



## Special Event Application

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 single 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 Events Guide](#)" booklet from the City of Golden website, 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 Pavilion or Facility Rental agreement. (Find out more about [pavilion rentals](#)).

Answering a few questions on this checklist 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 alcohol consumption or sales?
- Will you use amplified sound (other than announcements and boom boxes)?
- Will there be items for sale or is there a charge for services (like a yoga class)?
- Will you be using temporary on-site structures (for example, tents, stages, bleachers, 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 visitor expectations of a park, city resource or facility?

If you answered YES to any of the above questions, then you may 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. **Note that not all parks are available for private or large-scale events.** Please contact the Special Events Coordinator, at (303) 277-8728 or email [Events@Cityofgolden.net](mailto:Events@Cityofgolden.net) for more information about holding your event.

City of Golden Office of Special Events  
[Events@CityofGolden.net](mailto:Events@CityofGolden.net)  
(303) 277-8728



## Notice of Intent to Conduct a Special Event

Form #1

*All events need to complete and submit this form*

**Event Name:**

**Event Date(s):**

Advertised Time of Event:

Event Website:

Requested Location:

New Event

Repeat Event

Event Classification: Tier 1

Tier 2

Tier 3

Unsure

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**Organization Name:**

For Profit

Non-Profit (provide proof of non-profit standing)

Other

Address / City, State:

Organization Phone:

Organization Website:

**Event Planner/Contact Person:**

Address/City, State:

Email:

Cell Phone:

Contact On-Call during the Event:

Cell Phone:

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What day will SET UP begin:

What TIME will set up begin:

What day will CLEAN UP be complete:

What TIME will clean-up be complete:

Previous Attendance for this event:

Anticipated attendance for this event:

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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 administrative review 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.

***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Event Details & Summary

Form #2

*All events need to complete and submit this form*

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.

Check all that apply:

- Will your event require street closures?
- Will alcohol be served or sold?
- Will your event include retail sales?
- Will your event include food trucks?
- Will your event include use of a park or a trail?
- Will your event include a race, run, walk, or ride?
- Will your event use any structures, bleachers, stages, or inflatables?
- Will your event include tents or canopies?
- Will your event include fireworks?
- Will your event include a parade?
- Will your event benefit a Golden-based organization or charity?
  - If yes, which one:
- Will your event benefit a Golden area school?
  - If yes, which one:
- Will your event require any services from the City of Golden?
- Will your event include amplified sound?
- Is your event a First Amendment activity?

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Event Summary: Please provide a description of what an attendee to your event might experience. Give details about vendors, performances, races, expo, etc. Be as specific as possible.

### ***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Special Event Rules & Regulations

Form #3

*All events need to complete and submit this form*

The responsible organization, as a condition of being granted a Special Event Permit from the City of Golden, agrees to abide by the following rules, regulations and conditions established by the City of Golden as follows:

1. The services and activities provided by the Event and the Event Organizer are those of an independent entity and not as an employee, officer, official or agent of the City. **INITIAL**
2. The responsible organization shall indemnify and hold harmless the City, its officers, officials, employees, and self-insurance pool from and against any and all damages and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law, or laws of the United States of America or Colorado. **INITIAL**
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 of its 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. **INITIAL**
4. The responsible organization, if holding the special event on City property shall, upon conclusion of the event, return the site to its pre-event condition within the terms of the permit as approved, or risk forfeiture of the damage deposit in part or in whole. **INITIAL**
5. The responsible organization shall provide a list of all vendors associated with the event. Event organizer is responsible for providing a list of all vendors to all appropriate agencies, in the case of food trucks, a list of all food vendors must be provided to the county and all food vendors must have the appropriate licenses to operate within Jefferson County and the City of Golden. **INITIAL**
6. If two or more special events plan to use the same City property on the same date, precedence shall be given to events in the following order: City of Golden sponsored events, long-standing community events that have operated on the same date for ten years or more, and lastly, the first event to submit a completed application with payment and receive approval. **INITIAL**
7. The responsible organization must follow 'Green Event Requirements' and the Sustainability guidelines within the application. Failure to meet the minimum requirements for a 'Green Event' may impact approval of future event requests. Please refer to the [Special Events Guide](#) and [Sustainable Events Guide](#) for more information. **INITIAL**
8. The 60-day timeline requirement for approval of each permit is mandatory. Failure to submit completed applications and payments in time may cause your event to be canceled. **INITIAL**
9. The City of Golden cannot issue permits or approve activities on behalf of other jurisdictions, such as Jefferson County Open Space, Jeffco Sheriffs Office, State Patrol or Colorado School of Mines. It is the responsibility of the organization or event planner to secure the necessary approval from other entities. **INITIAL**
10. The City of Golden cannot guarantee availability of public property for special events. **INITIAL**
11. The Event organizer agrees to deposit, at the notification of approval, a damage deposit and a signed contract governing the use and return of the damage deposit, in the event of damage to any city property. **INITIAL**

### ***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Damage Deposit Agreement

Form #4

*All events need to complete and submit this form*

This agreement made effective ("DATE") by and between the City of Golden ("COG") and the  
("EVENT ORGANIZER") pertaining to ("EVENT") ,  
to be held on ("EVENT DATES") in the location of  
and will govern the conditions of return of the damage deposit in the amount below received by the City of Golden.

### Special Event Damage Deposit Fee:

Tier 1 - \$1,000

Tier 2 - \$750

Tier 3 - \$500

**The Damage Deposit** will be held by COG and used to compensate itself for any damage caused to the park or City property and/or for any costs incurred by COG due to the use any park or City property by the Event. The Event Organizer agrees to be responsible for event clean-up, repair and restoration of the park, street, trail, or any other city owned facility or property impacted by the Event to pre-event conditions. All clean-up, repairs and restoration must be completed the same day as the final day of the Event unless prior arrangements have been made. The Park Supervisor or a designated staff member will inspect the Event location before and after the Event and complete a walk-through with the Event Organizer both before and after the Event if parties are available.

**Damages** covered by this 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.

**All Event marking** materials must be approved prior to the Event. No paint, spray chalk of any type will be allowed for course marking, and markings may not be affixed to park trees, signs or to other property. All Event markings and signage must be removed promptly following the Event. There will be a charge for removing of marking made by materials that have not been approved.

**Within 30 days** after the last day of the Event, COG will return that portion of the deposit to the Event Organizer that has not been retained by COG to compensate for damages resulting from the Event. Amounts retained as a result of the failure of the Event Organizer to comply with its clean-up, repair and restoration obligation shall include a 15% surcharge to compensate COG for administration of the work. COG will provide Event Organizer with a written account of all amounts withheld. COG may retain the deposit for an additional 90 days if necessary to determine the extent of damages to trees, landscaping, and turf. COG shall not pay interest on the Damage Deposit.

**Event Organizer** acknowledges and agrees that if the actual damages exceed the amount of the Damage Deposit, that the Event Organizer will be responsible for and pay the full amount of the Damages.

**I, the undersigned, hereby attest that I have read and fully understand the responsibilities of the Event Organizer in regard to the Damage Deposit Agreement.**

**RESPONSIBLE PARTY SIGNATURE**

**CITY OF GOLDEN REPRESENTATIVE**

**DATE**



## **Downtown Business & Resident Notification**

**Form #5**

*Submit this form if your event takes place in the downtown area*

If you are requesting to hold all or part of your event in downtown Golden, either on Washington Avenue or the surrounding downtown streets, you must notify representatives of the downtown community. By describing your event and the impacts on the downtown businesses and residences, you are providing an opportunity to give 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 Business & Resident Notification Form should be submitted with your application, and it will be forwarded on to the Chamber and the DDA.

**Event Name:**

**Event Date:**

**Event Organizer/Organization:**

Are you requesting a Washington Avenue or other downtown street closure for your event?    Yes            No

If so, please describe the times and location of the closures you are requesting:

Please describe how you believe this event is beneficial to the downtown community:

**City use only:**

Forwarded to: DDA \_\_\_\_\_ Chamber \_\_\_\_\_



## Street Closure Request

Form #6

*Submit this form if your event is requesting any street or alley closures.*

**Applicant Name:**

**On Call Contact Number:**

**Email:**

Events requesting a street closure must submit an event site plan with a sketch/map of the requested closures and a professional traffic control plan. Barricades and other traffic control devices should be indicated on the sketch. All traffic control must meet the "Manual on Uniform Traffic Control Devices Standards." Street closures must emphasize access for emergency vehicles and include minimum 20-foot clearances for emergency vehicles. Please refer to the [Special Events Guide](#) for more information. Traffic Control Plans must be approved by the City no later than **45 days** before your event or your event may not be allowed to include street closures. Make sure you submit your plan in time for review.

**Name of Barricade Company:**

**Name of Traffic Control Supervisor:**

**Phone:**

**Email:**

**Please check the boxes to indicate you have read the following:**

**Traffic Control Plan** and site map are attached

**Placement** of all traffic control devices and event personnel is the responsibility of the event organizer or its traffic control provider unless the City notes otherwise in the event approval. The City reserves the right to stop any activity if proper traffic control devices are not in place during the event.

**Advance Notice** signs shall be placed by event holder at the locations indicated on the attached site plan, a minimum of one week prior to the event. Signs should be 48" x 48" with black lettering on an orange background and made of waterproof material and attached to an "H" type frame and sand bagged. No tripod frames. Placement, maintenance and pick up of the signs are the responsibility of the event holder.

**Event Holders** who wish to close a road must notify affected neighbors and businesses in accordance with Street Closure Notification Guidelines contained within the Special Event Guide.

**\*\*City Staff will notify RTD, Coors and the Colorado School of Mines of road closures if appropriate.**

***City notes regarding Streets Department review of plan:***

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## Parks & Trails Use Request

Form #7

*Submit this form if your event is utilizing any city parks, trails  
or may impact a city park or trail, even if indirectly.*

Applicant is requesting the use of the following park or trail:

Parfet Park      Lions Park      Tony Grampas Park      Other:

Trail:

**\*\*\*Attach an event site plan that shows what areas of the park will be in use and for what purpose. Indicate placement of all event infrastructure.**

Applicant is requesting the following public facilities or City services if available at the site requested:

Electric Outlets

Event Organizer requests that COG turn off irrigation for this event

Applicant acknowledges that Park Hours are 5 a.m. to 11 p.m. and ALL event staff and attendees must be out of the park by 11 p.m.

**INITIALS**

**The Event Organizer agrees to provide:**

Portable Event Restrooms      Quantity:      *(see Form #10 Portable Toilet Planning Chart)*

Trash and Recycling services and removal throughout the event

Event fencing (note where fencing will go on your site diagram)

Supplemental electricity generator as necessary *(also fill out Form #13)*

**The Event Organizers understands - (PLEASE CHECK TO INDICATE YOU HAVE READ):**

NO STAKES – stakes must not be used to secure tents to the ground due to the tripping hazard they present, and possible damage to the irrigation system. Sandbags or concrete weights are options for securing tents. All 10 x 10 tents need to have at a minimum, 20lbs of weight per leg.

Event Holders are expected to return City parks to pre-event condition. Failure to do so may affect future event approval and may result in the forfeiture of all or a portion of the damage deposit.

All event apparatus must be removed by 5 p.m. the day after the event.

Vehicle traffic on turf should be avoided unless absolutely necessary. If you anticipate vehicles on turf, contact Parks Department for a marking of infrastructure. Driving on grass may be grounds for a forfeiture of your damage deposit.

Crowds spilling over from parks cannot block access to public streets that have not been closed by this event permit.

City notes regarding Parks review: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **City of Golden Use Only**

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_





## Green Event Requirements

Form #8

*All Tier 1 and Tier 2 events must complete and submit this form*

**Applicant Name:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Classification of Event:**                      **Tier 1**                      **Tier 2**

The City of Golden strives to make special events as sustainable as possible and to reduce solid waste by 80% by 2030. Events produce an excessive amount of waste, half of which is from food service ware. The City of Golden Sustainable Event Regulations are designed to assist organizers in producing sustainable events at the City of Golden properties. The goal is to achieve higher waste diversion to lessen the environmental impact of events and to educate organizers, vendors, and attendees about sustainable practices. Please download and familiarize yourself with the [Sustainable Event Regulations](#).

All Tier 1 and Tier 2 events must meet the **GREEN EVENT REQUIREMENTS** listed below. By checking the box, I confirm that I have downloaded the [Sustainable Event Regulations](#), read and understood my obligations as a Tier 1 or Tier 2 event to comply with the green event requirements.

**Trash and recycling frames**, along with matching bags, will be provided by the City of Golden for your event. You must arrange for pickup and drop off of these receptacles from City of Golden staff. These should be placed around your event as instructed by staff.

**Bicycle Parking** - you must provide clearly marked and accessible bicycle parking using either stationary, permanent bike racks if available, or city-owned temporary bike racks with signage if your event is at a location with no permanent bike parking. Event organizers are required to pick up and drop off the temporary bike racks if there are no permanent racks at the location of your event.

**Polystyrene or Styrofoam®** is prohibited from use or distribution at the event and by vendors at your event.

**I understand that failure to comply** with these GREEN EVENT REQUIREMENTS could result in the loss of the permit for holding future events in the City of Golden.

**I understand that the City of Golden has contracted with a waste hauler** that will make dumpsters available at my event and that I, as event organizer, am responsible for the costs of the trash and recycling dumpsters. Costs associated with the dumpsters are provided by staff below. Questions? Theresa Worsham, 303-384-8117 email [tworsham@cityofgolden.net](mailto:tworsham@cityofgolden.net)

In addition to these requirements, a refundable deposit for the use of the trash and recycling frames is due when you submit your application. Please see FORM #9 for more information.

*To be completed by Staff:*

**Number of Trash/Recycling Frames needed at event:** \_\_\_\_\_

**Waste Hauling Company:** \_\_\_\_\_ **Size of Dumpsters:** \_\_\_\_\_

**Cost of Dumpsters:** \_\_\_\_\_ **Delivery/Pick-up Dated of Dumpsters:** \_\_\_\_\_

### ***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_

## Green Event Deposit

Form #9

*All Tier 1 and Tier 2 events are required to provide a \$300 refundable deposit*

If you are the organizer of a Tier 1 or Tier 2 event, the City of Golden will provide trash and recycling frames and bags for your event. You must make arrangements to pick up and return these receptacles during business hours from city staff. The receptacles will be stacked neatly on a mobile cart for your convenience. The Green Event Deposit will be refunded fully upon the return of the cart and all items used at the event. In the event there are missing items, they will be charges as detailed below and deducted from the Green Event Deposit.

- Frames ..... \$50
- Signs ..... \$15
- Carts ..... \$500



In addition, the Green Event Deposit will be forfeited if the City receives notice from the waste hauler that the recycling stream for your event was contaminated with trash and diverted to the landfill. In this case, the entire deposit will be forfeited.

I have read the above agreement and agree to provide a \$300 Green Event Deposit

I understand that it is my responsibility to arrange the pickup and drop off of the trash and recycling frames from the City during business hours

I understand that my deposit will be used if any items are lost and not returned at the end of my event

I understand that my deposit will be forfeited if the recycling stream from my event is diverted to the landfill

I understand that the recycling bags must be opened, contents dumped into the recycling dumpster, and the bag placed in the trash dumpster to keep the recycling stream uncontaminated

Responsible Party Signature

Date

### ***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Portable Toilet Planning Chart

Form #10

*All events must complete and submit this form*

How to use the special event planning chart:

1. Determine how long your event will last.
2. Determine approximately how many people will attend your event.
3. With this information, use the chart to calculate the number of restrooms needed to ensure sanitary conditions.

# of People Attending	Number of Hours for the Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	6	6	6
250-500	4	4	4	4	6	6	8	8	8	8
500-1,000	4	5	6	7	7	8	8	8	9	9
1,000 – 2,000	6	10	12	13	14	14	14	15	15	15
2,000 – 3,000	9	14	17	19	20	21	21	21	21	21
3,000 – 4,000	12	19	23	25	28	28	28	30	30	30
4,000 – 5,000	15	23	32	32	34	36	36	36	36	36
5,000 – 6,000	17	28	34	38	40	42	42	42	42	42
6,000 – 7,000	20	32	40	44	46	48	50	50	50	50
7,000 – 8,000	23	38	46	50	54	57	57	57	57	57
8,000 – 10,000	30	46	57	63	66	69	69	72	72	72

Your portable toilet order should include a mix of ADA accessible, family restrooms, and hand-washing stations.

**Total Number of Toilets Needed:**

**Name of Company:**

**Contact Person:**

**Delivery Date:**

**Pick Up Date:**

Portable toilets may not be delivered more than one day in advance of your event and must be picked up at the conclusion of the event.

### City of Golden Use Only

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_  
 Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Parade Application

Form #11

*Complete this form if your event includes a parade*

**Date of Parade:**

**Name of Parade Supervisor:**

**Parade Supervisor Phone:**

**Email:**

**Contact for parade supervisor the day of the event:**

**What time will your parade staging begin?**

**What time will the parade begin?**

**You are capping parade entries at (number):**

Please give us an idea about the size of your parade – describe the number of entries, participants, cars, vehicles, number and type of animals, pedestrians, and number of parade staff:

Submit an event site plan which includes parade route, staging area, check-in tent.

As the event supervisor, or if you have a parade supervisor, it is required that the following safety precautions are communicated to all parade entrants:

- No smoking, flames or other sources of ignition or combustible materials are allowed on parade entries
- Parade entries may not exceed a height of 13 feet, or a length of 45 feet.
- Small children shall not walk alongside parade entries
- Parades must include parade marshals to keep pace and prevent gaps.
- Candy and other items should be handed out. Throwing of candy or other items is prohibited for safety reasons

**The City will coordinate mandatory safety meetings for ALL parade entrants, and attendance at one of the safety meetings is a condition of participation in the parade. Public safety officials will review your parade application for compliance with the Uniform Fire Code, and the Fire Marshal may make modifications to the to the parade route or details as deemed necessary to ensure public safety.**

*As a condition to being granted permission to hold an event deemed potentially hazardous, the applicant agrees to abide by the rules, regulations and conditions set forth here and within the Special Events Guidelines booklet. The City reserves unto itself all police power it has with respect to the regulation and control of its rights-of-way. Any permission to use the rights-of-way shall be subject to the City's exercise of police power and the granting of permission to use the rights-of-way shall not entitle the user to any compensation from the City by virtue of the exercise of its police power. Conditions, surroundings, and arrangements must be in accordance with the Uniform Fire Code. The Fire Marshal may modify the event plan as he deems necessary.*

I have read, understand, and agree to the conditions as set forth by the fire marshal and any other conditions deemed appropriate.

### ***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Race, Ride or Run Application

Form #12

*Complete this form if your event includes a race, or a run or cycling event*

If your event includes a race or a run, cycling event that is either competitive or just for fun, you must provide an interactive route map using any of the common apps available for this purpose (ex: Map My Run, etc.)

Date of the Run/Race/Ride:

Estimated Number of Participants:

Interactive Route Map Link:

**\*\*Make sure you indicate the placement of course marshals on the map.**

Description (please provide a description of the event, including whether it is for fun, competitive, timed, if it has been held in the past, if there are multiple components (kids run, 5k, 10k).

Starting Time(s) of the event(s):

Are you requesting street closures for some or all of your route? YES NO

Is this a 'rules of the road' event? YES NO

If you have indicated a 'rules of the road' race or run, your participants will be expected to obey all traffic regulations along the route. Stop signs, traffic signals and right of way must be obeyed during the event; event staff may not stop traffic for your event participants.

The Golden Police Department, the Streets Division and the Golden Fire Department will review your route for safety and may make recommendations for the course. The City may also request a course change for your event if it is deemed to negatively impact a business or other organization or be unsafe.

City of Golden Review Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### City of Golden Use Only

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Buildings, Structures & Power Sources

Form #13

*Complete this form if your event uses any structures or electrical equipment*

If your special event includes any of the following, you MAY need to obtain a permit from the City of Golden Building Department. The Golden Fire Department may also determine during their inspection of your event that a separate building permit or additional engineering information is required. In this case, a Building official will contact you.

**Please check all that apply to your event:**

Any site-built structures greater than 120 square feet

Any site-built structures that will be open to the public

Any site-built stages or bleachers

Any site-assembled platforms, stages, or bleachers greater than 30 inches above grade

Any electrical work utilizing site-constructed equipment or wiring

Any electrical equipment or work utilizing in excess of 120 volts

Any cooking equipment requiring site modifications or additions (duct work, exhaust systems, electrical work, etc.) or that utilizes in excess of 120 volts

Building permits or inspections may be required whenever the Golden Fire Department deems necessary, due to unique conditions, sub-standard construction, assembly or set-up, unqualified assemblers, lack of maintenance or degradation of equipment, materials, or systems. Engineering for structures may be requested to address load and wind specifications for structures or membranes.

Any Building Permit application fees will be payable to the Golden Building department separately from the event fees paid. Please direct questions to the City of Golden Building department by emailing [Building@cityofgolden.net](mailto:Building@cityofgolden.net) or by calling (303) 384-8151.

**Golden Fire Department requests review by Building Inspector**

**City notes regarding plan:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Event Security

Form #14

*Complete this form if you are serving alcohol, having security at your event,  
or if the GPD is requiring security at your event.*

The Golden Police Department will review all special event applications for required security arrangements and reserves the right to specify additional security measures needed. Aspects of your event considered in the safety review include, but are not limited to, time of day, anticipated crowd size, availability of alcohol, and traffic impacts.

- Tier 1 events serving alcohol are required to hire a professional security firm to secure the perimeter of the event
- Tier 2 events will be subject to a review by the Golden Police Department to determine security measures needed

**Please provide the information requested below:**

The applicant has hired its own independent, licensed security staff for the event:

**Security Firm Name:**

**Contact Person:**

**Phone:**

**Email:**

If you are selling or serving alcohol to the attendees of your event, you must apply for a Special Event Liquor Permit. Please provide the following information so that GPD can evaluate your event for security needed.

- A map showing IN DETAIL the boundaries of the area you are requesting for permitted alcohol service and consumption. This can be a copy of the map or a site sketch being submitted in conjunction with the Special Event Liquor Permit Application.
- The number and location of security personnel must be noted on the event site plan sketch
- All access locations – egress and ingress – points must be indicated on the map
- Provide a detailed description of how you, as the event organizer, plan to secure the boundary of the permitted area so that those in possession of alcohol are aware of the boundaries and cannot exit with alcohol in hand.
- What type of barricades will you be using. Attach a separate page, if necessary, with explanations.
- Provide a detailed description of how you will prevent those in possession of alcohol from leaving the permitted area, and how you will prevent the transfer of alcohol to areas outside the boundary.
- Are your servers TIPS trained? We strongly recommend using TIPS trained alcohol servers

**If your event is a race, run or ride, and a safety review determines that Police personnel are needed at specific intersections or locations along your route, you will be responsible for paying the fee associated with this service. A pre-arrangement including fees associated with this service will be provided to you.**

**Permit specific provisions established by the GPD include:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **City of Golden Use Only**

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## Fire Prevention & Life Safety

Form #15

*All events must complete this form*

**Event Organizer:**

**Email:**

**Tier of Event:**

Tier 1

Tier 2

The Golden Fire Department (GFD) Division of Fire Prevention and Life Safety is part of the Special Event review process and evaluates all applications for overall public safety in accordance with the fire codes adopted by the City of Golden. The GFD reviews applications with regards to configuration and event design as well as elements of your event, like crowd management, generator use and storage, and food truck licensing. Please refer to the Special Events Guide for additional information.

New in 2023: All Tier 1 and Tier 2 events are required to apply for an Operational Permit from the GFD for the event. Please refer to the [Fire Prevention & Life Safety](#) webpage for more information. Operational Permits can be requested through the online permit [portal](#). Questions? Contact Golden Fire Marshal by emailing [SCase@Cityofgolden.net](mailto:SCase@Cityofgolden.net).

The following elements may require an additional Operational Permit and incur additional permit fees. Please check all that apply:

Tents: If you plan to erect and use multiple tents greater than 700 square feet in aggregate, please check this box and upload your site plan for review. For example if you use seven (7) 10x10 pop up tents, this will total 700 square feet. A large, single tent over 700 square feet. This will require a permit from the tent vendor, contact the GFD to arrange this.

Inflatable structures such as bouncy castles

Generators in use at the event

Food Trucks – indicate the location and number of food trucks on your event site plan. Food trucks must be equipped with standard, approved cooking equipment, maintain suppression systems, and have an annually inspected Class K fire extinguisher on board. Food trucks must also follow FMAC licensing. More info can be found on the food truck information [page](#) of the City's website.

An activity that may require a rescue at a remote location, such as on a mountain biking or hiking trail, or activities on the creek

Enclosed/fenced-in events that are open to the public

Open Burning: this may include bonfires, torches, candles, or cooking on an open fire.

Fireworks Display: If you intend to include a fireworks display in your event, a state licensed operator is responsible for obtaining a permit from the GFD. Contact Fire Marshal Scott Case [SCase@cityofgolden.net](mailto:SCase@cityofgolden.net) for more information.

Operational permit fees are in addition to the Special Events fees and are paid directly to the Golden Fire Department. The GFD Fire and Life Safety Division are available upon request to go over required paperwork and documentation. Conditions, surroundings, and arrangements must be in compliance with the Fire Code adopted by the City of Golden Fire Code, and additional requirements may be established by the GFD as deemed necessary.

### ***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_





## Licensing, Sales Tax Collection and Submittal

Form #16

*Complete this form if your event includes any vendors or if there will be any ticket sales for your event*

**EVENT NAME:**

**EVENT DATE:**

**EVENT ORGANIZER:**

**EVENT ORGANIZER EMAIL:**

If your event involves any vendors or organizations that are selling or offering goods or services, (this includes merchandise, food, beer, or services like chair massages or yoga) you will be responsible for remitting and reporting all of the sales tax collected by your vendors to the City's finance department. If you are selling tickets to your event, this may also be subject to sales tax.

- If your vendors currently hold a valid Sales and Use Tax License with the City of Golden, they may remit their sales tax for the event in their normal tax remittal.
- If your vendors do not currently hold a valid Sales and Use Tax license in the City of Golden, you will be reporting and submitting taxes due for them. Check one:

I hold a valid Sales and Use Tax License with the City of Golden. Please provide the license number:

I DO NOT hold a valid Sales and Use Tax License with the City of Golden, and I will be applying for a Temporary Vendor License.

Please submit a list of all vendors at your event no later than one week prior to the event. This list can be submitted as part of your event application or separately by email.

For more information about your responsibilities regarding collecting sales tax at your event, contact the Finance Department by emailing [AHaynes@cityofgolden.net](mailto:AHaynes@cityofgolden.net) or by calling (303) 384-8024 or visit the [Sales and Use Tax](#) page of the City website.

### ***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_  
Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_



## **SPECIAL EVENT LIQUOR PERMIT APPLICATION AND FERMENTED MALT BEVERAGE PERMIT APPLICATION**

*ONLY nonprofit organizations are eligible to apply for this permit.*

If you would like to serve or sell alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor Permit. Applicants may apply for either a Fermented Malt Beverage Permit or a Malt, Spirituous & Vinous Liquor Permit. By State Law, CRS 44-5-102(1), applicants for a Special Event Liquor Permit must meet the following criteria:

*“A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, or which is a state institution of higher education and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities. For purposes of this article, a state institution of higher education includes each principal campus of a state system of higher education.”*

As part of the Special Event Application, at least **30 days** in advance of the event, the applicant must submit to the City Clerk’s office **one (1) copy of a completed Special Event Application Form (COG 01-01-2023) form to include supporting documents as listed on page 2 of the form:**

- A narrative of the event explaining activity to occur onsite, indoor/outdoor usage, if vendors or food trucks will be present, estimated number of attendees, etc., when alcohol will arrive and/or where it will be stored prior to the event (See Rule 47-1016 B. 1-6 regarding storage of alcohol)
- Diagram of the area with required notations as found on the application
- Permission for use of the premises
- Certificate of Good Standing (NONPROFIT) issued by Secretary of State
- The event hours should be listed for times alcohol will be arriving and departing from the site, not necessarily the times the event is open for attendees.
- Payment to the **City of Golden** in the amount of a **\$100** application processing fee, **PLUS \$25** per day for either a Fermented Malt Beverage Permit or Malt Spirituous & Vinous liquor permit.

Incomplete applications will be rejected and returned to the applicant for completion. There are no refunds under any circumstances. The event must be held on the **date, time and location** specified in the application and may not be changed. Applicant is limited to 15 days of special events per calendar year. These may be grouped in any manner the applicant wishes. The Golden City Clerk’s office must post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received, as a result of posting, a hearing may be held before the Local Authority for approval. During the event *age warning signs*, supplied by the City Clerk’s office, must be conspicuously displayed.

It is the responsibility of the applicant to be knowledgeable about the rules and statutes governing a Special Event Liquor Permit. Information on the governing statutes can be found on the City of Golden website. Applicants should seek legal counsel if they are unsure or do not understand their rights or responsibilities with regard to alcohol service at events.



City of  
Golden

## Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following** (See back for details.)

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Social    | <input type="checkbox"/> Athletic                           | <input type="checkbox"/> Philanthropic Institution          |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate                |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society   | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution              | <input type="checkbox"/> Educational                        |

Application Received \_\_\_\_\_  
 Application Complete \_\_\_\_\_  
 Property Posted Date \_\_\_\_\_  
 Posting Expiration Date \_\_\_\_\_  
 Approved Date \_\_\_\_\_  
 Denied Date \_\_\_\_\_

**Application Fee of \$100 plus \$25 per day payable to City of Golden**

**Type of Event Applicant is Applying for:**

- ☐ Malt, Vinous And Spirituous Liquor ☐ Fermented Malt Beverage

**DO NOT WRITE IN THIS SPACE**

Liquor Permit Number

1. Name of Applicant Organization or Political Candidate		State Sales Tax Number (Required)	
2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)		3. Address of Place to Have Special Event (include street, city/town and ZIP)	
4. Authorized Representative of Qualifying Organization or Political Candidate		Date of Birth	Phone Number
Authorized Representative's Mailing Address (if different than address provided in Question 2.)			
5. Event Manager		Date of Birth	Phone Number
Event Manager Home Address (Street, City, State, ZIP)		Email Address of Event Manager	
6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?  <input type="checkbox"/> No <input type="checkbox"/> Yes How many days? _____		7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?  <input type="checkbox"/> No <input type="checkbox"/> Yes License Number _____	

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? ☐ Yes ☐ No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	From	To	Date	From	To	Date	From	To	Date	From	To	Date	From	To
Hours		.m.	Hours		.m.	Hours		.m.	Hours		.m.	Hours		.m.

### Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature	Title	Date
-----------	-------	------

### Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

**THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority <b>City of Golden</b>		Telephone Number of City of Golden Clerk <b>303-384-8015</b>	
Signature	Title	Date	

**DO NOT WRITE IN THIS SPACE - FOR CITY USE ONLY**

	<b>Total</b>
\$	.

(Instructions on Reverse Side)

COG 01-01-2023

# Application Information and Checklist

## The following supporting documents must be attached to this application for a permit to be issued:

- ☐ Appropriate fee payable to the City of Golden - \$100 application fee plus \$25 per day of event
- ☐ Narrative of event explaining activity to occur on-site, alcohol service process and monitoring procedures, indoor/outdoor usage, if vendors or food trucks will be present, estimated number of attendees, etc.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, service areas, storage areas, tents, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ If not incorporated, a NONPROFIT charter; **or**
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- ☐ **COMPLETE** Application must be submitted to the City of Golden at least thirty (30) days prior to the event.
- ☐ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- ☐ State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.

## Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

## Important Additional Information

- All events must abide by the regulations of Chapter 5.15 regarding Noise
- The event is only allowed to occur on dates listed and approved on this application. If you have concerns regarding weather cancellations, you may list a potential bad weather date on the application. A per day fee will be required for that date. There are no refunds for unused days and all dates listed on the application will count towards the 15 day maximum per year for each qualified organization.
- Sandwiches or other food snacks **MUST** be available during all hours of service of alcohol beverages



## Special Event Application Signature Page

Form #17

*This page is required for all applicants*

Paying attention to the details of your event will ensure its success. Please make sure that you have carefully read and understand your obligations as an event organizer in the City of Golden, and reach out to Special Events office with any questions.

By signing below, I certify that I am the event organizer for

Which will take place on

Further, I certify that by signing below, I have thoroughly read and understand my obligations as Event Organizer and that the statements contained within this Special Event Application are attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Digital Signature

### ***City of Golden Use Only***

Permit/Request Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_

Modification made to: \_\_\_\_\_ ☐ Approved ☐ Denied Date: \_\_\_\_\_