



## **EVENTS USE PERMIT APPLICATION PACKET**

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**City of Montrose, 433 S. First Street, Montrose, CO 81401**

City Clerk's Office: Phone: 970.240.1422 | Email: [ldelpiccolo@ci.montrose.co.us](mailto:ldelpiccolo@ci.montrose.co.us)

Dear Event Organizer:

The City of Montrose would like to assist you with hosting a successful event. In an effort to make the event application experience as efficient as possible, this application packet was created to help you and the City of Montrose plan for your event.

The City Clerk's Office acts as a point of contact at the City to coordinate approval internally. The success of an event relies upon the event organizer providing complete and detailed information. Our role is not to plan each event, but to facilitate the process, identify any potential problems, and act as a liaison between the event organizer and City staff.

Please keep in mind that completed event applications must be received by the City Clerk's Office at least 60 days prior to the event. Main Street closure applications require a completed application 90 days in advance.

The City Clerk's Office is available to answer any questions you may have about conducting an event within the City and questions regarding the application process.

Thank you for selecting the City of Montrose as the location of your event.

Sincerely,

A handwritten signature in blue ink that reads 'Lisa DelPiccolo'.

Lisa DelPiccolo, MMC  
City Clerk



## EVENT CHECKLIST

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*When is an Events Use Permit required?*

Any event held on City property that is advertised to the public and/or will involve more than 75 people requires an Events Use Permit. The checklist below acts as a guide to ensure all necessary documentation is completed.

*Event Checklist:*

- The application is submitted before the applicable deadline (60 days before an event, 90 days before a Main Street closure).
- The applicable fee and deposit are attached. – *See page 12.*
- A certificate of insurance is attached with the correct coverage amounts and the City of Montrose, its officers, agents and employees as additional insureds. ***Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.*** *See page 6.*
- Additional licenses and permits have been obtained. – *See page 6.*
- The rules and regulations have been read and acknowledged. - *See pages 6-7.*
- The application is signed by the event organizer. - *See page 12.*
- Street closure notifications/acknowledgements are submitted to the City Clerk's Office at least one week prior to the event - *See page 14.*

*For events with a Special Events Permit to sell and serve alcoholic beverages:*

- An application for a Special Events Permit to sell and serve alcohol is submitted to the City Clerk's Office at least 30 days before the event.
- Police officers may be required. - *See page 6.*
- A diagram of the licensed premises, showing the perimeter and controlled access points is attached.



EVENTS USE PERMIT APPLICATION – SECTION A

Part I – Event Information

Type of event:

- Main Street Closure – see page 8
Parade – see page 9
Street Closure – see page 9
Park Shelter/Park Area
Centennial Plaza Event - see page 10
Uncompahgre Event Plaza Event - see page 11
Athletic Field Event - see page 12
Other

Date(s) of Event Date of Application

Name of event:

Desired location:

Legal entity to hold permit:

Contact Person:

Mailing Address:

Phone Number: Daytime Evening

Email Address: Website Link:

Brief description of your event:

Is this a private event? Advertised to the public?

Anticipated attendance: Per Day: Total:

Dates and times:

Setup: Date: Time:
Start of Event: Date: Time:
End of Event: Date: Time:
Cleanup Completed by: Date: Time:

Is this an annual event? How Many Years?

Will admission be charged? Amount (s):

Are vendor or other fees required? Amount (s):

Will your event include food preparation, concession and/or merchandise vendors?

Yes No If yes, please see page 6.

Please describe any mobile vending devices or other structures to be used including kiosks, carts, stands, stages, fences and barriers. (Attach diagrams or pictures if necessary.)

**Will alcohol beverages be sold or served at this event?**     Yes     No

Which nonprofit organization will sponsor the liquor license? \_\_\_\_\_

Exact time alcohol will be on location\*: \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m.)

\*These times must match the beginning and ending times specified on the State of Colorado Special Events Permit Application (form DR 8436).

Exact time alcohol will be served \*\*: \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m.)

\*\*Officers may be required to be present during the time alcohol is served. *Please see page 6.*

**Please note:** *It is the responsibility of the event organizer(s) to be familiar with the laws and liabilities associated with the sale of alcohol beverages. Please review state statutes regarding the sale and service of alcohol and/or attend a City sponsored alcohol server training class.*

**Is electricity needed?**     Yes     No    Time Needed: \_\_\_\_\_

If yes, please describe the equipment and appliances to be used, such as hot plates, coolers, or sound systems:

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**Is domestic water needed?**     Yes     No    If yes, please describe:

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**Will sound amplification be used?**     Yes     No    If yes, please describe:

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**Are additional garbage cans needed?**     Yes     No

If yes, please estimate the number of 90-gallon trash receptacles needed:

Please estimate the number of recycle containers needed:

**Please note:** *Individual vendors are required to provide their own trash receptacles.*

**Will temporary structures be used?**     Yes     No

If yes, please describe the type, size, and method of securing the structure:

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**Will your event include any high-risk activities such as motorcycle events, airplane/helicopter activities, or water events?**       Yes     No    If yes, please describe:

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**If the estimated attendance of the event is more than 200 people, please provide a brief description of the following:**

Parking and Traffic Management Plan:

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Emergency Plan:

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Sales Tax Collection Plan (if food and/or merchandise are sold):

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Additional comments/requests:

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***Part II – Additional Licenses & Permits***

If any items are sold at an event, a City of Montrose Sales Tax License is required in accordance with the Official Municipal Code of the City of Montrose and the laws of the State of Colorado. Please contact the City Sales Tax Accountant at (970)-240-1465 to obtain a City Sales Tax number.

City Sales Tax Number or signature of authorized City personnel if a license is not necessary. (required before a permit will be issued): \_\_\_\_\_

\*City Sales Tax License holders must maintain proper books and records of sales that may be subject to inspection and audits as applicable. (Municipal Code Section 5-15)

Additional permits may be required depending on the components of your event:

\_\_\_\_\_ Food Service License (Health Inspector 970-252-5000)

\_\_\_\_\_ City Sales Tax Sponsor Agreement (Sales Tax Accountant 970-240-1465)

\_\_\_\_\_ Transient Vendor's License (Sales Tax Accountant 970-240-1465)

\_\_\_\_\_ Special Events Liquor Permit (City Clerk's Office 970-240-1430)

Please note that applicants and/or vendors are responsible for obtaining and complying with the terms these licenses and permits.

### **Part III – Rules & Regulations**

1. Applications must be submitted **at least 60 days** (90 days for Main Street closures) in advance of the date of the event.
2. Proof of Insurance in the amounts listed below, naming the City, its officers, agents and employees as additional insureds for claims arising from the event.

\$2,000,000	General Aggregate (Per Event/Certificate)
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence
\$1,000,000	Damage to Premises Rented to You
\$ 5,000	Medical Payments
3. For groups planning to sell and serve alcohol beverages:
  - a. A Special Events Permit to sell and serve alcohol beverages must be obtained through the City of Montrose and State of Colorado. (Applications are processed through City Clerk's Office).
  - b. A detailed plan on how the area will be secured for sale and consumption of alcohol will be required.
  - c. **Events with a Special Events Permit to sell and serve alcohol, may be required to hire a minimum of two (2) police officers during the time alcohol is being served. The number of officers required will be determined by the City in its sole discretion based on the nature of the event. The fee is based on the actual burdened rate of officers and sergeants, will be reviewed annually, and is subject to change.**
4. Park hours are 5:00 a.m. to 11:00 p.m.
5. Noise which unreasonably annoys, injures or endangers the comfort, health, peace or safety of others is prohibited by City ordinance.
6. The rules and regulations of the Montrose City Code shall be followed at all times.
7. Permittee agrees to indemnify and hold harmless the City of Montrose, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this permit, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of the

Permittee, or any employee of the Permittee, or which arise out of any worker's compensation claim of any employee of the Permittee. The Permittee agrees to investigate, handle, respond to, and to provide defense for and defend against, any such liability, claims or demands at the sole expense of the Permittee, or at the option of the City agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with, any such liability, claims or demands. The Permittee also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent.

8. Permittee hereby agrees to waive any claim against the City, its officers or employees for damage to their persons or property arising out of this permit, the exercise of rights granted under this Permit, or the use of the public property granted herein by the City.
9. Permittee shall maintain and use the public property at all times in conformity with City ordinances, regulations and other applicable law, keep it in a safe and clean condition, and allow no nuisance to be created by virtue of the Permit. Permittee shall not construct any buildings or improvements upon the public property. **Temporary structures shall not be anchored to sidewalks or pavement. Permittee shall not apply any unauthorized inscription, word, figure, painting or other defacement that is written, marked, etched, scratched, sprayed, drawn, painted, or engraved on or otherwise affixed to any natural or man-made surface on public property by any means including but not limited to an aerosol paint container, a broad tipped marker, gum label, paint stick or graffiti stick, etching equipment, brush or any other device capable of scarring or leaving a visible mark on any natural or man-made surface, even if considered temporary in nature. Directional markers and distance markers for parades and walks/runs are not allowed on any public property; vinyl wire flag markers (wire no greater than 14 gauge nor longer than 24") are allowed if removed immediately following the event.** Permittee shall be held responsible for any damage incurred to the public property or adjacent surrounding area as a direct result of the event's activities, **including but not limited to loss of damage deposit, cost of repair for damages, fines and imprisonment, restitution, community service, or other sentence imposed by a court of competent jurisdiction.**
10. The City reserves the right to refuse the issuance of an Events Use Permit to any club, organization, person or persons. The City may revoke this permit at any time as deemed appropriate in the City's sole discretion; in such case, all property of the Permittee shall be removed at Permittee's expense and pre-existing conditions restored.
11. The City reserves the right to impose additional or increased requirements, terms and conditions, based upon the City's responsibility to protect and safeguard public health, peace and safety, and to preserve the security of public property. Should additional or increased requirements, terms, and conditions be imposed, they shall be sent to the permittee in writing.

**I understand the rules and regulations as outlined above.**

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Signature of Event Coordinator

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Date



## SECTION B – MAIN STREET CLOSURE PERMIT

- Applications for Main Street Closures must be submitted at least 90 days prior to the event. Applications received less than 90 days in advance may be approved by the City Manager if the application was received at least 45 days in advance. This decision may be appealed to City Council.
- No street closure shall be permitted in conjunction with any Special Events Permit to sell and serve alcohol, unless permission is granted by City Council. *See Part III, Item 3 on page 6.*
- Main Street closures of more than 10 hours require City Council approval.
- Thoroughfares must remain open for emergency vehicles.
- Events shall conclude by 11:00 p.m.
- The Main Street Closure Permit fee is \$250.00 for a 10-hour closure. City Council may approve additional hours for an additional fee.
- A refundable deposit of \$100.00 is required and will be returned if the street closure area and adjoining property are clean, undamaged, and litter free.
- A Certificate of Liability Insurance is required as specified on page 6, under Part III, Rules and Regulations.
- Applicants are required to notify all properties within one block of the street closure 30 days prior to the event. A Street Notification/Acknowledgement form is located on page 13 of this application.

Date of street closure: \_\_\_\_\_ Preferred time of closure: \_\_\_\_\_  
 Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

*\*Closures include the area up to, but not including the closest crosswalk. Sidewalks and crosswalks cannot be blocked to pedestrian traffic.*

### Main Street Closure Permit Checklist

To simplify the Main Street Closure permitting process, applicants are asked to complete the following checklist and return this form for verification by the City Clerk's Office.

- Submit a complete special event application 90 days in advance. \_\_\_\_\_
- Receive City Council approval for alcohol service *(if applicable)*. \_\_\_\_\_
- Receive City Council approval for closures of more than 10 hours *(if applicable)*. \_\_\_\_\_
- Submit Main Street Closure Permit deposit and fees. \_\_\_\_\_
- Submit a certificate of liability insurance. \_\_\_\_\_
- Notify **ALL properties within one block of the street closure area** and submit a completed Street Closure Notification/Acknowledgement form. \_\_\_\_\_





**SECTION C – PARADE and/or STREET CLOSURE PERMIT**

**PARADE**

- Throwing candy from moving vehicles is prohibited.
- Parades shall organize and stage on North Nevada and adjoining side streets; then proceed East on North First Street to Stough; then turn South on Stough; then turn West on Main Street; proceed West on Main; then turn North on Selig. (Homecoming Parade may stage on South Pythian.)
- Police Department personnel shall be assigned for traffic control during parade.
- Applications must be submitted at least sixty (60) days in advance of the date of closure.
- Attach an application fee of \$100.00.
- Attach a deposit of \$100.00 to be returned if the parade route is left clean and undamaged.
- Attach a certificate of liability insurance as specified on page 6, under Part III, Rules and Regulations.

Date of Parade: \_\_\_\_\_ Time of Parade: \_\_\_\_\_

Name of Parade: \_\_\_\_\_

**STREET CLOSURE (other than Main Street – for a closure of Main Street, complete Section B)**

- No street closure shall be permitted in conjunction with any Special Events Permit to sell or serve alcohol, unless permission is granted by the City Council. *See Part III on page 6.*
- Streets shall not be closed more than ten (10) hours.
- Events shall conclude by 11:00 p.m.
- Public works will deliver barricades to the street closure area during normal working hours.  
**Event organizers are responsible for setting up and removing barricades.**
- Application must be submitted at least sixty (60) days in advance of the date of closure.
- Attach an application fee of \$100.00.
- Attach a deposit of \$100.00 to be returned if closure area is left clean and undamaged.
- Attach a certificate of liability insurance as specified on page 6, under Part III, Rules and Regulations.
- Complete and return Street Notification/Acknowledgement with application (Page 13). Applicants will be asked to notify all properties within 75 feet of the street closure.

Date of Street Closure: \_\_\_\_\_ Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Describe Street area to be closed:

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**SECTION D – CENTENNIAL PLAZA PERMIT**

- Application must be submitted at least sixty (60) days in advance of the date of the event.
- Attach an application fee of \$100.00.
- Attach a deposit of \$100.00 to be returned if the Plaza and adjoining property are left clean, undamaged, and litter free.
- Attach a certificate of liability insurance as specified on page 6, under Part III, Rules and Regulations.
- Events must conclude by 11:00 p.m.
- For groups requiring a Special Events permit to sell and serve alcohol beverages:
  - Special Events Permits shall be obtained through the City of Montrose. Applications are processed through City Clerk’s Office.
  - A detailed plan on how Centennial Plaza will be secured for sale and consumption of alcohol shall be required. Any requests for a street closure or parking lot use adjacent to Centennial Plaza require City Council review and approval when applying for a Special Events Permit.
  - Officers may be required at the discretion of the Montrose Police Department at a rate per hour based upon the actual burdened rate of officers and sergeants.

Date(s) of Use: \_\_\_\_\_

Time(s) of Use: \_\_\_\_\_ **\*Events must be completely concluded by 11:00 p.m.**

*Centennial Plaza Equipment Needs*

Will sound equipment be needed?  yes  no

Microphones (2)\_\_\_\_\_ Monitors (2)\_\_\_\_\_

- The City Clerk will issue a code to the locked electrical and sound system boxes.
- Arrangements for sound equipment training and key pick up can be made by calling 240-1422.

Will restrooms need to be opened earlier than 8:00 a.m.?  yes  no

Additional Needs:

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**SECTION E – UNCOMPAGHGRE EVENTS PLAZA PERMIT**

*The Uncompahgre Events Plaza was created for the retail events such as a farmers’ market, events including vendors, or a community yard sale. Retail event sponsors must provide a sales tax license in order to make a reservation, and sales taxes must be remitted to the City of Montrose for all vendors.*

- Application must be submitted at least sixty (60) days in advance of the date of the event.
- Attach a copy of the city sales tax license associated with the retail event.
- Attach an application fee of \$100.00.
- Attach a deposit of \$100.00 to be returned if the Plaza and adjoining property are left clean, undamaged, and litter free.
- Attach a certificate of liability insurance as specified on page 6, under Part III, Rules and Regulations.
- Events must conclude by 11:00 p.m.
- For groups requiring a Special Events permit to sell and serve alcohol beverages:
  - Special Events Permits shall be obtained from the City of Montrose. Applications are processed through City Clerk’s Office.
  - A detailed plan on how the Uncompahgre Events Plaza will be secured for sale and consumption of alcohol shall be required. Any requests involving a street closure require City Council review and approval when applying for a Special Events Permit.
  - Officers may be required at the discretion of the Montrose Police Department at a rate per hour based upon the actual burdened rate of officers and sergeants.

*Event Requirements:*

Date(s) of Use: \_\_\_\_\_

Time(s) of Use: \_\_\_\_\_ **\*Events must be completely concluded by 11:00 p.m.**

Will electricity be needed? \_\_\_ Yes \_\_\_ No

Will water be needed? \_\_\_ Yes \_\_\_ No

Will Centennial Plaza restrooms need to be opened earlier than 8:00 a.m.? \_\_\_ Yes \_\_\_ No

Additional Needs:

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**SECTION F – ATHLETIC FIELD USE PERMIT**

*For events involving Cerise or Sunset Mesa Athletic Fields. Use of the Sunset Mesa baseball fields requires City Manager approval.*

- Applications must be submitted at least sixty (60) days in advance of the date of the event.
- Events shall conclude by 11:00 p.m.
- Two (2) acres of the ten (10) acre Multipurpose Field at Cerise Park shall be available to the public for use, and shall not be available for scheduled use.
- All goals and other equipment shall be portable and supplied by the user. Permittee’s removal of equipment owned by the Montrose Recreation District may not be allowed, and may be determined before an Events Use Permit is issued.
- Motorized vehicles of all types are prohibited on the fields.
- No temporary markings are allowed on the 2-acre soccer field at Cerise Park. Temporary painted stripes can be placed on the multipurpose field.
- For groups requiring a Special Events Permit to sell or serve alcohol beverages:
  - A Special Events Permit shall be obtained from the City of Montrose. Applications are processed through City Clerk’s Office.
  - A detailed plan on how the area will be secured for sale and consumption of alcohol will be required.
  - Officers may be required at the discretion of the Montrose Police Department at a rate per hour based upon the actual burdened rate of officers and sergeants.
- Attach an application fee of \$100.00.
- Attach a deposit of \$100.00 to be returned if the field area and adjoining property is clean, undamaged, and litter free.
- Attach a certificate of liability insurance as specified on page 6, under Item 3, Rules and Regulations.

Date(s) of Use: \_\_\_\_\_

Time(s) of Use: \_\_\_\_\_ **\*Events must be completely concluded by 11:00 p.m.**

Specific needs of the event:

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The undersigned hereby agrees to comply with all conditions stated above, and confirms that all statements on this application are true and accurate to the best of Permittee's knowledge.

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Date

**Total Due for Event:**

Events Use Permit Fee – All venues except Main Street	_____	\$100.00
Main Street Closure Permit Fee	_____	\$250.00
Event Deposit	_____	\$100.00

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

***Section Below for City Use Only***

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**Conditions:**

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

*Notifications Sent:* \_\_\_\_\_ (date)

*Fees Received:* \_\_\_\_\_ (date)

*Insurance Coverage Received:* \_\_\_\_\_ (date)

*Street Closure Notification/Acknowledgement Received:* \_\_\_\_\_ (date)





# STREET CLOSURE NOTIFICATION/ACKNOWLEDGEMENT

I hereby acknowledge that \_\_\_\_\_ will be closed between \_\_\_\_\_  
 (street) (street)

and \_\_\_\_\_ on \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
 (street) (date) (time)

\_\_\_\_\_ for \_\_\_\_\_  
 (time) (name of event)

<b>NAME AND/OR BUSINESS</b>	<b>ADDRESS</b>	<b>DATE</b>
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Comments: _____ *****	_____	_____
Comments: _____ *****	_____	_____
Comments: _____ *****	_____	_____
Comments: _____ *****	_____	_____
Comments: _____ *****	_____	_____
Comments: _____ *****	_____	_____
Comments: _____ *****	_____	_____
Comments: _____ *****	_____	_____
Comments: _____ *****	_____	_____

\_\_\_\_\_  
Name of Circulator

\_\_\_\_\_  
Signature of Circulator