



# City of Golden **Special Events Guide**

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**City of Golden**

## **Special Events Guide**

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

To make applying for your Special Event Permit as smooth and efficient as possible, we have created this Special Event Guide to accompany the online application. In this guide you will find the answers to many of your questions and an explanation of the steps required to complete your application and obtain your special event permit. The City of Golden's [Special Events Coordinator](#) will be your point of contact throughout the process, answering all your questions, coordinating all your approvals internally, and issuing your permit. The success of your event relies upon you providing us with complete and detailed information.



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

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

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

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

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

- Is the anticipated attendance 50 or more people? Yes \_\_\_ No \_\_\_
- Will there be alcohol consumption or sales? Yes \_\_\_ No \_\_\_
- Will you use amplified sound (excluding 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, stages or bleachers)? Yes \_\_\_ No \_\_\_
- Will your event change or restrict the normal use or traffic pattern of a street? Yes \_\_\_ No \_\_\_
- Will your event require scheduling to avoid conflicts with other events or activities? Yes \_\_\_ No \_\_\_
- Will your event impact the public's enjoyment of natural or cultural resources? Yes \_\_\_ No \_\_\_
- Will your event impact visitor expectations of a park, city resource or facility? Yes \_\_\_ No \_\_\_

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

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

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New events must go through a review process in their first year of occurrence. If you are planning a new event, one that has never applied for and received a permit from the City of Golden, your event will be reviewed by the Special Events Review Committee (SERC). The SERC will determine if the event you are proposing is a good fit for the community.

The first step to getting approval for your event is to submit the New Event Packet, made up of the **NOTICE OF INTENT TO CONDUCT A SPECIAL EVENT (Form #1)** and the **EVENT SUMMARY AND DETAILS (Form #2)**. These forms can be found on the City of Golden website and comprise the first two pages of the Special Events Application. They may be submitted up to one year in advance of your event. It is a good idea to submit these forms as early as possible, to allow time for the review, as your completed application must be submitted no later than 60 days in advance of your event.

Submitting the two forms listed above will initiate a qualitative review by the SERC, which will determine whether you may proceed with your application. The SERC reviews new events for compatibility with

community goals and values as stated the Golden Vision 2030 plan. New events must receive a determination of “Approval” or “Approval with Conditions” by the SERC before proceeding.

Once you receive notification of approval by the SERC, you may submit a completed Special Event Application for a complete logistical review by the City of Golden departments responsible for the different aspects of your event. For example, if you are requesting street closures for your event, the Streets Department will review your application; serving or selling alcohol will necessitate a review by the Golden Police Department, and so on.

You will be notified when the logistical review is complete, or you may receive requests for additional information. At any point during the review, the City reserves the right to make or suggest changes to the details of your event, including but not limited to, recommendations about route, date, time or specific details. Your event is not approved until you have received official notification of approval and the completed, signed permit has been returned to you.

If you are planning a new event, and have any questions, please contact the [Special Events Coordinator](#) for more details.

## ***What is the TIER CLASSIFICATION of my event?***

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

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

If you are unsure of the classification of your event, please contact the [Special Events Coordinator](#).

## ***What fees can I expect to pay?***

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

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

All events will pay:

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

Some events will pay:

- Liquor Permit Fees
- Sales and Use Tax Deposit
- Golden Fire Department Operational Permit Fee
- Building Inspection Fee

### **NON-REFUNDABLE ADMINISTRATIVE REVIEW FEE**

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

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

Non-Refundable Administrative Review Fees	
Tier 1 Events	\$250
Tier 2 Events	\$175
Tier 3 Events	\$150
City Sponsored Events	Negotiated

### **LOCATION FEE**

In addition, all events can expect to pay a location fee that is based on three things:

- the classification of your event
- the location of your event
- the date of your event

The most popular locations are the most expensive during the most common times of the year. Use the chart below to determine the appropriate fee for your event. You can adjust the fees required by selecting different dates and different locations.

	Major Event Period		Non Major Event Period	
	June 1 – September 30		October 1 – May 31	
Event Classification	Major Locations	Secondary Locations	Major Locations	Secondary Locations
Tier 1	\$750	\$375	\$500	\$250
Tier 2	\$500	\$250	\$375	\$200
Tier 3	\$375	\$200	\$250	\$125
City Sponsored Events	Negotiated		Negotiated	

## **DAMAGE DEPOSIT**

All events are required to pay a damage deposit to cover the cost of potential damage to city property as a result of the event. The damage deposit is governed by a Damage Deposit Agreement that will be separately signed and executed, and the monies are then held in escrow until such time as damages, if any, can be assessed. The Damage Deposit Agreement will specify the conditions of the return of the fee. This fee is dependent on the classification of your event. Use the chart below to determine the amount of the damage deposit associated with your event:

Type of Event	Damage Deposit
Tier 1	\$1,000
Tier 2	\$750
Tier 3	\$500

## **OTHER FEES**

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

**ALCOHOL:** If you are serving or selling alcohol at your event, a \$25 per day permit fee is due for the Special Events Liquor License (see page 19). For example, if alcohol will be sold for three days at an event, the fee is  $\$25 \times 3 = \$75$ . This fee can be paid with the submission of your application, but should be a separate check made payable to the City of Golden. The Special Events Liquor Permits are handled by the Office of the City Clerk, which can be reached at (303) 384-8015 or [email](#).

**HAZARDOUS CONDITIONS:** The Golden Fire Department may require an operational permit for your event depending on the size and number of tents, whether there is open burning, or other factors. Please see page 17 for more information about these fees. You will be notified of the fee, and it will be paid directly to the Golden Fire Department.

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



**BUILDING DEPARTMENT INSPECTION OR BUILDING PERMIT:** If you are building any on-site structures for your event, or having any electrical work or using generators, you may be responsible for obtaining a building permit or paying for an inspection by a Building Department Official. See page 15 for more information

If you are unsure of the fee due at the time of submission of your application, please contact the [Special Events Coordinator](#).

All fees may be submitted with your completed application, by check, payable to the City of Golden. Liquor permit fees should be submitted on a separate check.

If you wish to pay by credit card or over the phone, please contact the [Special Events Coordinator](#). Online payment of fees is currently unavailable.

## ***What are the deadlines for submitting my application?***

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Your completed application, including all fees due, must be submitted no later than **60 days** in advance of your event. However, if yours is a new event, you will need more time to go through the Special Events Review Committee process. Some procedures can be lengthy, such as acquiring proof of insurance, or scheduling an appearance before the Downtown Merchants Committee, so please plan accordingly. A completed application includes all the site maps, routes, and event details that need to be submitted. Documents that need to be submitted with your application can be turned in in person, or sent by email to [Events@cityofgolden.net](mailto:Events@cityofgolden.net).

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

## ***THE APPLICATION – What do I need to submit?***

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The Special Event Application is a large document with many forms, but never fear, chances are you will not need to fill out all of the pages for your event. For example, if you are not requesting street closures for your event, you will not need to fill out the Street Closure Request (Form #5). Depending on the details of your event, you may need to submit additional materials, such as maps, site plans or traffic plans. Supporting documentation for your event can be turned in in person, or may be emailed to: [Events@Cityofgolden.net](mailto:Events@Cityofgolden.net); Make sure you indicate the name of your event on the email so that your documents are reviewed with your application.

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

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

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

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

These three pages may be submitted up to **one year** in advance of your event. Submitting the *Notice of Intent to Conduct a Special Event (Form #1)*, and the *Event Details and Summary (Form #2)*, and payment of the non-refundable administrative review fee will put your event on the events calendar. It does not guarantee approval of your event. A complete application must be submitted no later than **60 days** before your event. Your event is not considered approved until all required forms are submitted, all fees are paid, and you have received notification of approval for your event.

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

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

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

## ***DOWNTOWN MERCHANTS NOTIFICATION (Form #4)***

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If you are requesting to hold your event in downtown Golden, either on Washington Avenue or the surrounding downtown streets, you should plan to attend a meeting of the Downtown Merchants Committee of the Golden Chamber of Commerce and submit the Downtown Merchants Notification (Form #4). This form is to be completed and signed by the representative of the Downtown Merchants Committee.



The meetings are bi-monthly and provide an opportunity to promote your event to the Chamber. Your presence at the meeting also gives the business community the opportunity to ask questions about the details of your event. The merchants appreciate being informed of events ahead of time and can help plan special promotions related to your event that can boost attendance. Merchants may also make suggestions about the impacts, both positive and negative, on businesses. Their input will be considered by the City in processing your application.

Call the Golden Chamber of Commerce at (303) 279-3113 to find out the time and location of the next meeting, and ask to be placed on the agenda. The

Downtown Merchants Notification (Form #4) should be printed out and brought to the meeting. The Downtown Merchant Committee representative will sign the form, which should then be returned to the Special Events Coordinator with your completed application, or can be returned separately by email to [Events@cityofgolden.net](mailto:Events@cityofgolden.net).

Please plan accordingly as you may need to get on the agenda several weeks in advance of your event in order to turn in your application on time.

## ***STREET CLOSURE REQUEST (Form #5)***

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

- A completed Street Closure Request (Form #5)
- A professional traffic control plan
- An event site map with the requested closures indicated
- A sample of a Notification of Street Closure to be provided to affected residents and businesses

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



**Advance Notice Signs** shall be placed by the event holder at the locations indicated on your site plan, a minimum of one week prior to the event. The Streets Division will make recommendations as to placement of the signs.

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

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

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

**Street Closure Notification Guidelines:** Notification to impacted residents and businesses is part of the requirement to close a street. You must create and distribute a notification two weeks prior to your event. Please provide a sample of the notification with your application. The notification should include a map or list the streets affected, times of the closures and a contact number for the event, in case there are any issues the day of the event. Flyers can be distributed in the neighborhood or given to businesses. It is illegal to leave

flyers in a residential mailbox without proper postage. Please refer to current laws guiding the distribution of flyers.

Here's a sample of a street closure notice:

**PUBIC NOTICE**

Dear Resident,

The "My Pony Parade" is hosting a "We Love Ponies" parade on **Saturday, November 28, 2015**. A special events permit has been submitted to the City of Golden for the event and the following street closures have been requested for the event. We apologize in advance for any inconvenience this may cause.

If you have any questions or concerns about the road closures, please contact Sparkle Pony at (303) 555-5555, or [poniesrock@ponies.com](mailto:poniesrock@ponies.com) or visit [www.ponyparade.com](http://www.ponyparade.com) for additional information about the event.

Sincerely,

"My Pony Parade"



**ROLLING ROAD CLOSURES –**  
(times approximate between 8:00 – 9:30 am)

- Maple Street from CSM Campus to 11<sup>th</sup> Street
- 11<sup>th</sup> Street from Maple to Cheyenne
- Cheyenne from 11<sup>th</sup> to 12<sup>th</sup>
- 12<sup>th</sup> Street from Cheyenne to Arapahoe

**Closed from 7 am – 11 am**

- 12<sup>th</sup> Street from Miners Alley to Washington Avenue

**Sample of Street Closure Notification**

The City of Golden Streets Division will review the requests and make changes as necessary. Please call the City of Golden Streets Division at (303) 384-8160 or [email](mailto:streets@cityofgolden.net) if you need more information about creating your street closure plan.

## ***PARKS AND TRAILS PERMIT (Form #6)***

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If your event includes the use of a city park or trail, you must fill out and submit the Parks and Trails Permit (Form #6). If you are interested in hosting a private event at a park, you may rent a pavilion at specific locations. Please visit the City of Golden website, <http://www.cityofgolden.net/play/recreation-attractions/facilities-use-rentals/> for more information about park pavilion rentals.

You may request the use of a park or a portion of a park, or the use of a trail as part of your event. Please attach a site plan of your event. Maps of the City parks can be found on the website at <http://www.cityofgolden.net/play/recreation-attractions/city-parks/>.

**FEES** - Two of our most popular event locations are Lions Park and Parfet Park. The fee to use these parks for your special event may be higher at certain times of the year. During the "Major Event Period" which runs from June 1<sup>st</sup> through September 30<sup>th</sup>, fees for these two locations are generally higher than at other times of the year. The fee to use the parks will also depend on the classification of your event. Tier 1 events are the largest events, Tier 2 are medium events, and Tier 3 events are the small scale events. The fee you will pay for

the park use will depend on your classification. If you are unsure of the classification of your event, please contact the [Special Events Coordinator](#).

**FACILITIES** – You may request the use of some public facilities or city services at some of our parks. Some parks have limited electrical outlet availability, however, you may need to bring in your own power source. The Parks Department can work with you to determine if the electrical supply in the park is sufficient for your event. Some power sources may require a separate inspection by a Building Department Official. Restroom facilities are available at all parks, however, your event may be required to supply additional sanitary facilities. The drop off, pick up and maintenance of sanitary facilities is entirely the responsibility of the event organizer, and all sanitary facilities **MUST** be removed by 5 pm on the day following the event. Facilities left past this time may subject you to the forfeiture of all or a portion of your damage deposit. Portable water stations are available in certain locations by pre-arrangement. The City will deliver and install water stations at Parfet Park or limited other locations, so that you may provide water to your attendees, and avoid the sale and use of bottled water. Water stations may be required of your event, please see the Green Event Requirements on Page 11 to determine if your event will be required to request portable water stations.

**TENTS** – Tents associated with the event may **NOT** use stakes under any circumstances – tent stakes cause damage to the irrigation system and use of stakes will result in the forfeiture of all or a portion of your damage deposit. Tents may be secured with water barrels or sand bags, and must be secured safely for the rated weight of the tent.



**TRASH** – the management of all trash and recycling is the responsibility of the event organizer. Existing trash and recycling barrels in the City parks are not available for trash related to your event. Please ensure that your event is providing the appropriate number of trash and recycling receptacles (see more information in the “Green Event Requirements” section on Page 11). Large events may need to arrange for the removal of trash and recycling periodically during the event, and overflowing trash receptacles in the parks are not acceptable.

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

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

## ***GREEN EVENT REQUIREMENTS (Form #7)***

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All Tier 1 and Tier 2 events must fill out and submit the Green Event Requirements (Form #7) and meet the minimum standards for a Green Event. Tier 3 events are not required to fill out this form or meet the standards.

The City of Golden has made a significant commitment to reducing waste and decreasing our environmental footprint. We are happy to partner with event organizers to help meet these goals, and have many resources available to you to ensure an environmentally friendly event. Failure to meet the minimum green event requirements may result in a rejection of future event permit applications.

If you are unsure of the classification of your event, please contact the Special Events Coordinator.

### **Minimum Green Event Requirements:**

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

**Waste and Recycling:** your event should be equipped with an adequate number of waste stations. A waste station is defined as one equal sized trash and single stream recycling bin placed side by side. Waste stations should be well marked, indicating which bin is for trash and which is for recycling, and monitored for contamination. Please indicate on the Green Event Site Plan the number and location of waste stations. Please also describe the set up and physical characteristics of your waste stations, as well as the plan for managing the collection, removal and disposal of the trash, in the space provided on the Special Event Application.

**Water Stations:** your event should strive to be completely free of bottled water. The City of Golden will provide portable water stations to your event, in locations where they are available, and attendees should be encouraged to bring or purchase refillable water bottles. There are plans to place permanent water filling stations in several city parks, please check with the Special Events Coordinator about the locations. Refillable water bottles may be available to your event at a minimal cost. Please contact the Sustainability Coordinator at (303) 384-8117 or by [email](#) to arrange for delivery of water stations to your event, or if you have any questions about obtaining water bottles.



**Polystyrene or Styrofoam®:** please note that the use or distribution of polystyrene or Styrofoam® is prohibited at your event. This requirement must be communicated to all vendors at your event.

**Bicycle Parking:** Tier 1 events are required to provide a minimum of 4 (four) City owned bicycle racks with signage at their events. Tier 2 events are required to provide a minimum of 2 (two) City owned bicycle racks and signage at their events. Alternate modes of transportation to your event should

be strongly encouraged in all marketing and promotional materials and on the event website. Bicycle racks will be provided free of charge by the City of Golden, however, applicants are required to pick up and return them to the City. Please call the Sustainability Coordinator to arrange pick up at (303) 384-8117 or by [email](#).

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

- Number and location of waste stations
- Number and location of dumpsters
- Number and location of bicycle parking racks

This site plan can be submitted in person, or emailed to [Events@cityofgolden.net](mailto:Events@cityofgolden.net).

The City of Golden wants to partner with you in making this a green event, and we are offering rebates to Tier 1 and Tier 2 events who voluntarily meet the following more stringent sustainability measures:

- **\$100 Rebate:** Staffing each waste station with a volunteer or event staff member throughout the event to help attendees dispose of waste in the correct bins and to correct any contamination.
- **\$50 Rebate:** Promoting alternative methods of transportation options, (bicycle, RTD, light rail) through at least two forms of media (print, radio or online). Proper documentation must be provided.
- **\$100 Rebate:** Prohibiting and enforcing the prohibition of the distribution or sale of single-use plastic bottled water.

## ***PORTABLE TOILET PLANNING CHART (Form #8)***

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Portable toilets are an important part of your event planning, keeping your event attendees comfortable and conditions sanitary can't be overrated! Although some parks and event locations throughout the city have access to restrooms, depending on the anticipated attendance, they may not be sufficient. Your event may be required to provide additional sanitary facilities for use by attendees. Reliance on public and city owned sanitary facilities is not an acceptable plan for your event's sanitary needs. Please use the Portable Toilet Planning Chart to determine the correct number of facilities that will be needed, and contract with a private company to provide this service.

To be most accommodating, plan to provide a number of gender specific, family and handicapped accessible facilities. Hand washing stations are also greatly appreciated by your event participants, especially events that are family friendly and have children attending.

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

## ***PARADE APPLICATION (Form #9)***

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If your event includes a parade, please fill out the *Parade Application (Form #9)*.

Everyone loves a parade! If your event includes a parade, you are required to submit an event plan, including a map of the route, noting the start and end locations and times and the staging area locations and times. If street closures are requested, please also complete the *Street Closure Request (Form #5)* and submit your professional traffic control plan. Unless pre-arranged, you are responsible for all traffic control devices and a professional traffic control plan associated with your parade. Your event plan and traffic control plan can be uploaded or emailed to:



[events@cityofgolden.net](mailto:events@cityofgolden.net).

The parade floats used in large parades, like the Rose Bowl or the Macy's Thanksgiving Day Parade are mechanized floats, and are not commonly used in parades in our city. The 'floats' that we see in local parades, are generally trailers pulled by trucks. Mechanized floats have very specific safety requirements, so if you are planning to use one, please contact the Golden Fire Department. If, however, you are planning on a more common decorated trailer parade entry, there are a few things you need to keep in mind.

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.

## ***RUN OR RACE APPLICATION (Form #10)***

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Runs, rides and races are some of the most popular events that are held in Golden. If your event includes a run, foot race or bicycle ride, and whether you are asking for street closures or are doing a 'rules of the road' event, please fill out and submit the Race or Run Application (Form #10).

You must also submit a route map, indicating the start and finish of the race. The map should include where course marshals or other event staff will be stationed, as well as where and if police or other law enforcement are required. Include public safety officials from other jurisdictions, for example, the Jeffco Sheriff's Department. Indicate on the map the location of aid tents and rest or water stations. Your map will be reviewed by City staff. It may be determined that due to public safety concerns, additional police officers will be required

for your event. Police required at an event are billed to the event organizer at a published, pre-arranged cost. You will be notified during the review process if additional police officers are required at your event.

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

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

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

Runs, rides or races that wish to close streets will have to pay for a complete and professional traffic control plan. Please start by completing the Street Closure Request (Form #5).

## ***BUILDINGS, STRUCTURES & POWER SOURCES (Form #11)***

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

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



Some structures, depending on their size, may require an additional building permit and inspection and will incur additional fees. Please submit your site plan and specifications with your application for a determination. You may also contact the Building Department in advance to get more information, at (303) 384-8151 or [email](#).

If your vendors or food trucks are bringing in generators to run their displays or food trucks, chances are they will not need a specific review unless they are large scale generators. Some of the parks in the city have access

to electricity, however, it may not be a sufficient power source to run stage performances, and a generator may be required as a power source.

The Golden Fire Department, during the review of your event, may determine an inspection is necessary and request a building official visit the site. In this case, additional fees for inspection may be incurred.

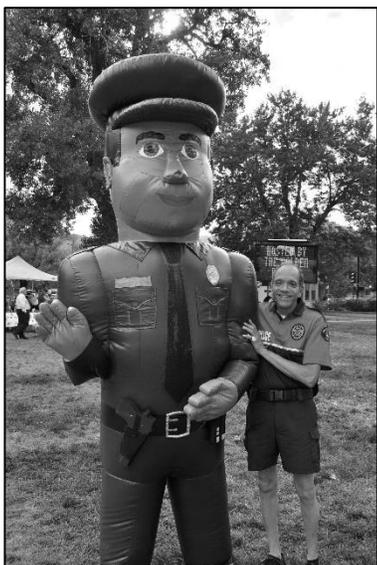
## ***EVENT SECURITY APPLICATION (Form #12)***

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

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

**Alcohol at your event:** If alcohol will be sold or served at your event, you may be required to have additional



security depending on the classification of your event. If you are unsure of the classification of your event, please contact the Special Events Coordinator at (303) 277-8728, or [events@cityofgolden.net](mailto:events@cityofgolden.net). The security required at your event is not to take the place of law enforcement, but to provide an additional level of public safety, as well as to meet the requirements of your Special Events Liquor Permit. Your permit requires that alcohol consumption be contained to a pre-approved area, delineated clearly by barricades or other approved enclosure types. The security in place, whether it is a volunteer, event staff or a professional security guard, is there primarily to ensure that no alcohol leaves the boundaries of the alcohol service area. Failure to contain alcohol within the approved boundaries could result in the denial of future permit applications, fines, and/or citations.

- **Tier 1 Events:** Large events with over 4 hours of alcohol service and high attendance present the highest likelihood for conflicts and disturbances. For this reason, All Tier 1 events are **REQUIRED** to hire a professional security firm to control the entrances and exits to your event. The Golden Police Department will determine the number and location of entrances, the number and location of security guards required at your Tier 1 event. You will be required to provide the contact information for the security firm that will be responsible at your event.
- **Tier 2 Events:** This classification has a wide range of events, some that present the same potential for conflict and disturbance as the larger events, some that do not even serve alcohol. The security needs for Tier 2 events will be determined on a case-by-case basis by the Golden Police Department. After you submit your completed application, the Police Department will review for any safety concerns and make a determination on the type, number and location of security needed, if any.

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

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

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

Some events pose no unexpected potential for security issues or concerns, and these events do not need to have a specific security plan, other than to call 911 in the event of an emergency.

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

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

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

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## ***PERMIT TO CREATE POTENTIALLY HAZARDOUS CONDITIONS (Form #13)***

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

- *temporary tents that total 700 square feet or more*
- *one single large tent over 700 square feet*
- *food trucks*
- *fireworks*
- *open burning (like a bonfire)*
- *a water activity in the creek*
- *or if your event may present a safety, rescue or emergency response need (for example, a race on top of a mountain trail where access is limited)*

Creating potentially hazardous conditions can be as easy as setting up temporary tents. Fireworks, explosives and open burning constitute obvious hazards, but so does a configuration of 10x10 pop-up tents if an emergency vehicle is not able to make its way to an injured person. Emergency vehicle access must be taken into account in planning your event, so that responders can maneuver through the event space safely. If your event involves a street closure and takes place on a city street, things like turning radii of emergency vehicles should be taken into account in the set-up of your event. If your event includes any of the criteria listed above, fill out the Permit to Create Potentially Hazardous Conditions (Form #13) and the Golden Fire Department will review for safety issues and make recommendations.



**Tents:** If you plan to erect tents with a combined total square footage of 700 feet, for example, if you have 10 pop up 10x10 tents, the total square footage is 1000 square feet, you need to fill out and submit *Permit to Create Potentially Hazardous Conditions (Form #13)*, along with a site plan showing the placement and configuration of your tents. Golden Fire Department will review the configuration, and may make adjustments to your plan to allow for emergency vehicle or responder access.

If you are having a large event tent set up, one that is 700 square feet or more, then you will need to contact the Golden Fire Department at (303) 384-8094 and have the tent vendor submit a separate operational permit application. This will incur an additional fee that is payable directly to GFD.

**Food Trucks:** Many events now feature food trucks with different dining options. All food trucks must be equipped with standard, approved cooking equipment and have onboard, an operational, currently serviced fire extinguisher. Fire officials may inspect food trucks at any time before or during your event to check compliance with these provisions. In addition, the GFD may make suggestions about location of the food trucks to ensure the safety of the event or the surroundings.



**Fireworks:** if your event plan includes fireworks, please fill out *Permit to Create Potentially Hazardous Conditions (Form #13)* and contact the Golden Fire Department for additional information. A licensed fireworks vendor will need to apply for and obtain an operational permit.

**Open Burning, Water Activity or Potential for Emergency Response:** if your event includes any of these conditions, fill out the *Permit to Create Potentially Hazardous Conditions (Form #13)* to initiate a review by the GFD. Fire officials may make recommendations about the details of your event to ensure public safety.

If any of your activities requires an operational permit, additional fees may apply. These fees will be paid directly to the Golden Fire Department, include the initial inspection and one re-inspection and are as follows:

Tent permits greater than 700, but less than 2500 square feet	\$30
Tent permits greater than 2500 square feet	\$60
Open Burning Permits	\$60
Open Flame Torch/ Permit	\$60
Public Fireworks/Polytechnic Special Effects Displays	\$90

Stand-by Personnel (with Apparatus)  
Stand-by Personnel  
Re-inspections

\$25/hour per firefighter  
\$40/hour per firefighter  
\$60/hour, one-hour minimum

You will be contacted by the Golden Fire Department for additional details about your event if an operational permit is required.

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***APPLYING FOR A SPECIAL EVENT LIQUOR PERMIT and 3.2% BEER PERMIT (Form #14)***

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

If you are planning to serve or sell alcohol at your event, fill out this form. Event organizers who are planning to serve malt, vinous and spirituous liquors, or 3.2% beer, must apply for and receive a Special Event Liquor Permit. Serving alcohol to attendees at your event is a responsibility that is taken very seriously by the City of Golden and the Police Department, and the requirements of applying for a permit are governed by the State of Colorado.



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

The Special Event Liquor Permit application must be submitted no later than 60 days before your event. The following documents must be submitted with your application:

- A completed Department of Revenue Form # DR8439 “Application for a Special Events Permit”. This form can be found as part of the Golden Special Event Application, or on the Colorado.gov website.
- A copy of Certificate of Corporation in Good Standing (non-profit) issued by the Secretary of State within the last two years **OR** if not incorporated, a non-profit charter, **OR** if a political candidate, attach copies of reports and statements that were filed with the Secretary of State of the State of Colorado.
- Event site plan sketch depicting the area of alcohol service, the bar, walls, partitions, ingress points, egress points and dimensions. If the event is outside, submit evidence of control of alcohol service perimeter, what type of barriers will be employed (fencing, rope, barricades) and plans for ensuring that underage participants are not served alcohol, how identification will be checked and how participants will be designated as of legal age, i.e. wristbands or hand stamps.
- A copy of the deed or lease or written permission from the owner for the use of the premises in the applicant’s name. If you are requesting the use of a city park or facility, this form will be issued by the City Clerk’s office at the time you submit a completed application.
- Fees: Submit \$25 for each day that you are requesting a Special Event Liquor Permit. For example, if you are serving alcohol for three days, submit a check for \$75. This check must be made out to the City of Golden, but separate from the total you are paying in application fees. Do not include this amount in the total fees that you will pay when you submit your application.

A checklist is included in the application for your convenience. Notices will be posted 10 days prior to your event for public feedback. In the event a protest is logged about your event, there will be a hearing before the Local Licensing Authority.

**Security for Events with Alcohol** – please see Event Security Application section on page 16 if you are serving alcohol, you may be required to provide professional security. Tier 1 and Tier 2 events serving alcohol to their attendees will need to undergo a review by the Golden Police Department to determine security requirements, based on the details of your event.

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

## ***SALES AND USE TAX AT YOUR EVENT (Forms #15, 16, 17 & 18)***

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*You will complete some of these forms if your event includes any vendors or service providers who are selling or giving away items at your event.*

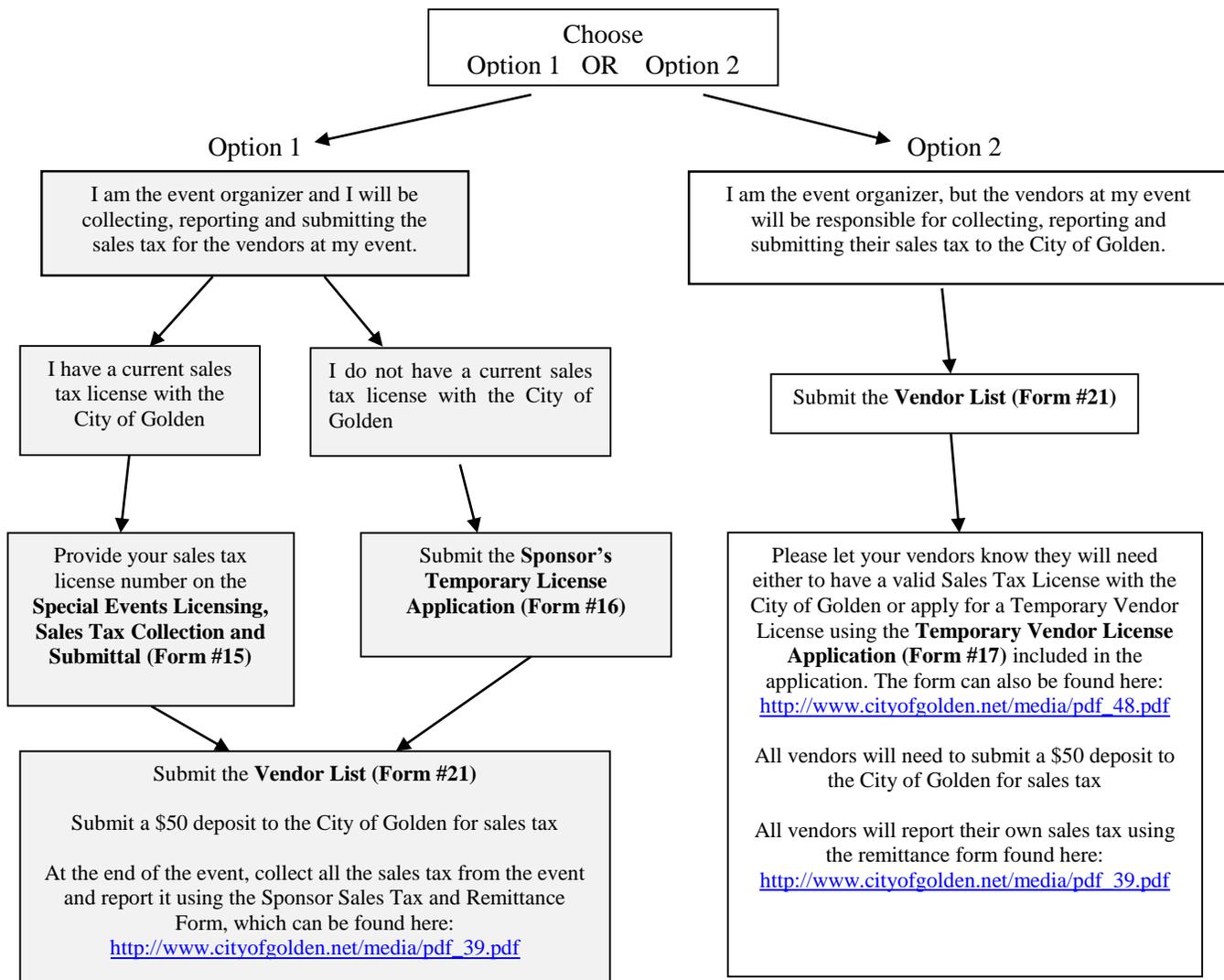
If you have invited vendors to your event, or you as the Event Organizer will be selling any goods or services, (this includes merchandise, food, beer, or services like chair massages or yoga classes), you will need to complete some combination of forms #15, 16, 17 and 18. There are a few different scenarios that will determine your next steps, **please read this section carefully.**

If you are the event organizer, there are two different ways you will handle the collection and reporting of sales tax at your event:

- either you will collect it yourself from all the different vendors and report and submit the sales tax to the City's finance department for the event,  
**OR**
- you will rely on the vendors at your event to collect, report and submit the sales tax themselves.

The procedure is different depending on which of these two routes you choose for your event. Please complete the **Special Events Licensing, Sales Tax Collection and Submittal (Form #15)**. This tells us how the sales tax from your event will be collected, reported and submitted.

After completing Form #15, use this convenient flow chart below to determine how to proceed:



If your event involves any vendors or organizations that are selling, or offering goods or services, you must submit a list of all vendors and organizations present at your event, ***no later than two weeks*** before your event. Submit this list to the **City of Golden Sales and Use Tax Office, 911 10<sup>th</sup> Street, Golden, CO 80401**. This list can also be submitted as part of your Special Events Permit Application.

All Event organizers If you need more information, please contact the City of Golden Finance Department at (303)384-8024 or visit the website at <http://www.cityofgolden.net/work/licensing-tax/sales-use-tax/>

END

## **SPECIAL EVENT APPLICATION CHECKLIST**

Congratulations! You made it through this lengthy application, and if you are still excited to put on your event – we’ve created this checklist of forms that need to be submitted.

ALL events need to submit:

- \_\_\_\_\_ **NOTICE OF INTENT TO CONDUCT A SPECIAL EVENT (Form #1)**
  - \_\_\_\_\_ **EVENT DETAILS AND SUMMARY (Form #2)**
  - \_\_\_\_\_ **SPECIAL EVENT RULES AND REGULATIONS (Form #3)**
  - \_\_\_\_\_ **CERTIFICATE OF INSURANCE**
  - \_\_\_\_\_ **FEES – Administrative Review Fee, Location Fee**
  - \_\_\_\_\_ **DAMAGE DEPOSIT AGREEMENT**
  - \_\_\_\_\_ **DAMAGE DEPOSIT FEE**
  - \_\_\_\_\_ **EVENT SITE PLAN**
- 

**In addition, your event may need to submit the following documents and forms:**

- \_\_\_\_\_ If you are a non-profit: **Proof of Non Profit Status**
- \_\_\_\_\_ If you are holding your event downtown: **DOWNTOWN MERCHANTS NOTIFICATION (Form #4)**
- \_\_\_\_\_ If you are requesting Street Closures:
  - \_\_\_\_\_ **STREET CLOSURE REQUEST (Form #5)**
  - \_\_\_\_\_ Street Closure Site Plan
  - \_\_\_\_\_ Professional Traffic Control Plan
  - \_\_\_\_\_ Street Closure Notification example
- \_\_\_\_\_ If your event uses a park or a trail:
  - \_\_\_\_\_ **PARKS AND TRAILS PERMIT (Form #6)**
  - \_\_\_\_\_ Event Site Plan
- \_\_\_\_\_ If you are a Tier 1 or Tier 2 Event:
  - \_\_\_\_\_ **GREEN EVENT REQUIREMENTS (Form #7)**
  - \_\_\_\_\_ Green Event Site Plan
  - \_\_\_\_\_ Rebate Offers require additional proof of compliance
- \_\_\_\_\_ If your event needs to provide additional sanitary facilities:
  - \_\_\_\_\_ **PORTABLE TOILET PLANNING CHART (Form #8)**
- \_\_\_\_\_ If your event includes a parade:
  - \_\_\_\_\_ **PARADE APPLICATION (Form #9)**
  - \_\_\_\_\_ Parade Staging Plan

\_\_\_\_\_ Parade Route Map

\_\_\_\_\_ If your event includes a run, race or ride:

\_\_\_\_\_ **RUN OR RACE APPLICATION (Form #10)**

\_\_\_\_\_ Route Map with location of marshals and staff

\_\_\_\_\_ If your event includes site built structures or additional power sources:

\_\_\_\_\_ **BUILDINGS, STRUCTURES OR POWER SOURCES (Form #11)**

\_\_\_\_\_ If your event is serving alcohol or in need of security:

\_\_\_\_\_ **EVENT SECURITY APPLICATION (FORM #12)**

\_\_\_\_\_ Event Site Plan with Alcohol boundaries

\_\_\_\_\_ Description of Security measures

\_\_\_\_\_ If your event uses temporary tents, food trucks, fireworks, water activities, or has special emergency needs:

\_\_\_\_\_ **PERMIT TO CREATE POTENTIALLY HAZARDOUS CONDITIONS (Form #13)**

\_\_\_\_\_ Site Plan with tent configuration and food truck locations

\_\_\_\_\_ Tent Vendor Permit for larger tents

\_\_\_\_\_ Emergency plans for events with potential medical or rescue needs

\_\_\_\_\_ If your event is serving or selling alcohol:

\_\_\_\_\_ **SPECIAL EVENT LIQUOR PERMIT APPLICATION (Form #14)**

\_\_\_\_\_ Certificate of Good Standing for Non Profits

\_\_\_\_\_ Letter of Permission from Property Owner

\_\_\_\_\_ Detailed site plan with boundaries

\_\_\_\_\_ Fee

\_\_\_\_\_ **APPLICATION FOR A SPECIAL EVENT LIQUOR PERMIT**

\_\_\_\_\_ **SPECIAL EVENT LIQUOR PERMIT CHECKLIST**

\_\_\_\_\_ If your event is inviting vendors, or has goods or services for sale:

\_\_\_\_\_ **SPECIAL EVENT LICENSING, SALES TAX COLLECTION AND SUBMITTAL (Form #15)**

\_\_\_\_\_ **SPONSOR'S TEMPORARY LICENSE APPLICATION (Form #16)**

\_\_\_\_\_ **TEMPORARY VENDOR LICENSE APPLICATION (Form #17)**

\_\_\_\_\_ **SPECIAL EVENT VENDOR LIST (Form #18)**