



42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133
Phone: (719) 481-2953
Fax: (719) 488-9305
www.townofpalmerlake.com

TOWN OF PALMER LAKE SPECIAL EVENT PLANNING PACKET

Dear Event Planner:

Welcome to Palmer Lake! The Town appreciates the opportunity to host your Special Event.

As you plan your Special Event, the Town Administration acts as your primary point of contact. The approval of your application relies upon the event planner providing complete and detailed information. Staff's role is to assist you with the application process, to manage the timely review of the application, and to help mitigate potential problems.

The Special Event application comprises several forms, including:

- Site plan
- Sanitation and Waste Management Plan
- Emergency Services Plan
- Acknowledgement of Rules and Regulations
- Certificate of Insurance

Depending on the details of your event, additional forms may need to be submitted, including:

- Venue reservation applications
- Temporary Street Closure Application
- Peddler & Solicitor Permit Application
- Special Event Liquor Permit Application

Detailed information on these forms and fees is in the Special Event Permit Application. Once you have completed all necessary applications, submit them with applicable fees to the Town Office at 42 Valley Crescent, PO Box 208, Palmer Lake, CO 80133.

Do not hesitate to call the office with any questions at (719) 481-2953. During the application review process, Staff will reach out to you with any additional questions or concerns.

We look forward to working with you to obtain approval for your event. Thank you for choosing the Town of Palmer Lake as your preferred location!

Best regards,

Town of Palmer Lake

TOWN OF PALMER LAKE SPECIAL EVENT FAQ

Do I need a special event permit?

A special event permit is required if your event meets any of the criteria below:

- a. Special events include, but are not limited to: any parade, fair, exhibition, motion picture filming, bicycle event, foot race or walk using Town property.
- b. An event taking place in or on public property open for public participation.

If you have questions about whether your event qualifies as a special event, please contact the Town Office.

When do I need to submit my application?

The special event application must be submitted no less than 60 days before the event. If the event is estimated to have 1,000 or more people in attendance, the application must be submitted no less than 180 days before the event.

When is payment due?

The total cost for conducting the event, including all permit, application, and reservation fees, must be paid upon submission of your application.

After your application has been reviewed by Town departments and entities, additional fees will be communicated, if deemed necessary, and be invoiced for payment.

How do you determine special event approval?

The following standards are used for determining approval:

- a. Whether the event is hazardous to the participants or other road users on Town property or will be an unreasonable inconvenience to motorists or property owners in the areas.
- b. Whether the Palmer Lake Police Department has sufficient resources to manage the necessary road closures and/or traffic control.
- c. Whether the applicant has submitted the application in the appropriate time frame before the event.
- d. Whether authorities in another jurisdiction have authorized or denied closure of their roads, highways, or streets for the special event.
- e. Whether the applicant has obtained the required amounts and types of insurance; and
- f. Whether the information furnished in the application is complete and accurate.

Once your application and payments have been received, the Town will review the information submitted. If determined that your application is complete and satisfies the conditional requirements, we will contact you to schedule a Town staff/department meeting with the Event Coordinator. At this meeting, we will review your plan in detail and answer any questions.

Next, the application will be added to the meeting agenda for the Town Board of Trustees for final approval. You will be notified of this meeting date and shall send a representative. Town Board meetings are the second and fourth Thursdays of the month at 5:00 P.M at 28 Valley Crescent, Palmer Lake, CO 80133.

When will I know if my application is approved?

The Town of Palmer Lake shall notify the Applicant following Board review. Once approved, the Town will promote the event on the Town calendar.



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TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Fee: \$ _____	Pmt Type: _____
Deposit: \$ _____	Pmt Type: _____
Refund: \$ _____	Ref Type: _____
Ref Date: _____	By: _____

TOWN OF PALMER LAKE SPECIAL EVENT PERMIT APPLICATION

The following application must be completed for a Special Event Permit in the Town of Palmer Lake. The fee for a Special Event Permit is \$100.00. Nonprofit organizations may be eligible for a reduced fee. The total application fee includes a nonrefundable portion of \$25.00 for application processing, regardless of applicant withdrawal or event cancellation. The following must be submitted for this application to be considered:

SPECIAL EVENT PLANNING CHECKLIST	
Required Applications & Documents:	
<input type="checkbox"/>	Special Event Permit Application
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	Applicable Fees
Other Applications, if applicable (Additional fees may apply):	
<input type="checkbox"/>	Park Reservation Application
<input type="checkbox"/>	Town Hall Reservation Application
<input type="checkbox"/>	Temporary Street Closure Application
<input type="checkbox"/>	Peddler & Solicitor Permit Application
<input type="checkbox"/>	Special Event Liquor Permit Application

Submission of application does not guarantee approval.

Note: A minimum of 60 days is required to process this application.

APPLICANT INFORMATION

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Group/Organization Name: _____

Event Contact: _____ Phone: _____

Email: _____

EVENT INFORMATION

Event Date: _____ Approximate # attending: _____

Event Hours (including setup/takedown): From _____ AM PM To _____ AM PM

Description (attach additional sheets if needed):

Event Location: _____

Physical Address: _____ Palmer Lake, CO 80133

Describe your plan for notifying the community of your event (attach additional sheets if needed):

SITE PLAN

All applicants must provide a site plan with the Special Event Permit Application. Attach a detailed drawing or map that shows the layout of the event as close to scale as possible. The site plan should include:

- Overall Plan:** An outline (map) of the entire event venue including the names of all streets or areas that are part of the event.
- Traffic/Parking Plan:** Identify traffic flow and parking areas.
- Fencing/Barricades:** Identify location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access. Remember to provide a minimum of 20-foot emergency access lanes throughout the event venue.
- Parade or Race Route:** If your event includes a parade or race, identify the route, including street names, assembly, starting, check, and end points.
- Event Components:** Identify all event components including stages, platforms, bleachers, canopies, tents, trash containers and dumpsters, temporary structures, amusement equipment, and entrance and exit locations.
- Electrical:** Identify generator locations and/or electricity sources.
- Vendors:** Identify location of all vendor booths, including food vendors.
- Restrooms/Portable Toilets:** Identify where portable toilets will be located and whether they are gender specific and handicap accessible. If you are hosting an event at a Town venue that has restrooms, also identify those.
- Handicapped Accessibility:** Event holders must establish ADA compliant ways for handicapped persons to park and access the event. Identify ADA access to the event and ADA accessible restrooms/portable toilets.
- First Aid/Medical:** Identify location of first aid facilities, ambulances, and lost child station, if applicable.

PARADE/RACE

Will your event include a parade? Yes No

Will your event include a race? Yes No

Describe the type and nature of parade/race: _____

Total Participants: _____ Pedestrian Racers: _____ Bicyclists: _____ Floats: _____

Assembly Location: _____

Start Location: _____ End Location: _____

Route Description: _____

Note: If your event includes a parade or race, a route map must be included with this application. Route map should clearly show assembly, start, and end locations.

HAZARDS

All special event applications are reviewed for overall public safety in accordance with the requirements of the 2015 International Fire Code adopted as amended, as the fire code of the Town of Palmer Lake. Building permits and/or inspections may be required, and additional fees may apply. The following categories are considered hazards: Structures, Amusement Equipment, Fireworks, Electrical.

Note: Each activity should also be shown on your Site Plan. You may be required to provide additional insurance in order to provide these types of high-risk activities on Town property. The Town of Palmer Lake adheres to noise ordinances pursuant to Chapter 9.48.050. To view ordinances, visit the website or Town Office.

STRUCTURES

Will your event include any site-build structures, tents, or canopies? Yes No

If yes, describe (include quantity and size): _____

Will your event have any bleachers, platforms, or stages? Yes No

If yes, describe (include quantity and size): _____

Rental Company: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

AMUSEMENT

Will your event include amusement equipment (e.g., bounce houses, carnival, climbing wall)? Yes No

If yes, describe (include quantity and size): _____

Rental Company: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

FIREWORKS

Will your event have a fireworks display? Yes No

If yes, describe: _____

Fireworks Company: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

ELECTRICAL

Do any components of this event require a power source? Yes No

If yes, describe (include wattage required): _____

What power source will be used? Generator Existing Source

If generator, describe (include quantity, make, wattage): _____

Rental Company: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

ADDITIONAL FORMS

For all YES responses, submit the corresponding forms. Forms can be found on our website at www.townofpalmerlake.com under Resources > Forms > Special Events.

		CORRESPONDING FORM
Will your event be held at a Town park?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Park Reservation Application
Will your event be held at Town Hall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Town Hall Reservation Application
Will your event require street closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Temporary Street Closure Application
Will your event include retail business, food, and/or beverage vendors?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Peddler/Solicitor Permit Application
Will your event include alcohol or liquor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact staff for more information.

**Note: The Town of Palmer Lake is a statutory Town with the State of Colorado and does not collect sales tax directly. Sales tax for the Town of Palmer Lake (3.0%), El Paso County (1.23%), and the State of Colorado (2.9%) must be remitted to the state.*

APPLICANT ACKNOWLEDGEMENT

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT.

Applicant Signature

Printed Name

Date

TOWN OF PALMER LAKE SPECIAL EVENT SANITATION & WASTE MANAGEMENT PLAN

The Sanitation and Waste Management Plan identifies contractors utilized for restrooms and trash removal as a condition of the approval of the special event.

RESTROOMS

The Town of Palmer Lake recommends two (2) chemical or portable toilets for every 250 people. This is based upon the maximum number of attendees at your event during peak time. We require a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. The ADA standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Units should be located on an accessible route away from food and equipped with all the accessible elements such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when not all units are accessible, the International Symbol of Accessibility must be posted on the units that are.

# Attending	Toilets Needed	# Accessible Toilets (min.)
0-125	1	1
126-250	2	1
251-375	3	1
376-500	4	1
_____	(# Attending) ÷ (125)	10% of Toilets Needed

How many toilets needed per the chart above? _____

Portable toilet vendor information:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Delivery Date & Time: _____ Pick-Up Date & Time: _____

TRASH AND RECYCLING

How will you manage trash for this event? Staff and/or volunteers Company (provide information below)

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

How many trash containers will be used? _____

How often do you plan to empty them? _____

Where will trash be deposited when containers are emptied? _____

Describe your plan for cleanup and removal of waste during and after your event:

**TOWN OF PALMER LAKE
SPECIAL EVENT EMERGENCY SERVICES PLAN**

The Emergency Services Plan highlights emergency access routes and a plan to mitigate fire, weather, and medical emergencies. Emergency access routes must be noted on the site plan.

EMERGENCY SERVICES

The Palmer Lake Fire and Police Departments may be available for hire for your special event. If applicable, additional fees will apply.

Do you want to hire Palmer Lake Fire Department for your special event? Yes No

Do you want to hire Palmer Lake Police Department for your special event? Yes No

Have you shown access routes for emergency responders in your site plan drawing? Yes No

Will there be any on-site first aid? (If yes, note location on your site plan.) Yes No

Have you hired a professional emergency medical services provider for your event? Yes No

Note: Fees for emergency transportation charged to the Town will be passed on to the Event holder.

Emergency medical service provider information:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact: _____ Phone: _____

Email: _____

Describe your plan for handling an emergency (attach additional pages if needed):

TOWN OF PALMER LAKE
SPECIAL EVENT RULES AND REGULATIONS ACKNOWLEDGEMENT

By signing below, the Applicant or responsible organization, as a condition of being granted a special event permit within the Town of Palmer Lake, agrees to abide by the following rules, regulations, and conditions established by the Town:

_____The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the Town.

_____The responsible organization shall indemnify and hold harmless the Town, its officers, officials, employees, and self-insurance pool from and against any and all damage and loss to person or property and shall defend the Town from any and all claims, demands, suits, actions, or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Government Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.

_____The responsible organization must provide the Town of Palmer Lake with a certificate of general liability insurance policy covering claims that may arise during the event, including participant and spectator liability. Insurance coverage is required in the amount of (\$1,000,000.00). Such insurance shall include general liability and auto liability coverage. Coverage must be extended to spectators and participants and must name Town of Palmer Lake and its officers, employees, and agents as additional insured with regard to damages and defense of claims arising from, but not limited to: Activities performed by or on behalf of the named insured's; Products and completed operations of the named insured's; Premises owned, leased or used by the named insured's; and The ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, or borrowed by the named insureds. A copy of the policy or appropriate insurance certificate shall be provided to and approved by the Town as a condition of the special event being approved. Certificates of insurance and copies of policy endorsement to certificate holder must be sent to: Town of Palmer Lake, 42 Valley Crescent P.O. Box 208, Palmer Lake, Colorado 80133 as a condition of approval of this event.

_____The responsible organization, if holding the special event on Town property shall, upon conclusion of the event, return the site to its pre-event condition immediately. The Town of Palmer Lake cannot guarantee availability of public property for special events. If two or more special events plan to use the same Town property on the same date, Town staff will strive to accommodate each event by working with the organizers to find alternative locations or dates. The Town of Palmer Lake cannot issue permits or approve activities on behalf of other jurisdictions. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the Town of Palmer Lake.

_____The responsible organization will notify abutting property owners of the special event.

I, the Undersigned, hereby certify that I have read, understand, and agree to abide by the following rules, regulations, and conditions established by the Town as listed in this application.

Applicant Signature

Printed Name

Date

TOWN OF PALMER LAKE
SPECIAL EVENT REIMBURSEMENT FORM

After the event date, this form shall be submitted for reimbursement of eligible fees associated with your special event (e.g., damage deposits, cancelled event, etc.).

APPLICANT INFORMATION

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Reimbursement Reason: _____

Send check to different address: _____

City: _____ State: _____ Zip: _____

DATE	DESCRIPTION	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____

Applicant Signature

Printed Name

Date