



City of Boulder

2018 Special Events Guide



WELCOME

The City of Boulder is proud to host a variety of Special Events that contribute to the individual, social, economic and environmental health and well-being of our community. This guide is intended to help you navigate the special event permitting process and provide tips that will facilitate your special event planning. Please read this guide prior to completing and submitting a special event application request.

If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, please feel free to contact us before you complete your event plans. Whether you are wondering about the availability of a venue or seeking technical assistance, a preliminary conversation with city staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

For general questions related to events, please contact specialevents@bouldercolorado.gov, or you may contact city staff listed below for questions related to specific venues:

CITY PARKS	Justin Greenstein	(303) 413-7222	greensteinj@bouldercolorado.gov
CITY STREETS	Lane Landrith	(303) 413-7316	landrithl@bouldercolorado.gov
CITY-WIDE EVENTS	Mike Eubank	(303) 413-7226	eubankm@bouldercolorado.gov
BOULDER RESERVOIR	Stacy Cole	(303) 441-3469	coles@bouldercolorado.gov
MULT-USE PATHS	Justin Greenstein	(303) 413-7222	greensteinj@bouldercolorado.gov
PEARL STREET MALL	Lane Landrith	(303) 413-7316	landrithl@bouldercolorado.gov
VALMONT CITY PARK	Skyler Beck	(303) 413-7219	becks@bouldercolorado.gov
MULTIPLE City, CU, County, State VENUES	Mike Eubank	(303) 413-7226	eubankm@bouldercolorado.gov

After you have developed the details for your special event, submit your Special Event Application with any supporting documents, including all requirements defined in this guide. Once you have submitted your application, a city representative will contact you and serve as your primary point of contact for processing and issuing your permit. This person will review your permit application and notify you if your application is complete and if your event requires any additional documentation, permits, licenses or a logistics meeting with staff or the special event review team. Receipt of your application by the City of Boulder is NOT a guarantee of the date or venue nor an implied approval of your event.

WHEN IS A SPECIAL EVENT APPLICATION AND PERMIT REQUIRED?

A Special Event Permit is required for all public activities conducted on public property that meet any of the following criteria:

- When the expected number of participants and spectators totals 50 or more people; and/or
- When using tents, structures and/or sound amplification; and/or
- When providing, selling or distributing alcohol and/or food to the public; and/or
- When using city streets and impacting vehicle, bike and bus traffic, or public right of ways.

See Appendix G for a complete list of City of Boulder Permits, Rental and Advocacy Reservations. Advocacy activities do not require a special event permit and are addressed in Appendix G.

SPECIAL EVENT APPLICATION TIMELINE

If your planned activity meets the special event definition above, you must submit a completed Special Event Application at least 120 days, but no more than 364 days prior to the proposed event date. Applications are accepted on a first-come, first-served basis. Incomplete applications will not be accepted and will delay processing, which could affect the availability of your preferred event date or location.

364 - 120 days prior to event start date

- New and Renewal Applications must be submitted to confirm event proposals, venues and dates.
- All applicants must submit any required deposits or fees to confirm event date holds.

NOTE: The initial application must include a clear event concept with all proposed activities, venues, dates, and fees to be accepted. Late submissions may be subject to denial, penalty fees, denial of future special event permit applications or the requirement of a cash deposit or surety bond.

119 - 60 days prior to event start date

Accepted applications must submit all proposed event documentation as required in this Special Event Guide.

- site maps
- route maps
- alcohol plans
- vendor details
- food vendor/food truck details
- use of amplified sound
- power and/or water requests
- portable toilet and wash station details
- structure/inflatable details
- tenting/awning details
- generator/wiring details
- parking plans
- street closure and traffic control plans (including street closure petition for new events)
- event notification plans
- event signage plans
- medical plans
- zero waste plans

NOTE: All proposed event documentation must be review by the City of Boulder Special Event Review Team based on size, scope and impact of the proposed event activities to receive a confirmation to proceed.

59 - 30 days prior to event start

- Applicants must submit all supplemental applications for permits, if applicable, including but not limited to Alcohol and Building Code (Tents and Generators)
- Applicants must submit all supplemental agreements and required fees for city services, if applicable, including but not limited to Police, Fire and Parking Services.
- Applicants requesting street closures and/or use of public right of ways requiring a Traffic Control Plan must have city approval of these plans to proceed.
- If any vendors do not have a current [City of Boulder Sales and Use Tax License](#), it must be obtained prior to the event. Please allow 4 – 6 weeks for processing and mailing.

29 - 14 days prior to event start

- Applicants must provide a Certificate of Insurance dated no more than 29 days before event start.
- Applicants must provide a list of all vendors onsite, if applicable.
- Applicants must provide the portable toilet vendor, drop-off and load-out schedule, if applicable.
- Applicants must provide a list of all food vendors onsite, if applicable.
- Applicants must provide the application receipt for any approved tents, structures and generators from City of Boulder Planning and Development Services, if applicable.
- Applicants must provide a signed agreement and proof of payment for any fees for any police, fire, parking or city services, if applicable.

The applicant is responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event (e.g. Special Event Liquor Permit, Boulder County Food Permits, Boulder County, State of Colorado, etc.). In some cases, written confirmation for the approved use of public property must be obtained to complete supplemental applications and/or agreements. Example: An Alcohol Permission Letter from the City Venue must be submitted with the Alcohol Special Event Application.

SPECIAL EVENT REVIEW PROCESS

The Special Event Review Process is facilitated by the Special Event Review Team, composed of representatives from various city departments that may be affected by or have regulatory authority related to your event request. This type of review provides a coordinated approach to the application review, consent and on-site management of your proposed event. The review process begins when you submit your application. Receipt of your application or the initiation of the review process does not deem your application to be complete, nor should submission of an application be construed as final approval of your request.

Throughout the review process, you may be asked to clarify your application by providing additional information or documents, as requested by your city point of contact or member of the Review Team. At the sole discretion of the City of Boulder, you may be authorized to submit written amendments to your initial application due to unique activities or circumstances related to the event. Amendments to your application must be submitted to the Review Team within the requested timeline. Delays in providing the required information may affect the ability to finish reviewing your application in a timely manner or result in the determination that your application is incomplete and cannot be reviewed and/or result in added late fees.

FINAL PERMIT

After the Special Event Team has completed their review and recommendations, and the applicant has completed and/or provided all requirements, service contracts and fees, a Special Event Permit may be issued. The final permit issued by the City of Boulder is valid only for the venue area(s) and event activities, including set-up and dismantle dates and times, as depicted on the approved site map and as described in the approved Special Event Application.

The City of Boulder may place conditions on, requirements for, or not approve all venue areas and/or activities requested in the application. Failure to comply with the terms and conditions of the permit, additional requirements of the City of Boulder, or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, penalty fees, denial of future special event permit applications or the requirement of a cash deposit or surety bond.

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- A. Boulder Reservoir
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Additional Permits and Contact Information:

- G. Advocacy Reservations, and Permits for Film & Photography, Park Facilities and Open Space

ACCESSIBILITY

As an event organizer, you are required to comply with all Federal, State, County and City Americans with Disability Act (ADA) laws applicable to your event. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc. Compliance with the Americans with Disabilities Act and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

ADVERTISING

Please ensure that your Special Event Application has been approved by the City before you promote, market or advertise your event. Acceptance of your Special Event Application by the City is neither a guarantee of the date or location, nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the City will issue a Special Event Permit. Event organizers advertising an event or collecting registration fees prior to the issuance of an approved permit do so at their own risk and cost.

ALCOHOL

When proposing the sale and/or distribution of Alcohol at your event, the following event documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- Provide a separate site map with dimensions for all proposed areas with alcohol including the location of the main bar/alcohol service areas, any fencing, entry/exits, zero waste, portable toilets, tents, vendors, food service, staffing/marshals and signage
- Provide a completed [City of Boulder Alcohol Supplemental Questions for Special Events](#)

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event, such as completing the **Special Event Liquor Permit** Requirements.

Pursuant to State Liquor Code and the City of Boulder, anyone selling and/or serving alcohol where members of the general public have access are required to obtain a **Special Event Liquor Permit**. Non-Profit organizations are the only entities that qualify as an applicant. Each applicant is limited to fifteen (15) event days per calendar year for special event permits.

A complete [City and State Liquor Application](#) must be submitted at least thirty (30) days prior to the event, there are no exceptions per state code and local rules. Special Event Liquor Applications are only accepted at a scheduled intake appointment and may not be dropped off or mailed in. Please call (303)-441-4192 for your appointment at least 3-4 days in advance after receiving your alcohol permission letter, approved site map and completing the application.

Special Event Liquor Application and Permit fees are as follows:

- Application Fee, 250 people or less: \$50
- Application Fee, 250 people or more: \$100

The following rules apply:

- Alcohol service and seating areas must be completely fenced with all exits and entrances staffed by marshals during the entire alcohol serving period;
- Each entrance and exit must be staffed with two marshals wearing brightly colored vests and who are at least 18 years of age and not themselves consuming alcohol;
- Fence height and the use of off-duty police officers will be determined on case by case basis with event size, scope and history taken into account;
- Alcohol servers must be TIPS (Training for Intervention Procedures) certified;
- All alcohol must be consumed within the designated and approved alcohol premises.

NOTE: All vendors providing sales and services at your event must have a City of Boulder Sales and Use Tax License. Vendors without this license must file this form prior to attending the event. Please allow 4 to 6 weeks to process and mail your license.

For events with alcohol permits, an appointment must be made with Licensing staff for a premises inspection to occur no less than 2 hours prior to the service of alcohol on the first day of the event for any event with an anticipated attendance 5,000 or more, if it is a first-time event regardless of attendance size, or if prior enforcement history warrants inspection.

For more information, please contact the City of Boulder Licensing division at (303) 441-4192 after receiving your alcohol permission letter, approved site map and completing the application. Special Event Liquor License instructions can be found here: <https://bouldercolorado.gov/tax-license/special-event-liquor-license-instructions>

See attached Venue Regulations (Appendix A – E) for additional information about having liquor at an event.

AMPLIFIED SOUND

When proposing the use of Amplified Sound at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- Provide a complete description for the use of amplified sound (music, announcements, play-by-play) including specific start /end times and the onsite responsible party with mobile/text number;
- A site map with the location of amplified sound, speakers and direction the sound will travel.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, authorizations and/or exemptions required by other agencies with jurisdiction for any element of the event.

The amplified sound associated with outdoor activities shall commence not earlier than 7:00 a.m. and shall be terminated no later than 11:00 p.m. Some venues have reduced hours in which amplified sound is permissible (see Appendix A – E for Venue Specific Regulations). This is based on the location of the venue and type of operation.

All Events with Amplified Sound must remain in compliance with Boulder Revised Code 5-9-3 during the entire event. Sound limits are set forth in the table below. The event organizers and/or responsible party must monitor amplified sound noise levels throughout the event to ensure compliance. Events not in compliance are subject to citations, fines and/or future permit denials.

City of Boulder – Noise Decibels Limits as per [Boulder Revised Code 5-9-3](#)

<i>Zoning District of the Property on which the Sound Is Received</i>	<i>Maximum Number of Decibels Permitted from 7 a.m. until 11 p.m. of the Same Day</i>	<i>Maximum Number of Decibels Permitted from 11 p.m. until 7 a.m. of the Following Day</i>
Residential	55 dBA	50 dBA
Mixed use and other	65 dBA	60 dBA
Industrial	80 dBA	75 dBA

See attached Venue Specific Regulations (Appendix A – E)

BANNERS AND PROMOTIONAL SIGNS

When proposing the use of Banners and/or Promotional Signage at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- Provide a complete size, installation and location description for any banners/signage in, near or facing the public right of ways.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, authorizations and/or exemptions required by other agencies with jurisdiction for any element of the event.

Temporary signs can be the most colorful and cost-effective way of promoting your special event. Banners and signs may be placed on public property to promote your event with prior approval in writing. All banners and event signs must be reviewed and approved according to Boulder Revised Code 8-6-11 and 9-9-21. The following rules apply:

- Sign design and placement locations must be approved by the City of Boulder;
- Only one sign per street frontage will be permitted;
- Sign must be set back ten feet from any property line adjacent to a street;

- Signs may be posted no more than 10 days before an event and must be removed immediately after the event (within 24 hours);
- The maximum banner or free-standing sign size is 50 square feet;
- Maximum height for banners or free-standing signs is 7 feet;
- Banners must be firmly attached on at least all four corners;
- Signs may not be placed in the public right of way (medians and street intersections);
- Traffic Control Devices and supports shall not have any message not related to traffic control.
- Event will not paint, chalk, mark or deface any public property, park, pathway, or street.

For more information please contact the City of Boulder, Zoning Enforcement Office at (303) 441-3239.

NOTE: Banner and Signage post-event removal must include all tape, zip-ties and attachment devices to avoid additional charges.

See attached Venue Specific Regulations (Appendix A – E)

DEPOSIT

Applicants may be required to pay a security deposit to cover the cost of cleanup or damage incurred because of an event. Refunded deposits may be issued following the event after all required fees are paid in full and any after-action review is complete (as needed).

See attached Venue Specific Regulations (Appendix A – E)

ELECTRICITY

NOTE: Access to Electrical Outlets are not available in all public venues.

When proposing the use of onsite Electricity at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- For any onsite electrical outlets requested, provide the date, time and location for any proposed use of any electrical outlets currently on public property.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, authorizations and/or exemptions required by other agencies with jurisdiction for any element of the event.

All extension cords must be properly grounded, secured and covered to avoid creating a trip hazard.

Also see “Generators”

See attached Venue Specific Regulations (Appendix A – E)

FEES

Once the event application is approved and permitted, the applicant will be legally responsible and financially liable to City of Boulder for all fees and costs associated with the overall organization, management, and implementation of the event and related activities. Fees vary based on event location.

See attached Venue Specific Regulations (Appendix A – E)

FENCING

When proposing the addition of fencing at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- On the event site map, provide the location and dimensions for all proposed fencing, entry/exits, staffing/marshals and any directional signage

Note: The applicant and any proposed vendors are responsible for obtaining any additional permits, contracting any required services, authorizations and/or exemptions required by other agencies with jurisdiction for any element of the event.

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing.

- Occupancy: The Fire Department will set occupancy load if expected attendance is over 50.
- Number of exits: The number of exits shall be in addition to the main entrance. Three exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four exits shall be provided when the site accommodates more than 3,000 persons.
- Exit spacing: Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width: Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit staffing: Each exit shall have a marshal assigned to it. The event promoter shall provide a gate assignment roster upon request.
- Exit sign/marketing: Each emergency exit shall have a white background with contrasting red letters. Exit signs shall measure 18 x 24 inches. Sign lettering shall measure 12 inches in height. Signs shall be placed at the top center of the exit panel.

For more information on fence requirements, please contact the Boulder Fire Department at (303) 413-3348.

See attached Venue Specific Regulations (Appendix A – E)

FOOD VENDORS / MOBILE FOOD VEHICLES

When proposing the use of food vendors and/or mobile food trucks at your event, the following event documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- Provide the total number of food vendors and/or mobile food trucks and indicate the locations on the site map for all licensed food trucks and vendors.

Due at least 14 days in advance of event start date:

- Provide a list of all mobile food trucks onsite (these trucks must have a valid City of Boulder business license and [Mobile Food Vehicle License](#)).
- Provide a list of all food vendors onsite (all food vendors must have a valid [City of Boulder Sales and Use Tax License](#)).

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, authorizations and/or exemptions required by other agencies with jurisdiction for any element of the event.

Both **Event Coordinators** and all **Food Vendors, including Mobil Food Vehicles**, participating in a temporary event must also fill out a Boulder County “Temporary Event” application at least 10 days prior to the event. Event packets are available at Boulder County Public Health, 3450 Broadway, Boulder or the web site at <http://bouldercountyfood.org>. Please call 303-441-1564 for additional information.

Food Vendors and Mobile Food Vehicles must have a [Zero Waste Vendor Agreement](#). Everything given out by vendors, including serviceware, must be recyclable or compostable. Vendors are prohibited from serving any materials that go to the landfill. It is the responsibility of the Event Coordinator to ensure that all vendors are in compliance with this rule and to obtain a signed vendor agreement from every vendor. You can find the form [here](#). Vendors must retain a copy of agreement and have it on site during the event.

Food Vendor: A Food Vendor is considered to be a vendor set up with a table and awning style service. Food vendors for temporary events are required to obtain a Colorado Retail Food License as a mobile vendor or a temporary event vendor. These licenses can be obtained through the Boulder County Public Health Department (BCPH). All vendors must obtain a City of Boulder Sales and Use Tax License. Vendors without a valid license may fill out this [form](#). Please allow 4 to 6 weeks to process and mail your license.

Mobile Food Vehicles (MFV): MFV operating within the City of Boulder are required to have a City of Boulder Mobile Food Vehicle License; a city business license and a Fire Permit from Boulder Fire Rescue. Please view the [City’s Mobile Food Vehicle webpage](#) or call 303-441-4192 for details. The Event Organizer may review the MFV issued licensed list for city-approved trucks that hold the necessary approvals on this website and the list is titled "Currently Licensed MFVs."

NOTE: All vendors requiring the use of generators shall be limited to a maximum of 5 spare gallons of fuel (gasoline/diesel) for refueling purposes, per vendor. All approved safety fuel cans shall be stored in one single geographical area provided by the event organizer and shall be at a minimum of 10 feet from any generator, structure or source of ignition. The storage area shall be enclosed by fencing and labeled with signage stating “Gasoline” and “No Smoking.” The storage area shall be identified on the site map with its specific dimensions. Observing safety practices and environmental awareness, secondary catch container(s) provided by the event organizer and approved by the Fire Department shall be required to house all safety fuel cans. All safety fuel cans shall be removed from the site daily, at the closing of each event.

The Fire Department reserves the right to evaluate food preparation safety issues on a case-by-case basis, and to require necessary adjustments in the interest of public safety. Representatives may be present during the set-up period prior to the event and will make occasional tours of food preparation. The

following guidelines were established to create a safe environment for food vendors and the public during outdoor events in the City of Boulder:

- All tents and canopies must be constructed of flame retardant material and be properly anchored to prevent collapse under inclement weather conditions;
- Vendors must maintain at least three (3) feet of vertical and horizontal clearance from open flames and/or cooking grills to combustible materials (especially the canopy itself) at all times;
- Portable LPG (propane) tanks must be located at least ten (10) feet from the tent or canopy and be secured in an upright position to prevent tipping over. Tanks must also be stored in an area inaccessible to the public to prevent tampering or accidental contact with tanks, piping, hoses etc.;
- Non-commercial charcoal grills (especially kettle type grills) must be well stabilized, of suitable construction and be located or shielded in a manner to prevent the device from being blown or tipped over and to preclude accidental contact by the public;
- Cooking and/or heating equipment must not be located within 10 feet of required exits or decorative materials;
- Each food vendor using heat-producing cooking equipment must provide an ABC-type portable fire extinguisher with a minimum 40-B rating. A “K-class” extinguisher is acceptable;
- Cooking equipment, including charcoal or gas grills, open flame burners and other heat-producing equipment must be arranged to preclude close contact by the public, especially the need to reach over cooking equipment for any reason.

The Boulder County Public Health Department may have additional requirements for serving food. For information on County requirements, please contact the Boulder County Public Health Department at (303) 441-4339. To contact the Boulder Fire Department, please call (303) 441-3348.

GENERATORS

When proposing the use of onsite Generators at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- For any generators and/or temporary electrical services brought onto public property, provide the proposed location(s) on the site map, including the location of any onsite fuel storage.

Due at least 14 days in advance of event start date:

- For any generators and/or temporary electrical services requiring a Building Services Permit (as defined below), provide the application fee receipt from Planning and Development Services to confirm an application has been submitted pending any onsite inspection, if needed.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, authorizations and/or exemptions required by other agencies with jurisdiction for any element of the event.

If your event includes any generators or wiring as defined below, an additional permit and inspections from the City of Boulder Building Services and Fire Department is required:

- Generators on wheels pulled behind a vehicle, or
- Temporary Electrical Services (requires a licensed electrician to be listed on application)

A Special Event Application with electrical needs defined above must include an additional application, inspection and permit obtained from the Planning and Development Services Center at 1739 Broadway, third floor (received at least 14 days in advance of event start date) to be accepted and in order to receive an approved permit.

Additional Requirements when using generators:

- Location / Storage: Portable Generators should be placed in an area where attendees are unlikely to come into contact with them and be placed at least 10 feet from any combustible materials. Generators shall be located a minimum of 20 feet from tents or canopies.
- Refueling: When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can. Generators requiring fuel to be stored onsite shall be limited to a maximum of 5 spare gallons of fuel (gasoline/diesel) for refueling purposes per vendor. All approved safety fuel cans shall be stored in one single geographical area provided by the event organizer and shall be at a minimum of 10 feet from any generator, structure or source of ignition. The storage area shall be enclosed by fencing and labeled with signage stating “Gasoline” and “No Smoking.” The storage area shall be identified on the site map with its specific dimensions. Observing safety practices and environmental awareness, secondary catch container(s) provided by the event organizer and approved by the Fire Department shall be required to house all safety fuel cans. All safety fuel cans shall be removed from the site daily, at the closing of each event;
- An ABC-type portable fire extinguisher with a minimum 40-B rating with a current Fire Marshall tag attached must be on-hand and easily accessible at all times. A “K-class” extinguisher is acceptable.

On the building permit application, fill in the Project Address information and a detailed description of the proposed temporary electric service. Provide this application and the special event team approval to a project specialist at the Planning and Development Services Center located at 1739 Broadway, third floor, to obtain a permit.

For more information, please contact the Boulder Fire Department at (303) 441-3348.

HEATERS

When proposing the use of onsite Heaters at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- For any heater and/or temporary heating device brought onto public property, provide the proposed location(s) on the site map, including the location of any onsite fuel storage.

A propane heater may be used for outdoor areas with the following restrictions:

- It must be located at least 20 feet from any combustible materials;
- It must be securely attached to the ground;
- It cannot hold more than seven gallons of fuel;
- An ABC-type portable fire extinguisher with a minimum 40-B rating with a current Fire Marshall tag attached must be on-hand and easily accessible at all times. A “K-class” extinguisher is acceptable;
- An unvented kerosene or fueled heating appliance cannot be used within a room, building or tent.

For more information, please contact the Boulder Fire Department at (303) 441-3348.

INSURANCE

The following event documentation is required with the Special Event Application:

Due at least 14 days in advance of event start date:

- A standard ACORD (Association for Cooperative Operations Research and Development) Certificate of Insurance with the City of Boulder named as additionally insured dated no more than 29 days prior to event start.

General liability insurance coverage, in the amount of \$1 million per occurrence with a \$2 million aggregate, must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle periods. NOTE: Evidence of liquor liability coverage may be required for some events.

- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.
- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the Certificate of Insurance as well as the effective and expiration dates for the coverage.
- The City of Boulder must be named as Additional Insured. The following language must be in the description area of the insurance certificate: "The City of Boulder, its employees and officials are named as an additional insured on general liability for (name the event, the date, location)." The City will not accept certificates if this language does not appear.
- The Event Organizer agrees to maintain workers' compensation insurance at the statutorily required limits and, for events where vehicles are used, an Automobile Liability policy with a bodily injury and property damage combined single limit of \$1 million.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
- Certificates must be received at least 14 days prior to the event and will not be accepted more than thirty (30) days before the event.
- Events with additional risk and/or risky activities, including but not limited to fireworks, large crowds and/or alcohol service may be required to provide additional coverage.

MAPS (SITE PLAN / ROUTE MAP)

The following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- Provide all proposed site and route maps for any event activities held on public property.

The site plan and/or route map is a visual representation of all the infrastructure and operational event elements that you describe throughout the permit application and should include any stationary elements as well as moving routes. A draft site plan and/or route map should be submitted with your initial application, and a final version should be submitted at least 60 days in advance of your event start date.

The final permit issued by the City of Boulder will only be valid for the venue areas and event elements described in your permit application *and* site plan or route map. Modifications to your request may be required during the permit review process and will be incorporated in the final permit. Altering from the final permit may result in the immediate cancellation of the event, penalty fees, denial of future special

event permit applications or the requirement of a cash deposit or surety bond. Following are guidelines to assist you in the development of your site plan or route map.

TECHNICAL SPECIFICATIONS

- To ensure appropriate review of your event plans, your primary site plan and/or route map should be computer-generated using scaled drawings and measurements to depict the components of your event.
- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the "plain," "road," or "parcel" view as the base to create your map. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map.
- Do not use aerial or ortho-type photomaps as the base for your primary site plans or route map; such maps, however, may be submitted to provide supplemental information.

BOUNDARIES AND ROUTES

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event, including auxiliary parking and production areas.
- If your event includes activities with moving routes of any kind, such as a parade, run or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.
- The location of fencing, barriers and/or barricades must be depicted on your site plan or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- The site map and/or route map must include identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.

EVENT INFRASTRUCTURE AND OPERATIONS

Your site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:

- All fixed and removeable fencing, including for beer gardens and production areas.
- All portable restrooms and sinks.
- All zero waste containers and dumpsters.
- All water stations, water and ice supplies.
- All generators and other sources of electricity.
- All fuel storage facilities.
- All portable, prefabricated, or site built structures, staging, platforms, bleachers, or grandstands.
- All stages and entertainment areas.
- All inflatables, mechanical rides, climbing walls, obstacle courses, games, petting zoo/animal rides, children/teen areas, sport demonstrations and other activities.
- All tents, canopies and/or booths.
- All tables, seating and other furniture.

- All parking, accessible parking, drop-off, limo/taxi zone, and shuttle locations, etc.
- Booth identification of all vendors cooking with flammable gases, open flames or barbecue grills. A close-up of the food and/or cooking area configuration with all fire extinguisher locations is required.
- Location of beer garden(s). A close-up diagram with dimensions of the beer garden configuration(s) with all exit locations, serving fixtures, alcohol and food service locations, furniture and tenting.
- Placement of any vehicles and/or trailers including production and shuttle areas.
- Other related operational components not listed above but included in your permit application.
- Drop off and pick up, loading and staging of equipment.

See attached Venue Specific Regulations (Appendix A – E)

MEDICAL PLAN

The following event documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- Provide any Medical Plans and/or Staffing preparations for all on-site medical needs based on your event activities.

Based on the size and scope of your event, you may be required to provide a Medical Plan. It must describe all the types and locations of the medical facilities and staff that that will be provided for the event. Each event is unique in its size, type, duration, and location; therefore, your medical plan should respond to all anticipated needs. The Boulder Fire Department will notify you if you need a Medical Plan.

All ambulances providing coverage of an event shall be at a minimum level of Advanced Life Support (ALS) with one Paramedic and one EMT on board, shall follow current medical protocols directed by Boulder Fire Rescue Medical Advisor and be familiar with Boulder Fire Rescue operations.

On-site emergency medical assistance from AMR emergency services may also be required. If, required the applicant must contact AMR special event coordinator at least 30 days in advance. AMR must be on site at least 30 minutes prior to start of event.

If the nature of the event involves the public near or utilizing lakes, reservoirs, or streams, you may be required to have the Boulder Fire Water Rescue Team (BFWRT) on standby. The minimum hourly requirement for BFWRT to be on standby is four (4) hours for all events with a minimum of four (4) rescuers for all events.

For more information please contact the Boulder Fire Department at (303) 441-3348.

NOTIFICATION

The following event documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- Provide all proposed notification methods, notification areas, timelines and draft messages to all surrounding neighbors and businesses.

An event can change the normal flow of residential or business activity causing a negative impact to the community. As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood or environment. Your event plans should include outreach and mitigating measures that address potential impacts your event may have on the surrounding area in which the event activities are proposed to take place.

As the event organizer, you are required to notify residents and businesses that will be impacted by your event. The City of Boulder will determine the minimum notification area and the type of notification (mailers, flyers, signage or a combination) that is required to obtain a Special Event Permit. The following are guidelines to assist you in your community outreach efforts:

Written Notification

The City of Boulder requires that event notices/fliers be posted, mailed or hand delivered no more than 30 days prior but not fewer than two (2) weeks prior to your event to all entities directly impacted by your event and its associated activities. The city special events representative will notify you of specific requirements and notification areas after your initial application review. This notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact an event representative with the authority to address issues or concerns prior to the event and throughout the event time frame including set-up and dismantle. Complete documentation of this effort must be available to city representatives upon request.

Advisory Signage

If your event impacts a major use roadway, you must provide advisory signs that are placed a minimum of two (2) weeks prior to your event date. Any signage in the public right of way must be placed by certified traffic control staff. All traffic signage must be removed from the public right of way and property within 24 hours after the event is complete. Contact information for traffic control staff and further instructions will be provided by city staff after reviewing your initial application.

Marketing and Public Relations

Events, Parades and Races held on public right of ways with less than a four-year successful track record must advertise in the Daily Camera and/or social media sites (Facebook; Twitter; Instagram) three times during the two weeks preceding the event or race.

If you plan to include other product promotions within your event venue or other public spaces, you should limit the placement and/or distribution of signs, stickers and other promotional material. Items of concern are those that may damage public and private property, violate city sign code ordinances, or that may be difficult to clean or remove from the venue (SEE: Banner and Promotional Signage). City representatives may remove non-permitted décor and advertising in your permitted venue area and the Host Organization and/or advertiser may be subject to fines.

PARKING

When proposing the use of public parking spaces and/or parking officers at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- Provide the locations and total number of parking spaces along the route or in use by the event on the route or site map; and
- List the dates and times when in use, including set-up, deliveries and break-down.

Due at least 30 days in advance of event start date:

- Request for parking service officers (if required)

Due at least 21 days in advance of event start date:

- Completed City of Boulder Parking and Access Contract
- Any required fees for the Parking and Access Contract, paid in full.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

When planning your event, it is important to consider the impact your activities will have on parking in the area. In some cases, a Transportation Plan will be required if the venue cannot accommodate the number of anticipated attendees and vehicles. If a Transportation Plan is required, you must identify and submit all public and/or private parking lots and parking spaces that will be utilized, a shuttle plan, a public transportation plan, ADA accessible parking provisions and/or special parking requests or needs such as “drop off” and “pick-up” zones.

If you wish to utilize and reserve parking for your event, you must contract with the City of Boulder Parking and Access Services for the use of all public parking spaces and required officers. Requests for parking service officers must be made 30 days in advance of the event. The Parking and Access contract shall be completed and returned three weeks prior the scheduled date of the event along with the required fees.

It is the responsibility of the event coordinator to post the required no parking signs in advance as well as any other special event parking requirements and polices are outlined in the Special Event Parking Contract. All requirements within the parking contract, including payment of fees, must be met prior to the event start date. Failure to satisfy requirements may result in additional fees and/or termination of parking contract.

Rates of Service for Parking Officers

- \$50.00/hour per officer (3-hour minimum)
- \$100.00/hour per officer on city observed holidays (3-hour minimum)
- \$20.00 Vehicle fee plus a 10% Administrative fee

For more information on reserving parking for your event, please contact Parking and Access Services at 303-413-7300.

PRODUCTION MEETING WITH THE FACILITY MANAGER

After confirming site and date availability, applicants may be required to schedule a production meeting with city staff. Meetings with event organizers provide a better understanding of the event and venue requirements, pre-event planning, coordination and any needs or issues unique to an event or activity. During the production meeting, the applicant should be prepared to present specific event plans, routes and activities for discussion. The Facility Manager will provide direction for any revisions and preliminary logistics confirmation for the final event application and supporting documents.

See attached Venue Specific Regulations (Appendix A – E)

PUBLIC RIGHT OF WAY

Public right of way (ROW) generally includes, but may not be limited to, streets, medians, alleys, some sidewalks, and multi-use paths. When proposing the use of public right of ways for your event, the following event documentation is required with the Special Event Application.

Due at least 120 days in advance of event start date:

- Provide the Proposed Event Route Map: for all event routes on the venue and/or right of ways including route direction, participation size, location and use of marshals.

Due at least 60 days in advance of event start date:

- Provide a complete detour and barricade plan prepared by a certified Traffic Control Supervisor (TCS) at the barricade company you choose.
- If the route impacts RTD Bus services, provide a signed letter from RTD's Operations Department stating their agreement to the closure. You may contact RTD at 303-299-5010.
- For new events, provide a signed petition bearing the approval signatures of at least 80% of the abutting residents and tenants of each block in business areas affected by the street closure.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

Consideration and approval of events held on public right of ways shall be determined by the City Manager, taking into consideration the public safety of participants, spectators, and those who would otherwise use public right of ways by consulting with the city's fire and police departments, transportation division as well as any other relevant city department to determine the degree of congestion of any public right of way which may result from the proposed use, including the probability of impact of the proposed use on the safe flow of vehicular, pedestrian, and multi-use path traffic. Factors to be considered shall include, but are not limited to, the anticipated number of participants, the volume of route traffic, the most efficient use of the ROW, balancing the frequency of events with the public's desire to use public property without the interference of events, and any other factor related to the protection of public health, safety and welfare.

See attached Venue Specific Regulations (Appendix A – E)

RESTROOM FACILITIES AND SINKS

When proposing the use and delivery of portable restrooms and wash stations at your event. The following event documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- Provide a description of the total units (including ADA-compliant facilities), drop-off / pick-up locations (including proposed route for delivery), and portable toilet locations during the event on the site map.

Due at least 14 days in advance of event start date:

- Provide the name of your vendor, drop-off and load-out schedule (including access route for delivery), and service schedule if required. NOTE: Motorized vehicles are not allowed on park property without prior city authorization.

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The City of Boulder requires one (1) chemical toilet for every 100 people, or portion thereof. In addition, ten percent of restroom facilities must be accessible by people with disabilities (ADA-compliant). No less than one (1) accessible toilet will be required for each event. The number of toilets required is based upon the maximum number of participants at your event during peak time. Bathrooms must be on an approved hard surface such as concrete, asphalt or plywood. NOTE: Motorized vehicles are not allowed on park property without prior authorization.

The provision of hand-sanitizing facilities or sinks is recommended in restroom areas. As part of the Boulder County Health Department food handling permit process, you will also be required to provide specific types of hand sanitizing and/or sink facilities in all food and beverage service areas. It is illegal to use water tapped from public facilities and other outlets without authorization.

Applicant should confirm the specific requirements for each venue based on any available public restrooms that may be used onsite. NOTE: the event may be required to cover some or all of the cleaning costs when using facility amenities.

See attached Venue Specific Regulations (Appendix A – E)

SAFETY – Boulder Police Department

The applicant must provide a safe and secure environment for the event, staff, volunteers, participants and spectators at all times. This is accomplished through planning and anticipating any potential problems or concerns related to the event activities and surrounding environment. In some cases, the hiring of police officers from the Boulder Police Department, the use of private security, the use of staff/volunteer marshals, or a combination may be required by the city in order to obtain a Special Event Permit. The Boulder Police Department determines the number of police officers, police vehicles and other personnel required based on the following:

- Expected attendance
- Location of the event
- Timeframe of the event
- The presence of alcohol

- History of the event
- Nature of the event
- Street closures
- The amount of advertising used for an event

The above list is not all-inclusive. Other factors may alter the required resources for your event.

Role of the Police Department: The Boulder Police Department may require department staff and police vehicles to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce municipal ordinances and state laws. It is not the responsibility of police officers to provide the services that are the job of private security or staff/volunteer marshals.

Rates for Police Services (Rates were current at the time this document was published. Rates are subject to change without notice.)

- Off-Duty Officer: \$63 per hour (3-hour minimum)
- Off-Duty Sergeant: \$80 per hour (3-hour minimum); Sergeant(s) are required when the number of officers require a supervisor’s presence; usually more than four police officers
- Police Vehicle: \$50 per vehicle, per day

For very large events the below services may be required:

- Off-Duty Dispatcher:
 - \$48 per hour (3-hour minimum); non-City of Boulder holidays
 - \$64 per hour (3-hour minimum); City of Boulder holidays
- Off Duty Commander: \$95 per hour (3-hour minimum)

For more information, please contact the Boulder Police Department at (303) 441-3315 or view online at <https://bouldercolorado.gov/police/special-events>.

SALES TAX AND OTHER TAXES

When proposing the sale of goods and/or services at your event; the following event documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- Provide a site map with the locations for all vendors and vendor tents. NOTE: All vendors providing sales and taxable services at the event must have a City of Boulder Sales and Use Tax License.

Due at least 14 days in advance of event start date:

- Provide a list of all vendors onsite including all vendor business names performing or providing services and/or sales.

Due in advance of event start date:

- All vendors must have a City of Boulder Sales and Use Tax license. If a vendor does not already have this license, they should submit it at least 4 to 6 weeks in advance to allow for processing and mailing.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

The Boulder Revised Code at section 3-1-1 defines businesses as follows: “Engaged in business in the city means performing or providing services or selling, leasing, renting, delivering, or installing tangible personal property for storage, use or consumption within the city.”

All vendors providing sales and taxable services at the event must have a City of Boulder Sales and Use Tax License. Vendors without this license must file this [form](#) prior to attending the event. Please allow 4 to 6 weeks to process and mail your license.

- Merchant vendors are responsible for collection of 3.86 percent sales tax related to their sales or taxable services.
- Food vendors are responsible for collecting 4.01 percent sales tax and food service tax.
- Activity vendors are responsible for collecting 5 percent admissions tax if participants must pay for activities (i.e. bounce castle, train rides, etc).
- Event organizers are responsible for 3.86 percent sales/use tax, and 5 percent admissions tax related to the event operations.

For licensing information and procedures for collecting and remitting tax, please call the Finance Department at 303-441-3050.

STORMWATER PROTECTION

Water can flow from your event site through storm drains directly to creeks without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. As an event coordinator, your organization can be liable for any stormwater violations. These violations could result in fines of up to \$25,000 per violation. The objective in stormwater protection is that only rainwater and snow melt go down the storm drain.

For more information on stormwater protection, contact the Partners for a Clean Environment (PACE) Program at (303) 786-PACE or email city staff at specialevents@bouldercolorado.gov.

TENTS/CANOPIES

When proposing the use of tents and/or canopies at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- Provide the size and locations for all tents and awnings on the site map.

Due at least 14 days in advance of event start date:

- For any tents and/or canopies requiring a building permit (as defined below), provide the application fee receipt from Planning and Development Services to confirm an application has been submitted pending any onsite inspection, if needed.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

If your event includes a Tent or Multiple Tents as defined below, an additional permit and inspections from the City of Boulder Planning and Development Services and Fire Department is required:

- Tent(s) with walls in excess of 400 sq. ft.
- Tent(s) (open on all sides) in excess of 700 sq. ft.
- Multiple Tents (open on all sides) placed side by side in excess of 700 sq. ft.

Please see the section “Vendor Booths” for information on canopies less than 400 square feet in size. Tents larger than 400 square feet that are enclosed on one or more sides must be permitted and inspected by the Planning and Development Services Department and Boulder Fire Department. If the tent is open on all four sides, the maximum acceptable dimension without a permit or inspection is 700 square feet. The aggregate area of multiple tents placed side-by-side without a fire break clearance of 12 feet cannot exceed 700 square feet.

Locations of all tents and canopies must be approved to prevent structures from interfering with irrigation lines, emergency access and public right of ways. All tents and canopies must be properly grounded and secured to withstand high winds and sudden microbursts (localized columns of sinking air within a thunderstorm). Weights are required unless stakes are approved in advance in writing by the City of Boulder.

Provide a completed building permit application, along with the site map that was submitted with the special event application and the special event team approval, to a project specialist at the Planning and Development Services Center located at 1739 Broadway, third floor, to obtain a permit. For more information please contact Planning and Development Services (www.bouldercolorado.gov/plan-develop).

To schedule Fire Department inspections and review address labeling of all tents, you may contact the Deputy Fire Marshal’s Office at (303) 441-3348. The event organizer may be required to cover any overtime costs that may be accrued. Hourly fees shall be determined upon final assignment. Payment shall be made to the City of Boulder, Boulder Fire Rescue and will be due 30 days after receiving the final invoice.

TEMPORARY STRUCTURES

When proposing the use of any temporary structures, stages, bleachers, inflatables or trestles at your event, the following event documentation is required with the Special Event Application.

Due at least 60 days in advance of event start date:

- Provide the size and locations for all inflatables and/or structures on the site map.

Due at least 14 days in advance of event start date:

- For any inflatables and/or structures requiring a building permit (as defined below), provide the application fee receipt from Planning and Development Services to confirm an application has been submitted pending any onsite inspection, if needed.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

Event structures that require an additional permit and inspections from the City of Boulder Building Services and Fire Department include:

- Temporary structures that cover an area greater than 120 square feet that are used or intended to be used for the gathering of 10 or more persons at one time.

Provide the building permit application, along with the site map that was submitted with this special event application and the special event team approval, to a project specialist at the Planning and Development Services Center located at 1739 Broadway, third floor to obtain a permit.

See section titled “Water” for information the use of water at special events, including filling water tanks, drums or swimming pools.

NOTE: All vendors requiring the use of generators, shall be limited to a maximum of 5 spare gallons of fuel (gasoline/diesel) for refueling purposes, per vendor. All approved safety fuel cans shall be stored in one single geographical area provided by the event organizer and shall be at a minimum of 10 feet from any generator, structure or source of ignition. The storage area shall be enclosed by fencing and labeled with signage stating “Gasoline” and “No Smoking”. The storage area shall be identified on the site map with its specific dimensions. Observing safety practices and environmental awareness, secondary catch container(s) provided by the event organizer and approved by the Fire Department shall be required to house all safety fuel cans. All safety fuel cans shall be removed from the site daily, at the closing of each event.

TRAFFIC MANAGEMENT PLAN

Based on the location and scope on your event you may be required to provide a traffic management plan. An important part of the event planning process includes the safe arrival and departure of event attendees, participants and vendors. A traffic management plan addresses all traffic flow associated with an event and the impacted area of an event. The plan describes how traffic, parking, bicycle and pedestrian flow will be managed on the day of the event. It also includes operation strategies for managing background traffic within the local and regional area impacted.

Use of event signage, safety equipment and traffic control devices must be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and be approved by the Transportation Division with the Traffic Control Plan. In instances where a particular sign, safety equipment or traffic control device is not defined in the MUTCD, the principals of the MUTCD should be applied to the design of the sign, safety equipment or traffic control device. This information should be used in preparing your transportation plans as well as your barricade and signing plans.

TRASH DISPOSAL/ZERO WASTE

You must properly dispose of all waste throughout the term of your event and immediately upon conclusion of the event. All venues, routes and areas (including event signage) must be returned to a clean condition equal to or better than it was found prior to the event. If you, as an event organizer, set a standard of

leaving the event site better than you found it, you can have a highly beneficial impact on the Boulder community and establish a good reputation for your event in the future.

The City of Boulder requires all city-permitted events to be zero waste. The goal of a zero-waste event is to plan ahead and distribute only materials that are recyclable or compostable (no materials that will be sent to the landfill). The only trash at the event should be personal items brought in by the attendees. Events should have a minimum 65 percent waste diversion rate (meaning trash is either composted or recycled), which is easily achievable if you plan the materials you will be providing to the public ahead of time. Specific information on zero waste event requirements at city events and supporting documents needed for special events applications can be found on the City of Boulder Zero Waste [webpage](#).

Your event plans must meet the following requirements:

- Three-bin collection systems with signage, for recyclables, compostable and trash at every location where there is a trash receptacle. You must identify these zero waste locations on your site map.
- Dedicated zero waste staff on site during the event to monitor waste stations.
- Vendors are prohibited from distributing any non-recyclable or non-compostable materials and must have a signed [Vendor Agreement](#) with them during the event.
- Any additional requirements as noted on the City of Boulder Zero Waste [webpage](#).

Events not in compliance are subject to citations, fines and/or future permit denials. For more information regarding Zero Waste, please review the City of Boulder Zero Waste [webpage](#) on Event Requirements and/or call 303-441-1940.

VENDOR BOOTHS

Vendor booths are usually similar in construction to food booths, but are meant for retail sale of non-food items. The following Fire Department regulations apply for canopies less than 400 square feet in size:

- Booths, canopies, or small tents used for food booths cannot exceed 70 feet in continuous length without a 12-foot clearance between structures;
- No open flame devices may be used within a vendor booth;
- SEE: Tents/Temporary Structures for information on tents over 400 square feet.
- All vendors providing sales and services at your event must have a City of Boulder Sales and Use Tax License. Vendors without this license must file this form prior to attending the event. Please allow 4 to 6 weeks to process and mail your license. See section title “Sales Tax and Other Taxes” for information about vendor sales tax collection and remittance.

WATER

NOTE: Access to portable or non-potable water is not available in all public venues.

When proposing the use of onsite water at your event, the following event documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- For any onsite water access or water tap requested; provide the date, time and location for any proposed use of any water source currently on public property.

Note: The applicant is responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

See attached Venue Specific Regulations

To request Boulder Fire Department services for the filling of water tanks, drums or swimming pools with a water capacity of 100 gallons or more requiring the use of a fire hydrant:

- All water containers mentioned above shall be positioned within 300 feet from a fire hydrant.
- These containers and fire hydrant(s) must be located on the site map for approval.
- Hose lines used for this filling process shall not cross any major roads or highways that are not closed.
- The scheduling of a set time and date to fill the water containers shall be scheduled at least 7 days in advance by calling 303-441-3348.

Appendix A– Boulder Reservoir

The Boulder Reservoir will not issue any special events permits for the following days:

- Jan. 1 (facility is closed to the public)
- Memorial Day Weekend
- July 4, including the weekend if holiday falls on Friday, Saturday or Sunday
- Labor Day weekend
- Dec. 25 (facility is closed to the public)

Please contact Boulder Reservoir Manager for complete list of fees and charges for events.

ACCESS TO FACILITY (B.R.C 8-3-15)

If applicant needs access to the park outside of regular business hours, a staffing fee of \$50/hr. per staff member will apply.

Indicate on the application if you need access outside of regular business hours.

Month	Business Hours
January- February	9:00 am – 4:00 pm
March	9:00 am – 5:00 pm
April	8:00 am – 6:00 pm
May 1 – Memorial Day	6:00 am – 7:00 pm
Memorial Day – Labor Day	5:00 am – 9:00 pm
Labor Day – September 30	7:00 am – 7:00 pm
October	8:00am – 6:00 pm
November	9:00am – 5:00 pm
December	9:00am – 4:00 pm
Note: Incoming gates close 1 hour before facility closure time	

AMPLIFIED SOUND

Music or other amplified sound will not commence before 7 a.m. or continue after 7 p.m., unless other arrangements are made with Reservoir manager or designee prior to the event. Any sound amplification that occurs outside of these hours will incur a \$500 fine per incident. Amplified sound may be limited to a specific time by the Reservoir manager or designee. The City of Boulder enforces its noise ordinances, which are found in Chapter 5-9 “Noise,” B.R.C. 1981. For example, noise levels may not exceed 65 decibels at the property line during the event. All speaker placements must be facing north or east and must be included in site layout. The event organizer may be required to hire a sound monitor for the duration of the event.

ANIMALS

Boulder Reservoir prohibits dogs on the South Shore area May 15 – Labor Day.

All events taking place between May 15 and Labor Day must notify all participants and post on web site or communicate to spectators there are no animals allowed in the park. Event staff during these times must be available to advise spectators and participants of this rule. Please provide a screen shot of your website. *It will be the responsibility of the event organizer to ensure participants and spectators leave their animals at home.*

CANCELLATION POLICY

All cancellations must be submitted in writing. If the City of Boulder cancels the event due to unforeseen circumstances, all fees will be refunded to applicant. If the applicant cancels:

- Within 29 days of the event, cancellation results in forfeiture of 100 percent of the deposit.
- 30 days or more before the event, cancellation results in forfeiture of 50 percent of the deposit.

DEPOSIT AND FEES

Applicants are required to pay a security deposit to cover the cost of cleanup or damage incurred because of an event. Once the event application is approved and permitted, the applicant will be legally responsible and financially liable to City of Boulder for all fees and costs associated with the overall organization, management, and implementation of the event and related activities. Event Fees are assessed in three (3) phases:

- **Phase One:** Application Fee and/or Deposit due with event application. Deposit is refundable after successful completion of the event and payment of final invoice.
- **Phase Two:** Facility Use Fees.
- **Phase Three:** Payment for site and area fees, staffing fees and amenity fees plus any damage replacement costs due within 30 days after receipt of final invoice.

Attendance (Estimated)	Security Deposit (Per Event)
50 -299	\$500.00
300 - 999	\$1,500.00
1,000 - 2000	\$2,500.00
2000- 4,000	\$4,500.00
4,000+	\$6,000.00

Note: A complete fee schedule will be provided upon initial application and date request.

ELECTRICITY

Electricity is available at multiple sites within the park. Area/ Site fees will include access to electrical outlets when available.

GLASS

Glass is prohibited in all Boulder Parks and Recreation facilities (BRC 8-9-3). The applicant is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction.

MEDICAL PLAN

Our commitment to quality requires us to ensure participants and guests of organized events at the reservoir receive prompt and appropriate medical care. With the input of city emergency personnel, we have minimum requirements for the medical staff on site at events of various type.

Event Type- No water Component	BLS provider	ALS Provider	Medical Director	# of BLS Ambulance	# of ALS Ambulance
50-100 participants/spectators	1	1		0	0
100-500 participants/spectators		2		1	
500+ participants/spectators			Yes		1

ALS-Advanced Life Support

BLS- Basic Life Support

Event Type- Water Component	Reservoir water safety	# of BLS Ambulance	# of ALS Ambulance	Medical Director
0-50- participants/spectators	Yes	0	0	No
50-499 participants/spectators	Yes	0	1	Yes
500- 1000 participants/spectators	Yes	0	1	Yes
1000-	Yes	0	2	Yes

MOTORIZED VEHICLES

Motorized vehicles (including golf carts) are not permitted on any turf area. (B.R.C. 8-3-15). If authorized:

- Motorized vehicles will be permitted on hardscape areas such as walkways.
- Motorized vehicles authorized for turf access will require an additional damage deposit (B.R.C 8-3-22) and must avoid drip line of any surrounding tree.

PRODUCTION MEETING WITH THE FACILITY MANAGER

Events with expected attendance of more than 1,000 may require a series of production meetings with the Reservoir facility manager or city staff designee. Production meetings will be scheduled in three (3) phases:

Production Meetings	
Meeting	Timeframe
Planning Meeting	60 days from application submission.
Pre-Event Walkthrough	1-3 days prior to event load in.
Post-Event Walkthrough	1-2 days after conclusion of event load out.

Load in and event set-up should not occur until the pre-event walk through is complete. This is to establish if any damage is present with the turf or irrigation system prior to the event. Reservoir staff will inspect the area for damage after the event, and if applicable, determine the extent of turf damage needing to be repaired or replaced by seed or sod.

PARKING

A parking plan with map is required for all events and must be submitted prior to the scheduled Planning Meeting with the Facility Manager. Plan should include designated areas for:

- staff/volunteer parking
- ADA parking
- Equipment parking- bus, large trucks/trailers
- Participant drop off/ pick up location

- Bicycle parking

Attendance (Estimated)	Parking plan
50-499 participants	Onsite parking plan
500-1499 participants	Contract with event parking management
1500+ participants	Contract with event parking management <i>and</i> Offsite parking and shuttle plan
2500 participants+ spectators	Contract with event parking management <i>and</i> Offsite parking and shuttle plan

Overnight parking on Reservoir property including parking lot outside main gate is prohibited, unless approved by Reservoir manager or designee **prior** to the event.

PUBLIC ATTENDANCE/SPECTATORS May 15 – Labor Day

Event Access pass: Free access will be granted during event set up, event day and event take down for event staff, volunteers, vendors and other designated personnel, with event access pass, set-up and take down. If these people do not have event passes they will be charged admission fee. The applicant is responsible for providing passes. Provide a copy of pass with application.

May 15– Labor Day: **All spectators will be charged the daily, per person gate fee at event start time.**

Gate Fees:

Adults: \$7/ person

Youth: \$4/ person

Senior: \$5/ person

Before Memorial Day and After Labor Day, spectators will be charged a \$5/ car fee at event start time. Please inform participants of fee and post information on your website. Please provide a screen shot of your website page with this information.

SAFETY AND SECURITY PLAN

Security will be the responsibility of applicant, not Reservoir Staff. A security plan is required if security staff will be on site outside of regular business hours.

TENTS/CANOPIES/TEMPORARY STRUCTURES

Temporary structures beyond tents include elements such as stages, inflatables, fencing, lighting towers, audio towers, AV towers, displays, platforms, and portable restroom facilities, etc.

- If stakes are used:
 - Reservoir staff must mark irrigation. Additional fees may apply.
 - Applicant is responsible for coordinating utility locates.
 - A two foot (2') no-staking zone adjacent to all paved surfaces and on either side of the center irrigation line as market by Reservoir staff.
 - The irrigation system shall be tested before and after event to ensure functionality.
 - Stakes longer than 36" are prohibited to avoid damage to utilities which cannot be tested.

- Tents / structures are not allowed in tree or flora panels.
- Structure weight shall not exceed 3,000 pounds unless materials are used to distribute the weight
- Delivery vehicles must obey designated routes as defined in permit conditions.
- All structures shall be hand carried onto turf or delivered by crane unless vehicle access is authorized.
- Steel, lumber, and other construction materials should not be left on the turf grass for a prolonged period.
- \$100 fee will be assessed to the event applicant for each time a vehicle is found on any Turf area in addition to damages.

TRASH DISPOSAL/ZERO WASTE

Existing trash receptacles, zero waste stations, and dumpsters may not be used without prior written approval. If authorized, you are responsible for servicing them during the duration of your special event.

TURF (RESTORATION PERIODS)

To best protect the health of the turf grass, Boulder Reservoir will initiate restoration periods post event(s) for all turf locations. Restoration periods may vary based upon the size and duration of the event, the types of materials used, weather conditions, and the general conditions of the turf, among other factors. The following table includes recommended scheduled timeframes for restoration periods based upon best industry practices.

Restoration Periods	
Event Parameters (Estimated Daily Attendance)	Restoration Period (Per Turf Location)
Program: Less than 50 attendees	n/a
Minor Event 50-250 attendees	n/a
Small Event: 251-1000 attendees	3 – 5 days
Medium Event: 1,000 to 4,999 attendees	5 – 10 days
Large Event: 5K to 50K attendees	2 weeks

Example: Boulder Reservoir would not permit a large-sized event on the same turf location 9 days after another large-sized event on the same turf location. We may permit a minor or small event (pending conditions) – or would suggest a different turf location.

TURF (TEMPORARY COVERING)

Temporary covering of turf substantially reduces wear by protecting from tearing and abrasion due to traffic. Temporary covering helps reduce soil compaction; however, this may still occur.

- Temporary flooring must be approved in advance by Boulder reservoir
- Temporary flooring may be required for seating or pedestrian pathways during large events.
- Plywood is not an acceptable temporary covering. Acceptable covers might include products such as Terraplas, Matrax LD, etc., (ADA compliant, interlocking, translucent, and ventilated).

TURF AND NON-PAVED SURFACES (WEATHER RELATED CLOSURE)

The following table includes information related to the pre-event preparation and cancellations/closures enacted for health and safety, weather, and to protect turf, soil, and irrigation. It shall be the responsibility of the Boulder Reservoir staff to determine the level of soil saturation suitable for usage; this will vary based upon factors such as the season and recent/upcoming weather events. Soil moisture readings greater than 30% indicate that damage is more likely to occur.

Pre-Event Preparation Checklist and Cancellation/Closure to Protect Turf, Soil and Irrigation		
Timeline	Procedure	Protocol
Week Prior	Weather forecast	Discuss backup plan or alternative location
Pre-Event Walkthrough (1-3 Days Prior)	Test soil	Photo documentation (reservoir and Producer) If saturated: Initiate backup or additional deposit
Set-Up	Monitor	If saturated: Rain delay or initiate backup
Event	Monitor	If saturated: Rain delay
Tear Down	Monitor	If saturated: Postpone
Post Event Walkthrough (1-2 Days After)	Examine	Photo documentation (reservoir and Producer)
Post Event	N/A	Reservoir commence recovery practices

UTILITIES

Access to potable and/or non-potable water, electricity, and restroom facilities are available at many venues. See below for more information:

- **Water:** To utilize existing water utilities during your event, you must receive approval from Boulder Reservoir manager. You must supply your own hose. Fees apply.
- **Restroom Facilities:** May 15 – September 15 these facilities may not be used towards the restroom requirements indicated within the Special Event Planning Guide. September 16 – May 14 – Restroom facilities are available for rental.
- **Electricity:** is available at multiple site within the park. Area/ Site fees will include access to electrical outlets when available.

TRANSPORTATION/ PARKING

Address all traffic associated with event and impacted area of an event. Description of how traffic, parking, bicycle, and pedestrian operations will be managed on the day-of-event inside the Boulder reservoir as well as ingress and egress. Include operations strategies for managing background traffic within area impacted.

- Site access and parking plan
- Pedestrian and bicycle access plan
- Traffic flow plan – pedestrian, bicycle and vehicle

All vehicles must remain on designated roadways unless prior written permission for access granted by reservoir manager or designee. A \$100 fee will be assessed for any vehicle on any area other than established roadways.

USE OF FEEDER CANAL/DAM ROADS

All organizers *must* receive written permission from Jim Struble, Real Estate Manager jstruble@ncwcd.org 970-622-2243 of NCWCD.

USE OF BOULDER COUNTY ROADS, STATE HIGHWAYS AND PUBLIC RIGHT OF WAY

Use of highways, other than those under county jurisdiction, require application to the appropriate jurisdiction.

Use of County roadways require application to the appropriate jurisdiction.

If your proposed event route will include county roads and/or state roads submission of special event permit applications and approval of applications is required prior to Boulder Reservoir permit approval.

WATER EVENTS

All events requesting to use the water for their event must use Boulder reservoir water safety team to provide safety services on the water. Water events with greater than 500 participants will require the Boulder Fire water rescue team. Staffing and watercraft will be assigned based on the type of on water activity and number of participants. All water use requires a water closer. This closure will be determined by the reservoir manger based on nature of activity on water and impact to other users of the facility. Fees will be assed based on the staffing, watercraft and type of closure.

Appendix B – City Parks and Multi-Use Paths

CANCELLATION POLICY

All cancellations must be submitted in writing. If the City of Boulder cancels the event due to unforeseen circumstances all fees will be refunded to applicant. If the applicant cancels:

- Within 29 days of the event, cancellation results in forfeiture of 100 percent of the deposit.
- 30 days or more before the event cancellation results in forfeiture of 50 percent of the deposit.

DEPOSIT AND FEES

Applicants are required to pay a security deposit to cover the cost of cleanup, or damage incurred as a result of an event. Refunded deposits may be issued following the event. Once the event application is approved and permitted, the applicant will be legally responsible and financially liable to City of Boulder for all fees and costs associated with the overall organization, management, and implementation of the event and related activities. Event Fees are assessed in three (3) phases:

- **Phase One:** Application Fee and/or Security Deposit due with event application. Deposit is refundable after successful completion of the event and payment of final invoice.
- **Phase Two:** Facility Use Fee due prior to issuance of Special Event Permit.
- **Phase Three:** Payment for staffing fees plus any damage replacement costs due within 30 days after receipt of final invoice.

Attendance (Estimated)	Facility Use Fee (Per Day)	Security Deposit (Per Event)
50 - 250	\$300.00	\$150.00
251 - 1,000	\$500.00	\$250.00
1,000 - 4,999	\$1,250.00	\$625.00
5,000 - 50,000	\$2,000.00	\$1,000.00
50,000 - 150,000	\$2,500.00	\$1,250.00

Motorized Vehicle Additional Deposit	\$750.00
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GLASS

Glass is prohibited in all Boulder Parks and Recreation facilities (BRC 8-9-3). The applicant is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction.

MOTORIZED VEHICLES

Motorized vehicles (including golf carts) are not permitted in any park without Boulder Parks and Recreation authorization (B.R.C. 8-3-6). If authorized;

- Motorized vehicles will be permitted on hardscape areas such as walkways.
- Motorized vehicles authorized for turf access will require an additional damage deposit (B.R.C 8-3-22) and must avoid drip-line of any surrounding tree.

PRODUCTION MEETING WITH THE FACILITY MANAGER

Events with expected attendance (500+) or including temporary structures will require a series of production meetings with the BPR Events Manager or city staff designee. Production meetings will be scheduled in three (3) phases:

Meeting	Timeframe
Planning Meeting	30 days from application submission.
Pre-Event Walkthrough	1-3 days prior to event load in.
Post-Event Walkthrough	1-2 days after conclusion of event load out.

Load in and event set-up should not occur until the pre-event walk through is complete. This is to establish if any damage is present with the turf or irrigation system prior to the event. The BPR Zone Supervisor and/or field staff will inspect the area for damage after the event, and if applicable, determine the extent of turf damage needing to be repaired or replaced by seed or sod.

TENTS/CANOPIES/TEMPORARY STRUCTURES

Temporary structures beyond tents include elements such as stages, inflatables, fencing, lighting towers, audio towers, AV towers, displays, platforms, and portable restroom facilities, etc. Non-turf areas are the preferred location for tents and temporary structures, however, tents/temporary structures can be permitted on turf with limitations.

- Weights are preferred for vendor booths and tents.
- Structures which are open to public right-of-way must be setback at least 8 feet.
- **No stakes are allowed without authorization from Boulder Parks and Recreation.** If stakes are authorized:
 - BPR staff must mark irrigation. Additional fees may apply.
 - Applicant is responsible for coordinating utility locates.
 - A two foot (2') no-staking zone adjacent to all paved surfaces and on either side of the center irrigation line as market by Boulder Parks and Recreation staff.
 - The irrigation system shall be tested before and after event to ensure functionality.
 - Stakes longer than 36" are prohibited to avoid damage to utilities which cannot be tested.
- Water filled ballast tanks may be used on the turf with proper protection to avoid compaction.
- Tents / structures are not allowed in tree or flora panels.
- Structure weight shall not exceed 3,000 pounds unless materials are used to distribute the weight
- Delivery vehicles must obey designated routes as defined in permit conditions.
- All structures shall be hand carried onto turf or delivered by crane unless vehicle access is authorized.
- Steel, lumber, and other construction materials should not be left on the turf grass for a prolonged period.
- All structures must minimize contact on the turf grass; structures on the turf should be on a riser with as few points as possible touching the turf, these points should be supported with an Enkamat (or similar) and plywood pads under their points.

TRASH DISPOSAL/ZERO WASTE

Existing trash receptacles, zero waste stations, and dumpsters may not be used without prior written approval. If authorized, you are responsible for servicing them during the duration of your special event.

TURF (RESTORATION PERIODS)

To best protect the health of the turf grass, BPR will initiate restoration periods post event(s) for all turf locations. Restoration periods may vary based upon the size and duration of the event, the types of materials used, weather conditions, and the general conditions of the turf, among other factors. The following table includes recommended scheduled timeframes for restoration periods based upon best industry practices. All events are expected to be no more than three days in duration with an additional day before and/or after for loading. The BPR Zone Supervisor and/or approved field staff may recommend alternate durations based upon event conditions and/or turf conditions.

Event Parameters (Estimated Daily Attendance)	Restoration Period (Per Turf Location)
Program: Less than 50 attendees	n/a
Minor Event 50-250 attendees	n/a
Small Event: 251-1000 attendees	3 – 5 days
Medium Event: 1,000 to 4,999 attendees	5 – 10 days
Large Event: 5K to 50K attendees	2 weeks
Very Large Event: 50k to 150k	3-4 weeks

Example: BPR would not permit a large event on the same turf location 9 days after another large-sized event on the same turf location. BPR may issue a permit for a minor or small event (pending conditions) – or would suggest a different turf location.

TURF (TEMPORARY COVERING)

Temporary covering of turf substantially reduces wear by protecting from tearing and abrasion due to traffic. Temporary covering helps reduce soil compaction; however, this may still occur.

- Temporary flooring must be approved in advance by BPR
- Temporary flooring may be required for seating or pedestrian pathways during large events.
- Plywood is not an acceptable temporary covering. Acceptable covers might include products such as Terraplas, Matrax LD, etc., (ADA compliant, interlocking, translucent, and ventilated).

TURF (WEATHER RELATED CLOSURE)

The following table includes information related to the pre-event preparation and cancellations/closures enacted for health and safety, weather, and to protect turf, soil, and irrigation. It shall be the responsibility of the BPR Zone Supervisor to determine the level of soil saturation suitable for usage; this will vary based upon factors such as the season and recent/upcoming weather events. Soil moisture readings greater than 30% indicate that damage is more likely to occur.

Table 4: Pre-Event Preparation Checklist and Cancellation/Closure to Protect Turf, Soil and Irrigation

Timeline	Procedure	Protocol
Week Prior	Weather forecast	Discuss backup plan or alternative location
Pre-Event Walkthrough (1-3 Days Prior)	Test soil	Photo documentation (BPR and Producer) If saturated: Initiate backup or additional deposit
Set-Up	Monitor	If saturated: Rain delay or initiate backup
Event	Monitor	If saturated: Rain delay
Tear Down	Monitor	If saturated: Postpone
Post Event Walkthrough (1-2 Days After)	Examine	Photo documentation (BPR and Producer)
Post Event	N/A	BPR commence recovery practices

UTILITIES

Access to potable and/or non-potable water, electricity, and restroom facilities are available at many venues. See below for more information:

- **Water:** To utilize existing water utilities during your event, you must receive written approval from the City of Boulder Parks and Recreation Department. To request Boulder Fire Department services for the filling of water tanks, drums or swimming pools with a water capacity of 100 gallons or more requiring the use of a fire hydrant – please refer to the Special Event Planning Guide.
- **Restroom Facilities:** These facilities can be used towards the restroom requirements indicated within the Special Event Planning Guide. To utilize existing restrooms/sinks at your event, you must receive written approval from the City of Boulder Parks and Recreation Department. Depending on event conditions, use of restroom facilities may require additional Boulder Parks and Recreation maintenance staff. Click [HERE](#) for an interactive map of BPR restroom facilities.
- **Electricity:** To utilize existing electrical utilities at your event, you must receive written approval from the City of Boulder Parks and Recreation Department.

Table 5: Park Utilities and Amenities

Facility	Restrooms	Electric*	Water*
Community Parks			
Central Park at Civic Area	TBD Portables in 2018 - Call for info about BPL facilities	Y	Y
Foothills Community Park	8 Public Restrooms, 4 Sinks	Y	Y
East Boulder Community Park	1-2 Portables - Call for info about EBCC facilities	Y	Y
Harlow Platts Community Park	2 Public Restrooms, 2 Sinks - Call for info about SBRC facilities	Y	Y
Neighborhood Parks			
North Boulder Park	4 Public Restrooms, 4 Sinks. 1 Accessible Portable	Y	Y
Scott Carpenter Park	2 Public Restrooms, 2 Sinks, 1 Accessible Portable	Y	Y
Eben G Fine Park	2 Public Restrooms, 2 Sinks, 1 Portable	N	Y
Chautauqua Park (Lawn)	2 Public Restrooms, 4 Sinks (not including Ranger Cottage or Auditorium)	Y	Y
Tom Watson Park	4 Public Restrooms, 4 Sinks	Y	Y
Specialized Facilities			
Pleasant View Fields	2 Public Restrooms, 4 Sinks. Call for Info about reserving Sport Complexes	Y	Y
Stazio Ballfields	4 Public Restrooms, 8 Sinks. Call for Info about reserving Sport Complexes	Y	Y
Mapleton Ball Fields	2 Public Restrooms, 2 Sinks. Call for Info about reserving Sport Complexes	Y	Y

* Please request venue map from BPR for location of electric outlets, water spigots and irrigation.

If your venue is not specified above, please contact Boulder Parks and Recreation. Should you experience an emergency involving restrooms, electricity or water utilities during your event, please contact the on-call park supervisor at 303-441-1992.

Appendix C – City Street Closure and Public Right-of-Way Permit

Accessibility:

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc. Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

Amplification & Music:

Music or other amplified sound will not commence before 9:00 a.m. or continue after 11:00 p.m. Amplified sound may be limited to a specific time. The City of Boulder has noise regulations that are listed under [Boulder Revised Code 5-9](#). If a complaint is received, the Boulder Police Department may respond. A warning and/or summons may be issued to the Event Organizer and result in a requirement that all music, bands and amplification be turned down or turned off. Problems identified with a Special Event or an Event Organizer will be discussed by the Special Events Management Team. Based on those discussions additional requirements (and costs) may be imposed prior to a permit being issued for a subsequent event.

Detour/Barricade Plan:

Provide a complete detour and barricade plan prepared by a certified Traffic Control Supervisor (TCS) at the barricade company you choose (check online business directories for barricade companies). The plan should be submitted 60 days prior to the event and approved 30 days prior to the event and must include signs and barricades in conformance with the Manual on Uniform Traffic Control Devices (MUTCD). Events requiring barricade and detour plans must hire a Certified TCS to ensure requirements of the traffic control and barricade plan are met. Automobiles, trucks or other large, heavy objects are not acceptable barricades. Barricades in place at night must have lights. Include barricade setup and take-down times. Once the original detour/barricade plan is submitted, only city initiated changes may be made.

Emergency Access:

Accommodation for emergency response must be provided at all times on streets, alleys, parks and the mall. In some cases, event marshals must maintain internal radio contact to facilitate immediate access to event areas. Barricades and similar devices must be staffed at all times and must be movable to accommodate emergency access for police, fire, emergency medical services and any City personnel responding to an emergency situation. Race routes and event areas may be disrupted by emergency traffic at any time. Events proposing complete closure of streets, alleys, or other public right-of-ways require

special review by appropriate emergency service agencies. If your event or race has bandstands, reviewing stands, tents or other stationary fixtures which may impact access to or through public thoroughfares, a minimum 12-foot wide fire lane is required. You are responsible for maintaining the fire lane in an unobstructed manner. You may contact Boulder Fire Department at 303-441-3350.

Emergency Medical Assistance/Ambulance:

Depending on the size and nature of the event, you may be required to provide on-site emergency medical assistance/ambulance. The city’s Emergency Services Medical group will determine requirements for this. To contract for emergency medical assistance/ambulance contact: American Medical Response 720-204-2102 at least 14 days prior to the event. You may also contact the City’s Deputy Fire Marshall, 303-441-3348.

Flyer/Newspaper/Social Media Advertisement:

Events and races with less than a 4-year successful track record must advertise in the Daily Camera and/or social media sites (Facebook; Twitter; Instagram) three times during the two weeks preceding the event or race. For all events, a flyer must be distributed to all affected residents and tenants showing the approved event route, street closure hours (set-up to take-down) and areas designated for assembly and dispersal of participants.

Route and Site Plan Provide a map showing:

Event route Start/Finish points Event information tent Food and merchandise tents Stage and sound equipment Banner placement, Participant staging and dispersal sites First Aid/Ambulance sites “No Parking” areas and vehicle relocation site.

Traffic Marshall Plan:

Provide a map showing the number and location of marshals.

Petition:

A petition bearing the approval signatures of at least 80% of the abutting residents and tenants of each block in business areas affected by the street closure (if enclosed areas encircles any properties, all within the circle are affected.) Persons of authority must be the signers of this petition; 80% of residents within a route must approve. 100% of the abutting resident and tenants must be contacted including those on 2nd, 3rd, or 4th floors on both sides of the street. Random phone calls are made to verify signatures and contacts.

TEMPORARY STREET CLOSURE PETITION

Name of Event: _____

Date of Event: _____

We, the undersigned and residents/business abutting _____ agree or disagree to closing the street between the hours _____ am/pm and _____ am/pm, On _____, 2018.

We also acknowledge that the above-named activity may include music/amplified sound between the hours of _____ (am/pm) and _____ (am/pm). It is the responsibility of the event manager to insure the event is in compliance with the City of Boulder’s noise ordinance and all applicable Boulder Revised Codes.

Resident/Business Name Agree Disagree Address Phone Email Signature

POLICE:

The Boulder Police Department determines the number police officers, police vehicles and other personnel required based on the following:

- Expected attendance
- Location of the event
- Timeframe of the event
- The presence of alcohol
- History of the event
- Nature of the event
- Street closures
- The amount of advertising used for an event

The above list is not all-inclusive. Other factors may alter the required resources for your event.

Role of the Police Department: The Boulder Police Department may require department staff and police vehicles to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce municipal ordinances and state laws. It is not the responsibility of police officers to provide the services that are the job of private security or staff/volunteer marshals.

Rates for Police Services (Rates were current at the time this document was published. Rates are subject to change without notice.):

- Off-Duty Officer: \$63 per hour (3-hour minimum)
- Off-Duty Sergeant: \$80 per hour (3-hour minimum); Sergeant(s) are required when the number of officers dictate a supervisor's presence; usually more than four police officers.
- Police Vehicle: \$50 per vehicle, per event

Very large events only:

- Off-Duty Commander: \$95 per hour (3hour minimum)
- Off-Duty Dispatcher:
 - Non-City of Boulder holiday: \$48 per hour (3-hour minimum)
 - City of Boulder holiday: \$64 per hour (3-hour minimum)

For more information please contact the Boulder Police Department at (303) 441-3315 or view online at <https://bouldercolorado.gov/police/special-events>

RTD Agreement/HOP:

RTD and VIA Mobility must agree to street closures if buses travel on proposed closed streets. Provide a signed letter from RTD's Operations Dept. stating their agreement to the closure. You may contact RTD at 303-299-5010. Call VIA three weeks prior to your event if your event will impact the HOP. Provide a signed letter from VIA Operations Department stating their agreement to the closure. You may contact VIA Mobility at 303-447-2848.

Signs and Banners:

All event signs and banners must be approved by the Environmental/Zoning Enforcement Office. Standards are size, location and readability. Sign content is not considered a part of the approval process. Sign graphics

and wording must face inward towards the event area. Signs of any type may NOT be placed in the public right-of-way (medians and street intersections) unless they are MUTCD compliant and part of an approved detour and barricade plan. No graphics or wording may face the street or be able to be seen from the street. Traffic control devices and supports shall not have any advertising message or any other message that is not related to traffic control. You may contact Environmental/Zoning Enforcement at the City's Planning office 303-441-1880.

Traffic and Crowd Control Personnel:

Police officers are required at any location where traffic is being controlled other than by existing traffic signals or as part of an approved control plan. CIVILIAN PERSONNEL ARE NOT AUTHORIZED TO CONTROL TRAFFIC. You may be required to provide security or event marshals (separate from traffic marshals). You may be required to hire off-duty police officers. Representatives of the police department retain final authority and decision making.

Traffic Marshals:

Marshals must be 18 years of age or older; wear high visibility vests; comply with all permit conditions. Marshals shall not act as flaggers or traffic controllers. Provide an information sheet 6 to each marshal prior to the street closure which informs them of their role and responsibilities. The event manager is responsible for the content of the information provided to the marshals. Assign one marshal to be at each location where traffic is stopped or detoured on streets and alleys, and at all intersections. Provide any necessary training as determined by the Boulder Police Department. Boulder Police is the only authority to determine when police officers or marshals are to be used during the event.

Appendix D – Pearl Street Mall Non-Profit Event Permit

AMPLIFIED SOUND

The use of amplified sound on the Pearl Street Mall is prohibited by code. Only those with a valid Special Event Permit for the date and times specified will be permitted to use amplification devices on weekdays from 5-10 p.m., and Saturday/Sunday from 9 a.m. – 10 p.m.. The city's noise ordinance is still enforced by complaint; sound levels must be reduced when requested by a city of Boulder safety officer or special events personnel.

ELECTRICAL

To utilize existing electrical utilities contained within the Pearl Street Mall and along the Boulder County Courthouse lawn area, permit applicants must receive written approval from the city of Boulder Community Vitality special events coordinator.

If electrical service is needed (optional) all electrical cords must be in certified safety casing for pedestrian impact. No outlet strips allowed; Planter/pole outlets = 8 amps or 1000 WATT limit. **110 OUTLETS ONLY**

MOBILE VENDING CARTS

Mobile Vending Carts may not be displaced during your special event. With advanced notification to the cart owner, locations may be shifted to another space in the same block during the Special Event permit dates and times. Community Vitality will provide a list of cart names, owners, and contact information.

MOTORIZED VEHICLES

Motorized vehicles (including golf carts) are not permitted on the Pearl Street Mall without city of Boulder authorization and inclusion with the Special Event Permit. Motorized vehicles may not travel a more than 5 M.P.H. while driving on the pedestrian mall and must be escorted by a person in front and a person behind the vehicle announcing to pedestrians that a vehicle is approaching.

NON-PROFIT REQUIREMENT

Proof of non-profit status 501(c) letter from IRS OR State of Colorado articles of incorporation are required for all applications for a Special Event Permit on the Pearl Street Mall.

TENTS/CANOPIES/TEMPORARY STRUCTURES

Temporary structures beyond tents include elements such as stages, inflatables, fencing, lighting towers, audio towers, AV towers, displays, platforms, and portable restroom facilities.

- Weights are preferred for vendor booths and tents.
- Water filled ballast tanks may be used provided that water disposal does not flow to storm drains.
- Structure weight shall not exceed 1,000 pounds unless base materials are used to distribute the weight throughout the bricks.
- Delivery vehicles must obey time of day and weight restrictions on the historic Pearl Street Mall.
- All structures shall be hand carried or delivered to the Mall before 10 a.m. or after 5 p.m. unless permitted by special event conditions.
- All structures must minimize contact on the north and south sides of the Pearl Street Mall, which is not designed to support load-bearing weight objects.
- Vendor booths on the south side of the 1300 block must be open on all sides.

TRASH DISPOSAL/ZERO WASTE

Existing ZERO waste stations along the Pearl Street Mall may not be used without prior written approval from Community Vitality staff. If your event has attendance over 50 people, you must provide and haul away ZERO waste stations and the resulting items collected.

UTILITIES

Access to electricity, and restroom facilities are available. See below for more information:

- **Restroom Facilities:** The Pearl Street Mall facilities can be used towards the restroom requirements indicated within the Special Event Planning Guide. Depending on event conditions and number of attendees, use of restroom facilities may require additional cleaning service visits. These are charged to the event producer at the rate of \$60 per visit beyond the baseline service at 1:00, 5:00 and 9:00 PM. Events above 50 attendees are required to fund additional restroom cleanings at 3:00 and 7:00 PM (if the event end-time is after 5:00 PM). Payment must be made by check to City of Boulder for the total cleaning fees before a permit will be issued.
- **Electricity:** To utilize existing electrical utilities at your event, you must receive written approval from the City of Boulder and pay the daily use fee (\$20 per day in 2018) at Community Vitality, 1500 Pearl Street, Suite 302, Boulder.

Should you experience an emergency involving restrooms or electricity during your event, please contact the on-call Parks Mall supervisor at: 720-724-1956

Appendix E – Valmont City Park

Valmont Bike Park is a 42-acre natural-surface cycling facility with a “skill progression” design that serves all ages, abilities and riding styles. This design allows riders to improve their riding skills as they work their way up to advanced-level single track, slopestyle, dirt jumps and cyclo-cross elements throughout the park. The Bike Park offers miles of trails and dozens of features for several off-road cycling disciplines. This unique bike park was designed for day-to-day recreational use, program use and as a venue for races and events. Below includes a list of things to consider when requesting the Valmont Bike Park for an Event Permit.

ACCOMMODATION

Accommodation for emergency response must be provided at all times. Valmont Bike Park has an existing Emergency Access Plan that should be adopted by the event. This plan is currently approved and on file with all Emergency Services. All access points using barricades and similar structures must be staffed at all times and must be movable to accommodate emergency access. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas.

ANIMALS

No animals or pets are permitted at events. Event staff must be available to advise arriving spectators and participants of this rule, unless the event has an approved animal component in the permit. Applicant may be required to provide a screen shot of the website and other notifications to ensure participants and spectators leave their animals at home for the health and safety of both pet and participant.

CANCELLATION POLICY

All cancellations must be submitted in writing. If, the City of Boulder cancels the event due to unforeseen circumstances all fees will be refunded to applicant. If the applicant cancels:

- Within 29 days of the event, cancellation results in forfeiture of 100 percent of the deposit.
- 30 days or more before the event cancellation results in forfeiture of 50 percent of the deposit.

DAMAGE DEPOSIT

A performance deposit is required for all event applications and refundable if all of the permit requirements are completed successfully, including, but not limited to, site cleanup and payment of final invoice or damages. This deposit is also to secure the requested event date and is required for your event request to be considered complete.

Attendance (Estimated)	Damage Deposit
0 – 299	\$500.00
300 – 999	\$1,500.00
1,000 – 1999	\$2,500.00
2000 +	\$3,500.00

Note: The specific deposit amount is determined by the event impact and may be subject to change after full review of the application and supporting documents.

EVENT USE FEES

Based on the permit review process, your event may incur the following types of use fees:

Table 2: Permit Fees	
Exclusive Use of Bike Areas	Facility Use Fee (Per Day)
Entire Bike Park, Plaza, Parking	\$7,500.00
West Parking Lot	\$500.00
South Parking Lot	\$800.00
Park Plaza	\$750.00
Slopestyle Course	\$600.00
Dual Slalom Course	\$600.00
Large Pump Track	\$500.00
Small Pump Track	\$500.00
Dirt Jump Course	\$600.00
Glades Mtb Course	\$600.00
Corkscrew Course	\$600.00

Note: The specific event fee is determined by the event impact and may be subject to change after full review of the application and supporting documents.

GLASS

Glass is prohibited in Valmont City Park (BRC 8-9-3). The applicant is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction.

INCLEMENT WEATHER PLAN

The applicant must indicate the plan to delay, postpone, reschedule or cancel the event due to inclement weather conditions and the commitment to resolve any damage to the park, trails and amenities that may result in not fulfilling the plan.

IRRIGATION POND

Events, participants and spectators may not use, access, swim, fish or contaminate the irrigation ditches or pond in the Bike Park in any manner. Any use by the event, participants or spectators will lead to \$200 fine per incident in addition to any necessary repairs.

PRODUCTION MEETING WITH THE FACILITY MANAGER

Events with expected attendance (500+) or including temporary structures will require a series of production meetings with the Facility Manager. Production meetings will be scheduled in three (3) phases:

Table 3: Production Meetings	
Meeting	Timeframe
Planning Meeting	30 days from application submission.
Pre-Event Walkthrough	1-3 days prior to event load in.
Post-Event Walkthrough	1-2 days after conclusion of event load out.

Load in and event set-up should not occur until the pre-event walk through is complete. This is to establish if any damage is present with the turf or irrigation system prior to the event. The Facility Manager and/or

field staff will inspect the area for damage after the event, and if applicable, determine the extent of turf damage needing to be repaired or replaced by seed, sod or surfacing material.

RESTROOM FACILITIES

Valmont City Park owns and maintains a restroom facility on site near the Dirt Jumps. The small building is separated into men’s and women’s accommodations. Events with expected attendance of more than 200 people will need to rent portable toilets, typically to be located near the restroom building. A portable toilet is also located on the other side of the park near the Dog Park main entrance as well.

TRASH DISPOSAL/ZERO WASTE

Existing trash receptacles, zero waste stations, and dumpsters may not be used without prior written approval. If authorized, you are responsible for servicing them during the duration of your special event.

TURF (RESTORATION PERIODS)

To best protect the health of the turf grass, Valmont City Park will initiate restoration periods post event(s) for all turf locations. Restoration periods may vary based upon the size and duration of the event, the types of materials used, weather conditions, and the general conditions of the turf, among other factors. The following table includes recommended scheduled timeframes for restoration periods based upon best industry practices.

Restoration Periods	
Event Parameters (Estimated Daily Attendance)	Restoration Period (Per Turf Location)
Program: Less than 50 attendees	n/a
Small Event 50-250 attendees	n/a
Medium Event: 251-999 attendees	3 – 5 days
Large Event: 1,000 + attendees	5 – 10 days

Example: Valmont Park would not permit a large-sized event on the same turf location 9 days after another large-sized event on the same turf location. We may permit a minor or small event (pending conditions) – or would suggest a different turf location.

TURF (TEMPORARY COVERING)

Temporary covering of turf substantially reduces wear by protecting from tearing and abrasion due to traffic. Temporary covering helps reduce soil compaction; however, this may still occur.

- Temporary flooring must be approved in advance by Valmont Park staff
- Temporary flooring may be required for seating or pedestrian pathways during large events.
- Plywood is not an acceptable temporary covering. Acceptable covers might include products such as Terraplas, Matrax LD, etc., (ADA compliant, interlocking, translucent, and ventilated).

TURF AND NON-PAVED SURFACES (WEATHER RELATED CLOSURE)

The following table includes information related to the pre-event preparation and cancellations/closures enacted for health and safety, weather, and to protect turf, soil, and irrigation. It shall be the responsibility of the Valmont Park staff to determine the level of soil saturation suitable for usage; this will vary based

upon factors such as the season and recent/upcoming weather events. Soil moisture readings greater than 30% indicate that damage is more likely to occur.

Pre-Event Preparation Checklist and Cancellation/Closure to Protect Turf, Soil and Irrigation		
Timeline	Procedure	Protocol
Week Prior	Weather forecast	Discuss backup plan or alterative location
Pre-Event Walkthrough (1-3 Days Prior)	Test soil	Photo documentation (Valmont and Producer) If saturated: Initiate backup or additional deposit
Set-Up	Monitor	If saturated: Rain delay or initiate backup
Event	Monitor	If saturated: Rain delay
Tear Down	Monitor	If saturated: Postpone
Post Event Walkthrough (1-2 Days After)	Examine	Photo documentation (Valmont and Producer)
Post Event	N/A	Valmont commence recovery practices

UTILITIES

Electrical outlets are available for event use pending Facility Manager approval. Gray outlet boxes are located near the NW parking lot that can accessed for event purposes. Electricity may also be accessed from the restroom building if the protective box is unlocked.

Water is also available for event use pending Park Manager approval. Two standard drinking fountains are located on the exterior of the restroom building. A water spigot is above the drinking fountains that can be used to fill large containers quickly.

Use of available utilities are subjected to an extra fee previously determined by Valmont staff.

Appendix F – Certificate of Insurance Example



CERTIFICATE OF LIABILITY INSURANCE

OP ID: 1C

DATE (MM/DD/YYYY)
01/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AM Best Rated (A-VI) Producer Anytown, US 12345	CONTACT NAME: Producer Contact Info	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Sample Insurance Company		12345
INSURER B: Other Insurance Company		23456
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED Name that matches group signing contract
PO Box 12345
Anytown, USA 12345

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		X	123ABC123	01/08/2018	01/08/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			123ABC123	01/08/2018	01/08/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	ABC1234	01/01/2018	012/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Boulder, its employees and officials are named as an additional insured on general liability for (name the event, the date, location).

CERTIFICATE HOLDER City of Boulder 1777 Broadway Boulder, CO 80306	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)

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Appendix G – Advocacy Reservations, and Permits for Film & Photography, Park Facilities and Open Space

I) ADVOCACY RESERVATION REQUEST

An Advocacy Reservation Request is an advance notification to the City of Boulder for an advocacy group seeking to organize a public visibility event on city property or within the public right of way. A City of Boulder Advocacy Reservation improves coordination across city department staff, including the Boulder Police Department, to help ensure a positive experience for the requesting advocacy group and the rest of the community, and to minimize potential conflicts with other known events, rentals, groups and activities that may be scheduled at or near the same venue or route.

This reservation request process is not required nor intended to limit any advocacy groups from exercising their First Amendment right to free speech. Its sole purpose is to improve city support for and coordinate with advocacy groups.

Advocacy Reservation Rules and Regulations

- No fee is required.
- An advocacy group must request an Advocacy Reservation request at least 5 business days in advance of the activity to allow city staff to process the request and respond.
- Advocacy reservations are issued on a first-come, first-served basis.
- No motorized vehicles are allowed on sidewalks, bike paths or turf areas.
- No glass allowed in any park.
- Destruction, damage or removal of any vegetation or defacement of public property is prohibited.
- Events may not impede pedestrian access on sidewalks or traffic on multi-use paths.
- Permits for parades will be issued according to [Boulder Revised Code 7-2-14](#).
- Compliance with Noise Regulations according to [Boulder Revised Code 5-9-3](#).
- Compliance with local, state and federal laws
- **Insurance Requirements:** The city encourages, but does not require, advocacy groups to obtain general liability insurance with minimum limits of \$1 million per occurrence, and to provide a certificate of insurance naming the City of Boulder and its officers, employees and authorized volunteers as additionally insured parties.

For additional information, or to request an advocacy date please visit: <https://bouldercolorado.gov/city-manager/advocacy-reservation-request>

II) FILM AND PHOTOGRAPHY PERMITS

Commercial and professional photography and videography at all city of Boulder facilities requires an approved permit prior to shooting. Please allow at least 14 days prior to proposed shoot date for processing.

For more information please call the City of Boulder, Department of Parks and Recreation at (303) 413-7221. Information and requirements for film and photography permits are found at:

<https://bouldercolorado.gov/city-manager/film-permit-application>

III) PARKS AND RECREATION FACILITY, PARKS, AND SHELTER RENTALS

The City of Boulder Parks and Recreation Department has numerous venues available for your next private event or gathering. Private events often do not require a Special Event Permit, but may require a different reservations, license, or permit.

For more information about private rentals and reservations, please visit the website: <https://bouldercolorado.gov/parks-rec/events-and-rentals> or call Boulder Parks and Recreation at (303) 413-7200.

IV) OPEN SPACE AND MOUNTAIN PARK (OSMP) PERMITS

Many different activities on OSMP lands require a permit. OSMP Permits do not grant exclusive use of any site.

- The picnic shelter located by the Chautauqua Auditorium is managed by the Boulder Chautauqua Association. Call 303-442-3282 for more information and reservations.
- The grassy lawn at Chautauqua Park is managed by City of Boulder Parks and Recreation and can be reserved by calling 303-413-7200.

For more information, please visit the website: <https://bouldercolorado.gov/osmp/osmp-permits> or call Open Space and Mountain Parks at (303) 441-3440.