



City of
Golden

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 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 Facility Rental agreement.

Answering a few simple 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? | 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 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. 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



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 (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:

Email:

Address / City, State:

Cell Phone:

Name of Contact On-Call during the Event:

Cell Phone:

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:

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.

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.

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? If yes, which one:	No	Yes
Will your event benefit a Golden area school? If yes, which one:	No	Yes
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:



Special Event Rules and 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. INITIALS
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 damage 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. INITIALS
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.** INITIALS
4. The responsible organization, if holding the special event on City property shall, upon conclusion of the event, returns 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. INITIALS
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. INITIALS
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. INITIALS
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 Application Guidelines for more information. INITIALS
8. The 60-day timeline requirements for approval of each permit are mandatory. Failure to submit completed applications in time may cause your event to be canceled. INITIALS
9. The City of Golden cannot issue permits or approve activities on behalf of other jurisdictions, such as Jefferson County Open Space, County Health Department, Sheriff's 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. INITIALS
10. The City of Golden cannot guarantee availability of public property for special events. INITIALS
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. INITIALS

City of Golden Use Only	
Permit/Request Reviewed by: _____	Department: _____
Modification made to: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____



Special Event Damage Deposit Agreement

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

Special Event Damage Deposit Amounts:

Tier 1 - \$1000

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 of the 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 with the Park Supervisor. The Park Supervisor or a designated staff member will inspect the Event area 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, sprinkler system 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.

In addition, 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 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 accounting of all amounts withheld. The foregoing notwithstanding, 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 regards to the Damage Deposit.

RESPONSIBLE PARTY SIGNATURE

DATE

CITY OF GOLDEN REPRESENTATIVE

DATE



Downtown Merchants Notification

Form #4

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

Event holders planning an event in downtown Golden are requested to attend a Golden Downtown Merchants Committee (DMC) meeting to present the details of their event. This give merchants an opportunity to ask questions about the event-holder and recommend changes that may alleviate any negative impacts the event may have on downtown businesses. Call the Greater Golden Chamber of Commerce at 303-279-3113 to get information on the meeting dates and times.

Please print out this form and bring it to the meeting, it should be filled out and signed by the DMC representative before approval of your event.

Please return this form to:

Diane Tiberi, Special Events Coordinator, 1445 10th Street, Golden, CO 80401

Events@cityofgolden.net

To the Downtown Merchants Committee:

- Did the event holder provide the DMC with ample information about their proposal? Yes No
- Did the event holder answer all of your questions? Yes No
- Will most downtown businesses be open during the event? Yes No
- Were DMC members interested in holding any promotions in conjunction with the event? Yes No
- Does DMC feel this event will be beneficial to the downtown merchants? Yes No

If the DMC has any concerns with the event, please list them below:

Did the DMC ask the event-holder to modify or correct these problems? Yes No

Does the DMC recommend approval of this event? **Yes No**

If "no" please explain: _____

DMC Authorized Representative's Signature Date

City of Golden Use Only

Permit/Request Reviewed by: _____ Department: _____

Modification made to: _____ Approved Denied Date: _____



Street Closure Request

FORM #5

Complete this form if your event is requesting a street closure of any kind.

Applicant Name:

On Call Contact Number:

Email:

Events requesting a street closure must submit an event site plan with a sketch or 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 box 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-holder 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. Signs shall be 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 this application.

City staff will notify RTD, Coors and Colorado School of Mines of road closures if appropriate. DATE _____

City Notes regarding Streets Department review of plan:

City of Golden Use Only

Permit/Request Reviewed by: _____ Department: _____

Modification made to: _____ Approved Denied Date: _____



GREEN EVENT REQUIREMENTS

Form #7

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 has adopted sustainability goals and targets to achieve a 40% reduction in waste by 2030. Green Event Requirements help the community achieve these goals through recycling, composting, alternative transportation and sustainability education.

All Tier 1 and Tier 2 events must meet the **GREEN EVENT REQUIREMENTS** listed below. Please check the box to indicate that you have carefully read and understood these requirements.

By checking the box, I confirm that I have read and understood my obligation as the organizer of a Tier 1 or Tier 2 event to comply with the GREEN EVENT REQUIREMENTS:

***Trash, recycling and composting receptacles**, along with the appropriate 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 must 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 your event is at Parfet Park, 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. The costs of composting dumpsters will be paid by the City in 2019. Costs associated with the dumpsters are provided by staff below. Questions? Call Theresa Worsham at 303-384-8117 or email TWorsham@CityofGolden.net*

In addition to these requirements, a refundable deposit for the use of the receptacles is due when you submit your application. Please see Form #7A for more information.

To Be Completed by Staff:

Number of Trash/Recycling/Compost Bins Needed at Event: _____

Waste Hauling Company: _____ Cost of Dumpsters: _____

Delivery and Pick up Date of Dumpsters: _____

City of Golden Use Only	
Permit/Request Reviewed by: _____	Department: _____
Modification made to: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____



City of Golden

Green Event Deposit

Form #7A

All Tier 1 and Tier 2 events are required to provide a \$200 refundable deposit.

If you are the organizer of a Tier 1 or Tier 2 event, the City of Golden will provide, at no cost, trash, recycling and composting receptacles and bags for your event. You or someone from your organization 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



For more information about the Green Event Deposit contact:
Theresa Worsham,
Sustainability Coordinator,
TWorsham@CityofGolden.net

I have read the above agreement and agree to provide a \$200 refundable Green Event Deposit. I understand that my deposit will be refunded upon the return of all items used at my event.

I understand that it is my responsibility to arrange to pick up and drop off the trash, recycling and composting receptacles from city staff during business hours.

Responsible Party Signature

Date

City of Golden Use Only	
Permit/Request Reviewed by: _____	Department: _____
Modification made to: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____



Portable Toilet Planning Chart

FORM #8

All events needing additional portable toilets must complete 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: _____

Delivery Time: _____

Pick Up Date: _____

Pick Up Time: _____

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. Failure to do so may result in fees.

City of Golden Use Only

Permit/Request Reviewed by: _____ Department: _____

Modification made to: _____ Approved Denied Date: _____



Parade Application

FORM # 9

Complete this form if your event includes a parade.

Name of Parade Supervisor:

Parade Supervisor Phone:

Parade Supervisor Email:

How can we contact the parade supervisor the day of the event?

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

Please submit an event site plan, including the route of your parade, beginning and ending points and times, staging locations and times, and if you are requesting a street closure for your parade, complete the Street Closure Request.

Will you have any mechanized floats (self motorized displays)? Note that vehicles pulling trailers are not considered mechanized floats. YES NO

As the event organizer, 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 readily 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 should not walk alongside parade entries.
- Parades must include parade marshals to keep pace and prevent gaps.
- Candy and other items should be handed out. No throwing of candy or other items is permitted for safety reasons.

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.

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.

Permit specific provisions established by the Golden Fire Department include: _____

City of Golden Use Only	
Permit/Request Reviewed by: _____	Department: _____
Modification made to: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____



Race, Ride or Run Application

FORM # 10

Complete this form if your event includes a race or a run, or a ride.

Please provide a map of your route, including start times, estimated finish times, estimated number of participants, the location and number of course marshals and/or other event staff stationed along the route.

Description of the Run or Race *(please provide a brief description of the run or race and the participants):*

Estimated Number of Participants:

Starting Time(s) of Race or Run *(if there are staggered starting times, please explain):*

Are you requesting street closures for some or all of your route? Yes No

Is this a “rules of the road” ride or run? 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.

I have attached the route associated with my event.

City of Golden Review Notes:

<p>City of Golden Use Only Permit/Request Reviewed by: _____ Department: _____ Modification made to: _____ Approved Denied Date: _____</p>



Buildings, Structures & Power Sources

FORM # 11

Complete this form if you are building any structures or using electrical equipment for your event.

If your special event includes any of the following, you may need to obtain a permit from the Building Inspector. Please check any that apply. If necessary, the City's Building official will contact you.

Please check all boxes that apply to your event:

- Any site-built structures greater than 120 square feet;
- Any site-built structures open to the public;
- Any site-built platforms (stages) and/or bleachers;
- Any site-assembled platforms (stages) and/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 and/or inspections also may be required whenever the Golden Fire Department deems it necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems.

All Building Permit applications are subject to permit fees, plan review fees and construction materials use tax. Where only Building inspections are required, applicant shall be subject to the following **minimum** inspection fees:

- Inspection during normal business hours: \$25 per ½ hour per inspection, per inspector
- Inspection after normal business hours: \$100 per inspection, per inspector

If you have any questions about whether you need to apply for a Building Permit, please call 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: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____



Event Security Application

FORM # 12

Complete this form if you are serving alcohol, having security at your event or if the PD 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 needed. The safety of the community and attendees are of primary concern at all times. Areas that will be considered include, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts. Please be sure to include this and other pertinent information in your event description summary.

- **Tier 1 Events that will be 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 required security.**
- **Please provide the name of the security firm and contact information below:**

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

Security Firm Name:

Contact Person:

Phone:

Email:

If you intend to sell or provide alcoholic beverages to attendees, you must apply for a Special Event Liquor Permit. To make a decision about event security it is important that the Golden Police Department has the following information:

A map showing in detail the boundaries of the area you are requesting be part of the permitted area for alcohol possession and service. This can be a copy of the map or site sketch being submitted for the Special Event Liquor Permit, but must be submitted as an additional attachment.

The location of event security personnel must be noted on the event site plan sketch, which needs to be attached to this application. All access and egress points must be indicated on the site plan.

Provide a detailed description of how you as the event holder plan to delineate the boundary of the permitted area so that those in possession of alcohol are aware of the boundaries. Include what type of barricades you will be using, attach a separate page if necessary.

Provide a detailed description of how you as the event holder will prevent those in possession of alcohol from leaving the permitted area while in possession of alcohol as well as how you will otherwise prevent the transfer of alcohol to areas outside the boundary.

Permit specific provisions established by the Golden Police Department include: _____

Golden Police personnel requested or required for this event

A) _____ # required B) _____ Hourly rate C) _____ # hours _____ **Total estimated event cost (AxBxC)**

City of Golden Use Only

Permit/Request Reviewed by: _____ Department: _____

Modification made to: _____ Approved Denied Date: _____



Permit to Create Potentially Hazardous Conditions

FORM # 13

Complete this form if your event will have tents over 700 square feet in aggregate, includes food trucks, activities in Clear Creek, open burning, fireworks or presents a safety or rescue issue.

Event Organizer:

Phone:

The Golden Fire Department (GFD) Division of Fire and Life Safety is part of the Special Event review process and reviews all applications for overall public safety in accordance with the fire code of the City of Golden. The GFD may review an application with regards to configuration and event design as well as some elements of your event. Certain conditions may require a separate Operational Permit, which will be issued by the Golden Fire Department. Please refer to the Special Events Guidelines for more information.

The following elements may require additional review by the GFD, or 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 temporary tents greater than 700 square feet, individually or 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.

Food Trucks - please make sure the location and number of food trucks is indicated on your event site plan. Food trucks must be equipped with standard, approved cooking equipment and have a currently inspected fire extinguisher on board.

Water Event: Use of the Creek for part of your event may require an additional safety review

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

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

Fireworks Display: If your event includes a fireworks display, a state licensed display operator is responsible for obtaining a permit from the GFD. Please contact GFD for more information.

Operational permit fees are in addition to the Special Events fees and are paid directly to the Golden Fire Department. Operational permit fees include the initial inspection and one re-inspection. The schedule of fees can be found in the Special Events Guide.

Please submit an event site plan with dimensions and event configurations. The GFD Fire and Life Safety Division will contact you to go over additional paperwork that may be required. Conditions, surroundings and arrangements must be in compliance with the City of Golden Fire Code, and additional requirements may be established by the GFD as deemed necessary.

Permit specific provisions established by the Golden Fire Department include: _____

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

FORM # 14

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 **60 days** in advance of the event, the applicant must submit to the City Clerk’s office **one (1) copy of each of the following supporting documents:**

- A completed DR8439 Special Event Application Form (*see State FORM # DR8439 attached*)
- Copy of Certificate of Corporation in Good Standing (*nonprofit*) issued by the 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 the State of Colorado
- Event site plan sketch (8 ½ x 11) reflecting bars, walls, partitions, ingress, egress and dimension (*if the event is to be held outside, you must submit evidence of intended control, i.e., fencing, ropes, barriers, arm bands, etc.*)
- Copy of deed, lease or written permission from owner for use of the premises in the applicant’s name
- Submit \$25 per day for either a Fermented Malt Beverage Permit or Malt Spirituous & Vinous liquor permit payable to the **City of Golden**.

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.

As a condition of being granted this permit, I hereby agree to comply with City, County and State regulations related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless the City of Golden, its officers, officials, employees and agents for all liability claims arising from the event, and have attached a certificate of insurance for the event to guarantee indemnification.

Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You **Must Be Nonprofit** 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"/> Of A National Organization Or Society | <input type="checkbox"/> Municipality Owning Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate	State Sales Tax Number (Required)
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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)
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Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
4. Pres./Sec'y of Org. or Political Candidate			
5. 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 premises now licensed under state liquor or beer code? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____
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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	Date	Date	Date	Date
Hours From .m.				
To .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
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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 (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
Signature	Title	Date

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$.

Application Information and Checklist

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

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, 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.

- Application must first be submitted to the local licensing authority (city or county) at least thirty (30) days prior to the event.**
- The premises to be licensed must be posted at least ten (10) days before a hearing can be held. (44-5-106 C.R.S.)**
- An approved application must be received by the liquor enforcement division at least ten (10) days prior to the event.**
- Check payable to the Colorado Department Of Revenue**

(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.

If an event is cancelled, the application fees and the day(s) are forfeited.



Special Events Licensing, Sales Tax Collection and Submittal Form #15

If any goods or services will be offered or are for sale at your event, you must fill out this form.

Event Organizers: 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 one week*** prior to 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.

I am the event organizer and will be collecting all the Sales and Use Tax for the vendors associated with my event.

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

I do not have a valid Sales and Use Tax License with the City of Golden. Please complete the Temporary License Application. (Form #16)

Please follow these steps:

- Provide the number of your valid Sales and Use Tax License to the City OR complete and submit the Sponsor's Temporary License Application (Form #16)
- Submit a vendor list to the City of Golden Sales and Use Tax Office no later than one week prior to your event.
- Submit a \$50 deposit for sales tax due, payable to the City of Golden.
- Collect all the sales and use tax due from the revenues generated at the event.
- Complete the Vendor Remittance Spreadsheet. Please include every vendor at the event regardless of whether the vendor had sales tax due or not. Include all supporting documentation from vendors.
- Report all the sales and use tax due from the revenues generated at the event using the Sponsor Sales Tax Remittance Form.
- The \$50 deposit will be refunded to the Event Organizer if the vendor tax and reporting forms have been remitted and reconciled within 10 days after the event.

For questions about the collection/remittance of tax, please contact the Golden Tax Department at (303) 384-8024.

City of Golden Use Only

Permit/Request Reviewed by: _____ Department: _____
Modification made to: _____ Approved Denied Date: _____



Sponsor's Temporary License Application

Form #16

Fill out this form if you, as the Event Organizer, will be collecting and reporting the sales tax of the vendors at your event.

Event Organizers: a \$50 deposit is required to obtain this license. The deposit may be applied towards tax liability or will be refunded if the reporting forms are returned to the City of Golden within 10 days after the event. The Sponsor would be the Event Organizer, unless you designate an alternative; the Sponsor will be the person collecting and reporting the sales tax.

Event Name:

Event Location:

Event Dates:

Name of Sponsor:

Sponsor's Address:

Sponsor's Phone:

Sponsor's Email:

Sponsor's Social Security Number:

If Applicable:

Name of Sponsor's Business:

Business Address:

Business Phone Number

Business Email:

Nature of Business:

Number of Vendors Attending:

Day of Event Contact:

Day of Event Contact Phone:

I hereby certify, under penalty of law, that the statements made herein are true and correct.

City of Golden Financial Department Review Notes:

City of Golden Use Only

Permit/Request Reviewed by: _____

Department: _____

Modification made to: _____

Approved _____ Denied _____ Date: _____



Special Event Application Signature Page

This page is required for all applicants

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

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

that will take place on

Further, I certify that by signing below, I have thoroughly read and understood all my obligations as Event Organizer and that the statements contained within the Special Event Application and 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: _____