

# SPECIAL EVENT PERMIT – PUBLIC SPACES APPLICATION

## SECTION 1 – APPLICANT INFORMATION

### Event Organizer/Primary Point of Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Sponsoring Business/Organization/Individual:

Name(s): \_\_\_\_\_

Address(es): \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION 2 – GENERAL EVENT INFORMATION

Title of Event: \_\_\_\_\_

Location(s): \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time(s) from: \_\_\_\_\_ to \_\_\_\_\_

Set-up Date: \_\_\_\_\_ Time(s) from: \_\_\_\_\_ to \_\_\_\_\_

Clean-up Date: \_\_\_\_\_ Time(s) from: \_\_\_\_\_ to \_\_\_\_\_

General description of the event (300 words or less – attach additional sheets if necessary):

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

Estimated number of attendees/participants: \_\_\_\_\_ + Number of staff/volunteers: \_\_\_\_\_

**Total Estimated Attendance:** \_\_\_\_\_

Yes  No  Is there a fee to participate or will donations be requested?

Yes  No  Is this an annual event? Number of years held: \_\_\_\_\_

### Parking:

Number of parking spaces recommended (Total estimated attendance ÷ 3): \_\_\_\_\_

Describe your parking plan (attach agreements/permissions from any third parties): \_\_\_\_\_

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

**Restrooms:**

Event organizers are expected to provide enough restrooms for the attendees and are responsible to remove all waste from the site. This section will guide you through the logistics of providing sanitation.

**Using the table below, how many restrooms are recommended for your event bases on the *Total Estimated Attendance* noted on the previous page? \_\_\_\_\_**

**Please Note:**

- For parks with existing restrooms, one stall for every 100 attendees can be subtracted from the required number below. For example, if there will be 200 attendees for 2 hours at the park with one existing stall, only one additional portable toilet is needed.
- For specific information about the number of restrooms at the parks, please contact the Town Hall.
- A minimum of 10%, but not less than 1, of the units must be ADA accessible. If clusters of portable toilets are provided at various locations, at least one unit at each site (in each cluster) must be ADA accessible.

		<b>Length of Event (HOURS)</b>									
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Estimated Number of Attendees</b>	<b>100</b>	1	1	1	1	2	2	2	2	2	2
	<b>200</b>	2	2	2	2	3	3	3	3	3	3
	<b>300</b>	2	2	2	2	3	3	3	3	3	3
	<b>600</b>	2	4	4	5	6	7	9	9	10	12
	<b>1000</b>	4	6	8	8	9	9	11	12	13	13
	<b>2000</b>	5	6	9	12	14	16	18	20	23	25
	<b>3000</b>	6	9	12	16	20	24	26	30	34	38
	<b>4000</b>	8	13	16	22	25	30	35	40	45	50
	<b>5000</b>	12	15	20	25	31	38	44	50	56	63
	<b>6000</b>	12	15	23	30	38	45	53	60	68	75
	<b>7000</b>	12	18	26	35	44	53	61	70	79	88
<b>8000</b>	12	20	30	40	50	60	70	80	90	100	
<b>10000</b>	15	25	38	50	63	75	88	100	113	125	

**Please indicate how many port-o-lets you plan to provide at your event: \_\_\_\_\_**

Name of Vendor: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Town staff has the discretion to require you provide more or fewer than the number of restrooms identified by this chart based on the specifics of your event and other factors. The table above is a courtesy tool to help plan for your event.

## Trash & Recycling:

**The Town encourages ALL events to be zero waste.** The park waste receptacles are intended to accommodate average daily park usage. Event organizers are required to remove ALL waste from the event site. Large events may need to contract with a private company for waste removal services.

STEP 1: **Minimize your event waste from the start.** Food and drink, plates and cups, and bottles and cans, are the biggest contributors to the waste produced at special events. You can cut down on the amount of waste you need to handle at your event by producing fewer disposable items to your guests.

- ✓ Contact your food vendors and/or caterer and ask them to serve in recyclable items.
- ✓ For to-go food, ask vendors to skip the plastic bag.
- ✓ Request that condiments be served in bulk dispensers to cut down on small pieces of trash that are easily littered.
- ✓ Remind guests to bring their water bottles and travel mugs to your event. Post the suggestion on your website, social media, and in registration emails.

### Determine what kinds of waste you will have:

STEP 2:

Garbage	Recyclables	Compost

### Decide how many waste receptacles are needed.

STEP 3: The amount of trash and recycling produced depends on how many attended you have, and the disposable items provided. For many events, planning for **.1 gallons of trash and .1 gallons of recycling per guest gives a good ballpark estimate. If using paper plates and disposable cups, add another .5 gallons of trash and .1 gallons of recycling for each meal you anticipate will be served.** Adjust these estimates based on the items you plan to serve at your event.

Using the information above and your **Total Estimated Attendance**, how much waste will be generated?

Total estimated attendance \_\_\_\_\_ x .1 gallons = \_\_\_\_\_ gallons of waste  
Assuming you would have 25-gallon receptacles, how many of each receptacle will you need?

Trash \_\_\_\_\_ Recycling \_\_\_\_\_ Compost \_\_\_\_\_

How will you manage the trash and recycling for this event? (select option below)

**Self, Staff and/or Volunteers:**

How often do you plan to empty the bins? \_\_\_\_\_

At the end of the event, how and where will your waste be disposed? \_\_\_\_\_

**Contract a Waste Management Company:**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Signs & Markings:**

Will there be promotional or directional signs or markings at, or around, the event? Yes  No

Date of Placement: \_\_\_\_\_ Date of Removal: \_\_\_\_\_

1. Type of Sign/Marking: \_\_\_\_\_

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Material: \_\_\_\_\_ Location: \_\_\_\_\_

2. Type of Sign/Marking: \_\_\_\_\_

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Material: \_\_\_\_\_ Location: \_\_\_\_\_

3. Type of Sign/Marking: \_\_\_\_\_

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Material: \_\_\_\_\_ Location: \_\_\_\_\_

**Please note: Permanent signs or markings are NOT allowed on Town property.**

**Advertising:**

Will this event be marketed, promoted, or advertised? Yes  No

If yes, please attach a sample or copy of your marketing material(s).

**SECTION 3 – EVENT FEATURES & ELEMENTS**

**For all 'Yes' responses, submit the corresponding additional forms listed in parentheses to the right.**

**If your responses require you to complete Forms A, B and/or D, please also complete Form E.**

Have you reserved the park/park facility you plan on using? (attach reservation) Yes  No

Will any streets be closed, or will the flow of traffic be affected by the event? Yes  No  (Form A)

If 'yes', please attach your neighborhood notification letter.

Does your event include the use of canopies, tents, or stages? Yes  No  (Form B)

Will there be any amusement equipment? (climbing wall, bounce house, etc.) Yes  No  (Form B)

Will there be any hazardous materials? (propane, chemicals, etc.) Yes  No  (Form B)

Will there be any high-risk activities? (skydiving, balloon rides, fireworks, etc.) Yes  No  (Form B)

Will the event involve open burning? Yes  No  (Form B)

Will the event require electricity? (not all parks have electric available) Yes  No  (Form B)

Will amplified sound be used during the event? Yes  No  (Form C)

If 'yes', please attach your neighborhood notification letter.

Will there be food or merchandise vendors vending at this event? Yes  No  (Form C)

Will alcohol be sold or served at this event? Yes  No  (Form D)

## SECTION 4 - ACKNOWLEDGEMENTS

**Following are the rules, regulations, and expectations of Town of Ault permit holders for Special Events on public spaces. Please carefully review each item and initial each statement. Complete by signing at the bottom of the next page.**

\_\_\_\_ I have read and understand section 4.03 of the Ault Municipal Code pertaining to the type of permit for which I am applying.

\_\_\_\_ I understand that: I must respond in a timely manner to requests for additional information; I must distribute the neighborhood notices a minimum of seven (7) days prior to the event; and, I may be required to attend town board or additional planning meetings with town staff. Failure to do any of these things or to meet any other requirements set forth by Town staff may result in the delay of approval, denial of this application, or revocation of the issued permit.

\_\_\_\_ The services and activities by this event are those of an independent entity and not as an employee, officer, official, or agent of the Town, unless the event is town-sponsored.

\_\_\_\_ The responsible organization shall indemnify and hold harmless the Town, its officers, officials, and employees from and against any and all damage and loss to person or property and shall defend the Town 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 Town 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 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 or the State of Colorado.

\_\_\_\_ The responsible organization shall produce and maintain, at its own cost, liability insurance in the amount specified by the Town. 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, durations or obligations by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. A copy of the insurance policy shall be provided to the Town and approved by the Town as a condition of the event being approved. The Town of Ault must be listed as an additional insured on the policy.

\_\_\_\_ The responsible organization shall, upon conclusion of the event, return the site to its pre-event condition immediately. Any damages are the responsibility of the organization sponsoring the event.

\_\_\_\_ The Town reserves the right to stop any activity if the event or any of its components are deemed unsafe, to cause long-term damage to the area, or a hazard to the participants or the surrounding area. Additionally, the Town reserves the right to stop any activity that was not included on this application and has not been approved by Town Staff.

\_\_\_\_ The responsible organization shall collect and pay, or cause to be collected and paid, all applicable sales tax for the direct food, drinks, souvenirs, services and any other taxable item or activity sold at the special event by said organization. In addition, the event organizer is responsible for ensuring that all vendors obtain a Town of Ault Sales Tax License.

\_\_\_\_ The Town of Ault cannot guarantee availability of public property for special events. Public spaces may be occupied by other approved special events or be unavailable due to maintenance, construction, etc. Town Staff will strive to accommodate this event by working with organizers on selecting an alternate location.

\_\_\_\_\_ The Town of Ault cannot issue permits or approve activities on behalf of other jurisdictions, such as the County Health Department, Sheriff's Office, State Patrol, or Department of Transportation. It is the responsibility of the organization or event planned to secure necessary approval from other entities and to demonstrate said permission to the Town of Ault.

\_\_\_\_\_ Events with amplified sound must maintain reasonable noise levels not to exceed an average of 80 decibels at the perimeter of the event. Violations of noise levels may result in the event being stopped by Town Officials.

**I Acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name