



City of
Golden

Special Event Application Packet

Dear Event Planner:

Welcome to Golden! We are excited that you have chosen Golden as your event location! This application packet will guide you through the process of applying for a 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 relies upon you providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits, and to head off any potential problems or concerns.

In an effort to make the event application experience as smooth and efficient as possible, we have created a book of guidelines to accompany the application. Please begin your application by downloading the “**Special Event Application Guidelines**” booklet, where you will find answers to many of your questions and an explanation of the steps required to complete your application and obtain the permit for your event.

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

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 or alley by an organized assembly of more than 50 people, *or* if your activity meets one or more of the conditions listed below 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 your Event open to the public or are tickets available to the general public? | Yes | No |
| • Is the anticipated attendance 50 or more people? | Yes | No |
| • Will there be alcohol consumption or sales? | Yes | No |
| • Will you use amplified sound (other than announcements and boom boxes)? | Yes | No |
| • Will there be items for sale or is there a charge for services (like a yoga class)? | Yes | No |
| • Will you be using temporary on-site structures (for example, tents, stages or bleachers)? | Yes | No |
| • Will your event change or restrict the normal use or traffic pattern of a street? | Yes | No |
| • Will your event require scheduling to avoid conflicts with other events or activities? | Yes | No |
| • Will your event impact the public’s enjoyment of natural or cultural resources? | Yes | No |
| • Will your event impact visitor expectations of a park, city resource or facility? | Yes | No |

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** for more information about holding your event.

City of Golden Special Events Coordinator
events@CityofGolden.net (303) 277-8728



Event Name:

Event Date:

Notice of Intent to Conduct a Special Event

FORM #1

Event Name:

Event Date(s):

Advertised Time of Event:

Event Website:

Requested Location:

New Event

Repeat Event

Event Classification (if known):

Tier 1

Tier 2

Tier 3

Not Sure

Organization Name:

For Profit

Nonprofit (must provide proof of nonprofit standing)

Other

Organization Address / City, State:

Organization Phone:

Email:

Website:

Event Planner/Contact Person:

Address / City, State:

Cell Phone:

Email:

Name of Contact On-Call during the Event:

Cell Phone:

What day will SET UP begin?

What time will SET UP occur?

What day will CLEAN UP occur?

What time will CLEAN UP be complete?

Estimated Attendance for this Event:

Previous Attendance for this Event:

How many event staff will be at the event:

Divide Attendance by 3 to determine number of vehicles:

(Use this to develop your parking plan)

This form, in conjunction with **EVENT DETAILS & SUMMARY** (Form #2) may be submitted up to **one year in advance of your event**. Submission of the Notice of Intent to Conduct A Special Event, Event Details & Summary and payment of the application processing fee will put your event on the events calendar, but 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 approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. If your event is determined to need a review by the Special Events Review Committee, you may be required to submit additional information.

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature

Date

City of Golden Use Only

Permit/Request Reviewed by: _____ Department: _____

Modification made to: _____ Approved Denied Date: _____



Event Name:
Event Date:

Event Details & Summary

FORM #2

This form will help us understand the details of your event, and determine which approvals are needed. Answering the following questions will guide which forms and what supporting materials you will need to submit.

Will your event require street closures?	No	Yes
Will alcohol be served or sold?	No	Yes
Will your event include food or retail sales?	No	Yes
Will your event include a park or trail?	No	Yes
Will your event include a parade?	No	Yes
Will your event include a run, race or walk?	No	Yes
Will your event use any structures, bleachers or stages?	No	Yes
Will your event use tents or canopies?	No	Yes
Will your event include fireworks?	No	Yes
Will your event include food trucks or vendors with open cooking fires?	No	Yes
Will your event benefit a Golden based organization or charity?	No	Yes
If yes, which one:		
Will your event benefit a Golden area school?	No	Yes
If yes, which one:		
Will your event require any services from the City of Golden?	No	Yes
Will your event include amplified sound?	No	Yes
Will your event require an exemption to any Noise Ordinance?	No	Yes
Is your event considered a First Amendment Rights activity?	No	Yes

Event Summary: Please provide a brief summary of the Event. Include details about vendors, food or beer, parade, run or race component, live performances etc. This does not have to include specifics; just explain what a first time attendee might experience at the Event:

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature

Date



Event Name:

Event Date:

New Event Value Statements

The Special Event Review Committee (SERC) reviews new event applications for compatibility with the community goals and values laid out in the Golden Vision 2030 Final Report. A copy of this report can be found at http://www.cityofgolden.net/media/GV2030_%20Final_120910.pdf or you can request a copy of the “Golden Vision 2030, Voices, Values, Vision” book to be sent to you.

New events must receive a determination of “APPROVE” or “APPROVE WITH CONDITIONS” by the SERC before proceeding with a complete event application.

Please help us get to know more about your event by answering the following questions. Not all events are a fit with all goals and values; do not feel the need to respond to every value statement. In evaluating the event the committee will look at strong arguments for a few of these value statements. You may attach additional pages if necessary.

In a few sentences, Please describe how your event might support Golden’s value of:

Being a walkable, bike-able and accessible community

Being a healthy, active community

Maintaining healthy, safe, quiet and clean neighborhoods

Supporting our local downtown

Appreciating history, the arts and quality education

Being a kid friendly, family friendly and kid-supportive community

Building connections with friends and neighbors

Being diverse, having a sense of community pride, inclusiveness and generational connectedness

Creating involvement and providing opportunities for volunteerism and service