteers walking along the route.**



Public safety officials will review your parade application for compliance with the Uniform Fire Code, and the Fire Marshal may make modifications to the parade route or details as deemed necessary to ensure public safety. The City will require a mandatory safety meeting for all entrants as condition of their participation.

RACE, RIDE or RUN APPLICATION (Form #12)

Runs, rides and races are some of the most popular events that are held in Golden. If your event includes a run, foot or bicycle race or bicycle ride, and whether you are asking for street closures or are doing a 'rules of the road' event, please fill out and submit the **Race, Ride or Run Application (Form #12)**.

You must also submit an interactive route map, indicating the start, finish and route of the race or ride. The map should include locations of course marshals or other event staff, as well as where and if police or other law enforcement are requested. Indicate on the map the location of aid tents and water stations. Your map will be reviewed by City staff. It may be determined that additional police officers will be required for your event to ensure public safety. Police required at an event are billed to the event organizer at a published, pre-arranged cost. You will be notified during the review process if additional police officers are required at your event.



The City may request alteration of the route for any number of reasons, including but not limited to public safety, impact to residents or businesses, conflict with other events, construction, or trail closures. Please do not have your route certified until you have received approval for your event. You may submit a route up to one year in advance for preliminary approval.

There are two kinds of runs, rides, and races: those that close streets and those that follow the ‘rules of the road.’ A rules of the road event means that participants are obeying all traffic rules and regulations: stopping at stop signs, not interfering with vehicular traffic, crossing at marked crossings, and obeying traffic signals. Marshals, event staff or volunteers must be posted at key intersections or crossings in order to ensure safety and that participants are obeying traffic rules. Staggering start times is a good way to make sure that crossings don’t become too congested during the event.

The Parks Department has some pre-measured routes for your event that you might find helpful. The City of Golden does not close trails for private events, if your race includes a trail, please be aware that safe and courteous sharing of the trail is expected.

Runs, rides or races that wish to close streets will have to pay for a complete and professional traffic control plan, submit the Street Closure Request (*Form #6*).

BUILDINGS, STRUCTURES & POWER SOURCES (Form #13)

Fill out this form if you have stages, bleachers, platforms, or plan to have electrical work or generators as part of your event.

If your event includes an on-site build of any structures, stages, or platforms, or requires electrical work in excess of 120 volts, cooking equipment that requires modifications to exhaust or electrical systems, or certain structures that will be used by the public, you will be required to fill out this form and submit a site plan and specifications. A City Building Official will contact you and determine if your event will require an inspection during set-up. Events placing any building or temporary structure (including stages or bleachers) or installing any power-generation source may require a permit from the City’s Building Inspector.

Some structures, depending on their size, may require an additional building permit and inspection and will incur additional fees. Please submit your site plan and specifications with your application for a determination. In some cases, the Golden Fire Department may request an additional review and inspection by the Building Department. This will be determined on a case-by-case basis.

. You may also contact the Building Department in advance to get more information, at (303) 384-8151 or by email to Building@cityofgolden.net.

If your vendors or food trucks are bringing in generators to run their displays or food trucks, chances are they will not need a specific review unless they are large scale generators. Although some of the parks have access to electricity, it may not be a sufficient or reliable power source to run stage performances, and a generator may be required as a power source.

EVENT SECURITY APPLICATION (Form #14)

Fill out this form if you plan to serve or sell alcohol at your event, or if you are having security at your event, or if the Police Department is requiring security at your event.

The safety of the community and the attendees to your event should be your primary concern at all times. The Golden Police Department reviews all special event applications with public safety in mind and to ensure that the event will be conducted in a safe manner. Many factors go into deciding if security is needed at your event. For example, you may determine that your event requires overnight security to watch over vendor tents that are left unattended in a park; or the Golden Police Department may determine that your event requires additional security because of the estimated attendance, or conflicts with other things going on in Golden.



Alcohol at your event: If alcohol will be sold or served at your event, you may be required to have additional security depending on the classification of your event. Tier 1 events are required to hire a professional security firm. Tier 2 events may be required to hire a professional security firm, and this will be determined on a case-by-case basis by the Golden Police Department. If you are unsure of the classification of your event, please contact the Special Events Coordinator at (303) 277-8728, or email events@cityofgolden.net.

The security required at your event is not to take the place of law enforcement, but to provide an additional level of public safety, as well as to meet the requirements of your Special Events Liquor Permit. Your permit requires that alcohol consumption be contained to a pre-approved area, clearly delineated by barricades or other approved enclosure types. The security in place, whether it is a volunteer, event staff or a professional security guard, is there primarily to ensure that no alcohol leaves the boundaries of the alcohol service area. Failure to contain alcohol within the approved boundaries could result in the denial of future permit applications, fines, and/or citations. It is strongly recommended that your event have TIPS trained volunteers serving alcohol using best practices and guidelines. For more information on TIPS® training contact the Golden Police Department at TIPS@cityofgolden.net.

Tier 1 Events: Large events with over 4 hours of alcohol service and high attendance present the highest likelihood for conflicts and disturbances. For this reason, All Tier 1 events are **REQUIRED** to hire a professional security firm to control the entrances and exits to your event. The Golden Police Department will determine the number and

location of entrances and the number and location of security guards required at your event. You must provide the contact information for the security firm that will be responsible at your event.

Tier 2 Events: This classification has a wide range of events, some that present the same potential for conflict and disturbance as the larger events, some that do not even serve alcohol. The security needs for Tier 2 events will be determined on a case-by-case basis by the Golden Police Department. After you submit your completed application, the Police Department will review for any safety concerns and decide on the type, number and location of security needed, if any.



Tier 3 Events: Tier 3 events do not need to hire professional security. These smaller, generally more geographically contained events do not pose the same potential for safety and security concerns as the larger events. If you are a Tier 3 event and you are serving alcohol, you may assume that your security can be handled by TIPS® trained volunteers. Please submit your complete plan for alcohol containment and note entrance and exit points, as well as the number of volunteers who will be on hand to control the boundaries of the alcohol service area.

For all events that are serving alcohol, you must submit a site plan with boundaries, including the types of barricades that will be used, entrances, and exits clearly labelled, and an explanation of the type of security that will be enforcing the conditions of the Special Event Liquor Permit. Events that wish to control costs, and do not want to hire professional security, may alter the details of the event, by reducing the number of hours of alcohol service or the size of the service area, and re-submit for a revised security plan.

Other Security Requirements: As public safety and the safety of those attending your event is the primary concern, the Golden Police Department will review the details of your event for additional security needs, not related to alcohol management. For example, if the route for a bicycle race includes the crossing of major intersections, the Police may determine that a public safety officer is required at that location. If this is the case, the cost of that public safety officer is the responsibility of the event organizer.

With your security plan, please make sure you submit the following:

- An event site plan, with boundaries of alcohol service clearly indicated
- The location of the event security personnel
- A detailed description of how the boundaries will be enforced and the type of enclosure
- A detailed description of how alcohol will be managed: who will check id's, what type of system will indicate those of age for service (ex: wristbands, hand stamps)

An additional page can be attached to the application if more space is needed.

FIRE PREVENTION AND LIFE SAFETY REVIEW (Form #15)

Fill out this form if you plan to have any of the following.

- *temporary tents that total 700 square feet or more*
- *any tents that are by themselves over 700 square feet*
- *inflatable structures or ‘bouncy castles’*
- *food trucks*
- *generators*
- *a stage or platform*
- *a parade*
- *fireworks*
- *open burning (like a bonfire)*
- *a water activity in the creek*
- *or if your event may present a safety, rescue or emergency response need (for example, a race on top of a mountain trail where access is limited)*

Creating potentially hazardous conditions can be as easy as setting up temporary tents. Fireworks, explosives, and open burning constitute obvious hazards, but so does a configuration of 10x10 pop-up tents if an emergency vehicle is not able to make its way to an injured person. Emergency vehicle access must be considered when planning your event, so that responders can maneuver through the event space safely. If your event involves a street closure and takes place on a city street, things like turning radii of emergency vehicles should be considered in the set-up of the event. If your event includes any of the criteria listed above, fill out the **Fire Prevention and Life Safety Review (Form #15)** and the Golden Fire Department will review for safety issues and make recommendations. Please refer to the [Fire Prevention and Life Safety page](#) of the City website.

Tents: If you plan to erect tents, the combined total square footage of any grouping CAN NOT exceed 700 square feet. For example, if you have 10 pop up 10x10 tents, the total square footage is 1000 square feet. Tent groupings must not exceed 700 square feet in aggregate, meaning only 7 (seven) 10x10 tents can fit in any grouping. At 700 square feet, you should include a 12-foot break in the groupings. Your site plan should show the placement and configuration of your tents. Golden Fire Department will review the configuration and may adjust your plan to allow for emergency vehicle or responder access.

If you are having a large event tent set up, one that is 700 square feet or more, then you will need to contact the Golden Fire Department at (303) 384-8094 or email Scott Case at scase@cityofgolden.net and have the tent vendor submit a separate operational permit application, usually submitted by the tent company. This will incur an additional fee that is payable directly to GFD. The information on the operational and tent permits can be found on the City website page for [Fire Prevention and Life Safety](#).

Food Trucks: Many events now feature food trucks with different dining options. All food trucks must be equipped with standard, approved cooking equipment and have a fire extinguisher on board that is annually inspected and rated Class K. All food trucks must have a Colorado retail food license, as well as a current

Certificate of Inspection from the City of Golden or one of the agencies listed by the Fire Marshals Association of Colorado (FMAC). It is the responsibility of the event organizer to ensure all food trucks are in compliance with county and state regulations before they are invited to the event. Food trucks must be spaced 10 feet apart at the event, and fire officials may inspect food trucks at any time before or during your event to check compliance with these provisions. Please refer to the [Food Trucks page](#) of the City's website for more information about licensing and food trucks.



Fireworks: if your event includes fireworks, please contact the Golden Fire Department for additional information. A licensed fireworks vendor will need to apply for and obtain an operational permit.

Open Burning, Water Activity or Potential for Emergency Response: if your event includes any of these conditions, submit Fire Prevention and Life Safety Review (*Form #15*) to initiate a review by the GFD, who may make recommendations about the details of your event to ensure the safety of the public.

If any of your activities requires an operational permit, additional fees, paid directly to the Golden Fire Department will apply. Please refer to the [Fire Prevention and Life Safety](#) page of the City website.

LICENSING, SALES TAX COLLECTION AND SUBMITTAL (Form #16)

Complete this form if your event includes any vendors or service providers who are selling or giving away items at your event.

If you have invited vendors to your event, or you as the Event Organizer will be selling any goods or services, (this includes merchandise, food, beer, or services like chair massages or yoga classes), you will be responsible for remitting and reporting all of the sales tax collected by your vendors and yourself to the City's finance department.

If your event involves any vendors or organizations that are selling, or offering goods or services, you must submit a list of all vendors and organizations present at your event, no later than two weeks before your event. Submit this list to the City of Golden Sales and Use Tax Office, 911 10th Street, Golden, CO 80401. This list can also be submitted as part of your Special Events Permit Application. For more information about collecting sales tax at your event, contact the Finance Department at (303) 384-8024 or visit the [Sales and Use Tax](#) page of the City website.

APPLYING FOR A SPECIAL EVENT LIQUOR PERMIT (Application & Checklist)

You will fill out this form if you are planning to serve or sell alcohol at your special event.

Although you will apply for your Special Event Liquor Permit with the City, the service and sale of alcohol at your event is regulated by the State of Colorado. If you are planning to serve or sell alcohol at your event, it is your responsibility to understand all the regulations with regard to the Colorado Liquor Code and Colorado Liquor Rules as they relate to Special Events. If you have questions about this process, it is recommended that you seek legal counsel as the City is unable to provide guidance on the interpretation of these regulations.

Begin by submit a completed Special Event Liquor Permit Application. Serving alcohol to attendees at your event is a responsibility that is taken very seriously by the City of Golden and the Police Department and these guidelines must be followed exactly.



IMPORTANT: Generally, only non-profit organizations are eligible to apply for and receive this permit and you must submit proof of good standing as a non-profit from the State.

A complete Special Event Liquor Permit application, including payment, must be submitted a minimum of 30 days prior to the event date. The following documents must be submitted with your application:

- A completed City of Golden “[Application for a Special Events Permit](#)” (Dated COG 01/01/23) (*Figure 1 below*) This form can be found as part of the Golden Special Event Application, or on the City of Golden Special Events website page.
- Certificate of Corporation in Good Standing (NON-PROFIT) issued by the Secretary of State within the last two years **OR** if not incorporated, a non-profit charter, **OR** if a political candidate, attach copies of reports and statements that were filed with the Secretary of State of the State of Colorado.
- A narrative of the event explaining activity to occur onsite, if vendors or food trucks will be present, estimated number of attendees, when alcohol will arrive on site and /or where it will be stored prior to the event.
- Event site plan sketch depicting the area of alcohol service, the bar, walls, partitions, egress and ingress points and dimensions. If the event is outside, submit evidence of control of alcohol service perimeter, what type of barriers or fencing will be used, and your plans for ensuring that underage participants are not served alcohol. Note how identification will be checked and how participants will be designated as of legal age (i.e. wristbands or hand stamps).
- Permission for the use of the premises. If you are requesting the use of a city park or facility, this form will be issued by the City Clerk’s office at the time you submit a completed application.
- **Fees:** Submit an application fee of **\$100** plus a fee of **\$25 for each day** that you are requesting a Special Event Liquor Permit. For example, if you are serving alcohol for three days, submit a check for \$175. The check can be made out to the City of Golden and paid with other event fees.

A checklist (*Figure 2 below*) is included in the application for your convenience. City staff will post the premises with the required public notice signage. The premises must be posted for a full 10 days to allow for public comment. Applications will be considered for approval following completion of the posting period. In the event a protest is received about your event, there will be a hearing before the Local Licensing Authority.

Security for Events with Alcohol – please see Event Security Application section on Page 17 if you are serving alcohol, you may be required to provide professional security. Tier 1 and Tier 2 events serving alcohol to their

Events that receive complaints or citations for violations of provisions set out in the Special Event Liquor Permit may be subject to fines, sanctions, and may be denied future event permits.

Fig. 1 Application

Fig. 2 Checklist

Your signature on the Special Event Signature page confirms that you have read all the requirements for the submission of your event application, and that you understand all your responsibilities and obligations as the event organizer.

That's it, remember, the Office of Special Events is here to help, if you have any questions or need clarification on any of the guidelines within, don't hesitate to reach out. Good luck and have a successful event!

The City of Golden
Office of Special Events
1010 Washington Ave.
Golden, Colorado
303-277-8728
events@cityofgolden.net