

Special Event Permit – Public Spaces
Application Packet



Town of Ault, Colorado
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SPECIAL EVENT PERMIT – PUBLIC SPACES PLANNING CHECKLIST

Pre-planning

- Please carefully consider your event’s potential for impact on others and do your best to choose a location that minimizes negative impacts on neighbors and businesses.
- Think about everything from emergency responders’ access, to impacts on neighbors including noise and parking, to how a street closure might impact businesses in the area.
- Feel free to call us and discuss your plans prior to reserving a location or submitting an application! We are happy to guide you in selecting the most appropriate location for your particular event.
- For reoccurring events in the same calendar year, please only complete one application. You will designate multiple event dates in the application.
- The sooner you make your reservation for a location and submit a complete Special Event Permit application including all required supplemental documents, the sooner we can process it and issue a Special Event Permit.

Getting Started: What do you need to know

Do I need to fill out the Special Event Permit – Public Spaces Application?

- Will you be charging a fee for participants or will donations be collected from participants?
- Will you be selling OR serving alcohol at the event?
- Will you be selling OR serving food at the event?
- Will there be amplified sound?
- Will you be selling on public property?
- Is the event being organized for the financial benefit of an organization?
- Will you need to close street(s)?
- ***If you answered ‘yes’ to any of these questions and your event will take place on public property, you will need to complete this Special Events Permit application form!***

When do I need to submit my application?

A minimum of 45 days prior to the event. Larger events or events with special requirements may take much longer to process and should be submitted substantially in advance of the event.

Please ensure your application is complete. Do not leave any questions blank or unanswered. Incomplete applications will be returned to the applicant.

How much does it typically cost?

Special events typically incur the following expenses:

- **Special Event Permit Application Fee: \$50** – A non-refundable application fee of \$50 will be required for all events.
- **Special Event Alcohol Permit Fee: \$25** – There is a non-refundable fee of \$25 if your special event will include alcohol on a public place.
- **Amplified Sounds Permit: \$25** – Non-refundable fee associated with the use of amplified sound for your event. Approval required.
- **Electricity Use Fee: \$25 per day** – Non-refundable fee for use of electricity in the course of your event. Approval required.
- **Sanitation costs** including trash/recycling services are the responsibility of the event planner and may be required as part of this application approval.
- **Costs for creation and implementation of a Traffic Control Plan** if streets are being closed or traffic impeded including barricade rental, public works assistance, and extra duty police.
- **Costs associated with obtaining liability insurance.** Insurance fees vary and are required for events on public property. Event planners are responsible for obtaining insurance coverage for the event.
- **Costs for extra duty police officers** – if required (alcohol sales, traffic control, etc.)
- Each event is unique. The specific requirements of your event may require other permits and/or fees that are not listed here. Larger events (those with 1,000 or more people) may require additional processing fees, deposits, and forms. These will be addressed on a case by case basis.

What can I expect after I submit my application?

The Ault Police Department is the main point of contact for Special Event – Public Spaces permits. You may be contacted as your application moves through the review process to discuss any questions, deficiencies or challenges, should they arise. You may be required to attend and address the Town Board of Trustees in a meeting should the application inclusions require special approval by the board. Once your permit has been approved, you will be contacted and may pick-up your permit.

REQUIRED DOCUMENTS CHECKLIST

The following documents are required for ALL events:

- Special Event Permit – Public Spaces Application (Sections 1-4)** completed and signed.
- Special Event Rules & Regulations Acknowledgements (Section 4)** initials required.
- Emergency Services Plan and Police Security (Form E)**
- Certificate of Insurance**
 - ✓ Combined single limit of \$1,000,000 (One Million Dollars)
 - ✓ Must name: Town of Ault, its officers, agents, and employees and additional insureds
 - ✓ Certificate Holder must read: Town of Ault, 201 1st Street, Ault, CO 80610
 - ✓ If serving alcohol, must include Liquor Liability
- Appropriate Sales Tax Certificates**
 - ✓ Sales Tax collection shall comply with Ault Municipal Code and State of Colorado Regulations.
- Fees (non-refundable)**
 - ✓ \$50 for Special Event Permit – Public Spaces Application Fee
 - ✓ \$25 for Special Event Alcohol Permit Fee, if applicable
 - ✓ Additional fees discussed during review will need to be submitted prior to the issuance of the Special Event Permit.
- Site Plan/Layout, and course maps when applicable:** Please attach a DETAILED layout of the special event that includes: ***Google Maps/Earth works great for this***
 - ✓ An outline of the entire event venue including street names. If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
 - ✓ Identification of all event components including stages, platforms, bleachers, canopies, tents, portable toilets, booths, beer gardens, location and storage of alcohol, cooking areas, trash containers and dumpsters, vendors, and temporary structures. Include generator locations and/or sources of electricity.
 - ✓ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. Remember to provide for a minimum of twenty (20') emergency access lanes throughout the event venue.
 - ✓ The location of first aid facilities and ambulances (if applicable)
 - ✓ Security checkpoints (if applicable)
 - ✓ The location of signs (if applicable)
 - ✓ Placement or location of vehicles and/or trailers.
 - ✓ Entry and exit locations.

These additional documents are required if your event includes road closures, amplified sound, alcohol sales or service, or other activities that impact the neighbors in the area:

Neighborhood Notice (all events with road closures and amplified sound require a neighborhood notice – other events may also be required to provide one at the Town’s discretion): Event organizers must distribute a neighborhood notice 7 to 10 days in advance to the event to neighboring residents and businesses about the event using bright colored paper. The one page notice must include: date, time, and location of the event, contact information for the event organizer, contact information for emergencies the day of the event, and a general description of the event. A sample notice is provided in this packet. You will be advised as to specifically which neighbors must be notified.

Property Use Permission/Agreement (if a portion of the property used for your event is NOT Town owned): If your event includes the use of facilities or property that belongs to another individual, entity, municipality, county, or business, please attach a copy of your permission letter or agreement for said use (i.e. parking).

Traffic Control Plan (if closing streets): Event organizers must submit a traffic control plan for closures of Town streets. This plan shall indicate barricade locations, sign locations, detour routes, and traffic control individuals’ locations. Closures of Highway 14 and Highway 85 are not permitted by the Town.

NOTIFICATION OF SPECIAL EVENT IN YOUR NEIGHBORHOOD

WHAT: [Name of Special Event]
WHERE: [Location of Special Event]
DATE(S): [Date(s) of Special Event]
TIME(S): [Time(s) of Special Event]
WHO: [Organization Name]
CONTACT: The on-site contact during this event is:
Name: [Name] **Cellular Number:** [###-###-####]

On **[date]**, our **[organization/family name]** will be producing a special event at the **[location]** within your neighborhood. We are thrilled to be guests in your neighborhood and it's important to us that we are communicating clearly with you, the neighbors.

EVENT DESCRIPTION:

- Event hours are from **[start hour]** to **[end hour]** on **[date(s)]**.
- Setting up will begin at **[hour]** on **[date]**, and the event will end and cleanup will begin at **[hour]** on **[date]**.
- We will leave your neighborhood as we found it: litter and recycling will be handled by **[name of contractor or person(s)]**.
- During the event hours, we expect between **[low #]** and **[high #]** attendees.
- Streets **[will or will not]** be closed, and parking access at the event location may be limited between the hours of **[time]** and **[time]** on **[date]**.
- There **[will or will not]** be alcohol at this event.
- We will have amplified sound during the hours of **[time]** and **[time]** on **[date]**.
 - **[Describe the amplified sound type: music, public address, pre-recorded or live music, outdoors or indoors?]**
 - The amplified sound will be located at **[location]**.

We are working closely with the Town of Ault's Special Events – Public Spaces review team to minimize the impacts of the event. Our goal is to create an enjoyable and positive experience in your neighborhood.

If you or any of the surrounding residents and businesses have questions or comments about the impacts of this event, please contact **[me or us]** at:

[Contact Name]
[Contact Email Address]
[Contact Phone #]