

Town of Silver Plume Temporary Use Permit Application **(Special Event Permit)**

710 Main St. PO Drawer F
Silver Plume, Colorado 80476
(303) 569-2363
Email: clerk@silverplumetown.com

A Temporary Use Permit is required for any organized activity involving the use of, **or** having impact upon, the **public property, public facilities, parks, sidewalks, paths, trails, streets or other public areas** or the **temporary use of private property in a manner that varies from its current land use**, that lies within the boundaries of the Town of Silver Plume. This application does **not** apply to, nor will it be reviewed by any state or federal entity; this is the applicant's responsibility.

Impact is defined as: ***Any closure, impedance, damage, destruction, abnormal wear and tear, interference or use of any public facility, property, roadway, trail, structure, ingress, egress, or business function that causes extraordinary or unusual expense or deters or detracts from other duties for any governmental agency within the Town of Silver Plume, Colorado.***

All Event Permit applications are handled through the Town Clerk. After the applicant completes the application and attaches any required documents, it is to be returned to the Town Clerk.

Reasons that your application may be denied are:

- **Agencies may not have the resources to dedicate to your event,**
- **Your event may be deemed as too intrusive to the community,**
- **Your event may be deemed as inappropriate for the community or**
- **Your event may be deemed to be too destructive to the community.**
- **Other reasons may be expressed in the denial.**

Acceptance of your application should in no way be construed as final approval or confirmation of your request. You will be notified if your event requires any additional information, permits, licenses or certificates. During the initial application screening process, you will be given time to provide us with all pending documents (e.g., certificate of insurance, secondary permits, etc.). All documentation must be received before a Special Event Permit is issued.

Information from your permit application is considered public information and may be used in developing the calendar of community events or reviewed by the public under the Open Records Act. Issuance of a Special Events Permit **does not create any liability** for the issuing entities outside of their normal responsibilities under Colorado Revised Statutes. **It does not create a contractual agreement** with you and the issuing entities to perform any duty, responsibility or to perform any function other than what is provided for under the permit.

The applicant will not have any fees returned after the permit has been issued due to weather, lack of participation or any other reason.

The applicant is responsible to ensure appropriate porta-potties, trash receptacles, arrange for Fire, ambulance, or law enforcement to manage their event as needed. If the event is deemed by local officials that these needs have not been met and additional resources are called in, the event will pay for those costs.

CHECKLIST FOR: Temporary Use Permit (Event)

- Completed Application

- Site Maps – These maps should relay the following information and illustrate the following items:
 - Roadways, sidewalks, and walkways indicating event participant/automobile flow
 - Parking for participants, staff/volunteers
 - Location and numbers of:
 - Food and beverage vendors
 - Sanitation facilities
 - Trash receptacles
 - Electrical hookups and generator locations

- Event Operation / Management Plan – this plan will be subject to approval by Road & Bridge, Fire Authority and Town Planning Departments. This plan should contain the following:
 - Traffic Control Plan
 - Parking Plan
 - Emergency Services Plan
 - Communications Plan
 - Trash Control and Removal Plan
 - Sanitation Plan

Additional items which MAY be required for permit approval:

- Insurance Certificate: Must name Town of Silver Plume as an additional insured on the applicant's insurance policy; must be specific to the event; must cover the following:
 - 1) property damage in the amount of \$50,000; and 2) death and injury to one individual in the amount of \$200,000; and 3) death and injury to more than one individual in the amount of \$600,000. This certificate must be provided a minimum of ten (10) days prior to the event.

- Performance Guarantee: the amount will be based on the number of event participants (capped at \$1,000) and is fully refundable post-event; must be provided a minimum of ten (10) days prior to the event.

- Even Permit Fee

- Any additional fees required by other permitting agencies (e.g., EMS, Fire, etc.)

APPLICATION

Event Title: _____

Description: (Describe what your event is about, who and what will be involved, how it will work and any special information that you feel is important to help us understand the details of the event)

Set up Date _____ Time _____ Day of Week _____

Event Starts Date _____ Time _____ Day of Week _____

Event Ends Date _____ Time _____ Day of Week _____

Dismantle Date _____ Time _____ Day of Week _____

Location(s) requested: _____

Anticipated Attendance Total _____ Per Day _____

(not including participants)

Anticipated Participants Total _____ Per Day _____ Total: _____

Anticipated # of vehicles Total: _____

CONTACTS

Host Organization _____

Chief Officer of Host Organization _____

Applicant (Contact) Name _____

Address _____ City _____ State _____ Zip _____

Telephone Number(s) _____ E-Mail Address: _____

If your event will impact city services, please give description:

If your event involves alcohol, weapons, pyrotechnics, loud noise of any kind or any unusual activity please describe:

Does your event require ADDITIONAL PARKING? Please indicate in the box below. If you have comments related to this section, please indicate in the space below.

YES NO

Does your event require TRAFFIC FLOW MITIGATION? Please indicate in the box below. If you have comments related to this section, please indicate in the space below.
YES NO

Please Provide an Event Map that includes the following information.

If the item does not apply, please write N/A in the box.

- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
 - Provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
 - Location of all stages, platforms, canopies, tents, portable toilets, cooking areas, trash containers and dumpsters, and other temporary structures.
 - Generator locations and/or source of electricity.
 - Placement of vehicles and/or trailers.
 - Other related event components not listed above. _____
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CERTIFICATION:

I/we certify that the information contained in the foregoing application is true and correct to the best of my/our knowledge and belief that I/we have read, understand and agree to abide by the requirements, rules and regulations governing the proposed Special Event Permit under the Town of Silver Plume. I/we agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event, I/we agree to pay all fees, taxes and the Town shall not be liable for the payment of such taxes. I/we agree to abide by the requirements of the Special Events Permit, and further certify that I/we, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible, in conjunction with the Host Organization, for any costs and fees that may be incurred by or on behalf of the Event to the Town of Silver Plume.

Print Name Host Organization _____

Print Name of Authorized Agent _____

Title _____

Signature _____

Date _____

Approved by: _____

If required, an original Certificate of Insurance must be received by the Town of Silver Plume prior to the approval and issuance of your Special Event Permit.

The applicant will need commercial general liability insurance that names as Additional Insured, the “Town of Silver Plume its officers, employees, and agents” and any other public entities impacted by your event to which this permit applies. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

Name of Insurance Agency _____
Address _____ City _____ State _____ Zip _____
Telephone Number _____ Email _____
Contact Name _____
Policy Type _____
Policy Amount _____ Policy Number _____

APPROVAL/DENIAL

(Copy to be given to applicant along with the application, and filed with documentation)

REQUEST HAS BEEN:

Event approved: _____ **Event Denied:** _____
Date

INSURANCE REQUIRED? YES NO

(Attach Certificate of Insurance to file copy)

Special Events Permit Requirements:

Approval Granted by: _____

Date: _____

FOR OFFICIAL USE ONLY: SIGN OFF REQUIRED FROM ALL CHECKED BOXES

**CAN BE EMAIL DIRECTED TO PLANNING OFFICAL BY DEPARTMENT HEAD*

DEPARTMENT INPUT (to be attached to the permit file copy):

Town of Silver Plume (Board of Trustees): CONDITIONS / RESTRICTIONS/ COMMENTS

SIGNATURE _____ DATE _____

Public Works Dept.: CONDITIONS / RESTRICTIONS/ COMMENTS

SIGNATURE _____ DATE _____

Fire Department: CONDITIONS / RESTRICTIONS/ COMMENTS

SIGNATURE _____ DATE _____

PFSP (Big/Small Town Hall / Museum / Church): CONDITIONS / RESTRICTIONS/ COMMENTS

SIGNATURE _____ DATE _____

To be filled out by the respective departments, if applicable: total costs to the city in labor hours and/or dollars.

Public Works Dept.: _____ labor hrs; at \$ _____ per hr plus \$ _____ in fuel & supplies for a total \$ _____

Fire Dept.: _____ labor hrs; at \$ _____ per hr plus \$ _____ in fuel & supplies for a total \$ _____

Total Labor: _____ Total Fuel & Supplies: _____