



**City of Boulder**

# **Special Events Guide**



## WELCOME

The City of Boulder is proud to host a variety of Special Events that contribute to the social, economic, and environmental health and well-being of our community. This Guide is an essential tool for Event Organizers navigating the permitting process to clarify permit deadlines and requirements. Please read this Guide prior to completing and submitting an online [Special Event Application](#).

When planning a first-time Event or making changes to a renewal Event, please consider contacting the Office of Special Events before finalizing an event concept or application. A preliminary conversation with city staff regarding the availability of a venue, proposed route or general technical assistance may save valuable time and provide useful guidance in the development of a special event concept.

<b>Contact the Office of Special Events at <a href="mailto:specialevents@bouldercolorado.gov">specialevents@bouldercolorado.gov</a> for questions related to the Guide or Application. Contact city staff below for questions related to specific City of Boulder venues:</b>			
Boulder Reservoir	Stacy Cole	(303) 441-3469	<a href="mailto:coles@bouldercolorado.gov">coles@bouldercolorado.gov</a>
City Parks, Multi-Use Paths	Justin Greenstein	(303) 413-7222	<a href="mailto:greensteinj@bouldercolorado.gov">greensteinj@bouldercolorado.gov</a>
City Streets, Pearl Street Mall	Lane Landrith	(303) 413-7316	<a href="mailto:landrithl@bouldercolorado.gov">landrithl@bouldercolorado.gov</a>

After developing an event concept, submit an online [Special Event Application](#) request with supporting documents, including any requirements specified in this Guide. Submitting a Special Event Application does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the proposed concept or event.

## WHEN IS A SPECIAL EVENT APPLICATION AND PERMIT REQUIRED?

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

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

*Advocacy activities do not require a special event permit and are addressed in Appendix F.*

## SPECIAL EVENT APPLICATION AND TIMELINE

If the event concept meets the definition above, Event Organizers may submit a Special Event Application request up to 364 days prior to the proposed event date. Applications are accepted on a first-come, first-served basis. Incomplete applications will not be accepted. Late submissions may be subject to denial.

**A complete Special Event Application must include** a clearly defined event concept for all planned and promoted activities, including, but not limited to, proposed site and/or route maps; proposed locations of all tents, structures and/or fencing; proposed plan for all booths and/or vendors, proposed plan for all food and/or alcohol; proposed transportation plan and all proposed operational dates and times to be accepted.

## **Special Event Applications must be submitted [364 - 120 days prior to event start date](#)**

- New and Renewal Applications must be submitted for review of event concept, venues and dates. Renewal Applications submitted 119 days or less prior to the event start date are not guaranteed the same renewal date and/or venue.
- Events may require deposits and/or fees to hold requested venues and dates.

## **Event Deadlines and Documentation required in this Guide, include, but are not limited to:**

### **Due with the initial application or at least [90 days prior to event start date](#)**

- Computer-generated site and/or route maps
- Computer-generated alcohol site map
- Booth/vendor and exhibitor details
- Food vendor/mobile food truck details
- Power and/or water requests
- Generator and/or tent details
- Transportation plan and/or route details
- Amplified sound details
- Event notifications and signage plan
- Emergency response and contingency plan
- Proposed production schedule
- Zero waste details

### **Due at least [60 days prior to event start](#)**

- Final computer-generated site and/or route maps
- Final alcohol site map, venue permission letter and alcohol questionnaire, if applicable
- Initial list of all vendors/exhibitors onsite
- Boulder Police Department off-duty officer online request form
- Parking Officer online request form
- Initial MHT documents for any right of way use/closure
- Updated Production Schedule

### **Due at least [40 days prior to event start](#)**

- A complete special event liquor permit application, if applicable
- List of all vendors and/or organizations onsite serving alcohol to the public

### **Due at least [30 days prior to event start](#)**

- All supplemental applications for permits such as Alcohol, [Tents and Generators](#).
- All supplemental service requests and payment of fees for Off-duty Officers and Parking Services.
- An updated list of all mobile food vehicles, food vendors and vendors/exhibitors onsite.
- All vendors/exhibitors must have or apply for a [City of Boulder Sales and Use Tax License](#).

### **Due no later than [14 days prior to event start](#)**

- A Certificate of Insurance
- A comprehensive zero waste plan, including any zero-waste vendor and services.
- A FINAL list of all mobile food vehicles, food vendors and vendors/exhibitors onsite.
- A FINAL production schedule for all deliveries, set-up, drop-off and load-out.

The Event Organizer is responsible for obtaining any required permits, contracting for any required services, and securing the authorization and/or exemptions required by other agencies (e.g. Special Event Liquor Permit, Boulder County Public Health Temporary Event Permits, Boulder County, State of Colorado, etc.) with jurisdiction or authority for any element of the event, venues, routes and/or activities.

## **SPECIAL EVENT REVIEW PROCESS**

The Special Event Review Process is facilitated by the Special Event Review Team (SERT), composed of representatives from various city departments affected by or with regulatory authority related to the event request. This provides a coordinated approach to the review process including required consent and, if needed, on-site inspection of the proposed event. The review process begins when the Event Organizer submits the Special Event Application. Applications under review do not imply the process is complete, nor should initial application submission be construed as final consent or approval of any event or activity.

Throughout the review process, the SERT may require the Event Organizer to clarify aspects of event concept by submitting additional information and/or documents to the online application. At the sole discretion of the City of Boulder, written amendments to the initial application may be authorized. Any amendments must be submitted to the online application within the requested timeline. Delays in providing any required information may affect the ability to complete the review process in a timely manner and/or result in the determination that the application is considered incomplete and subject to denial or late fees.

## **FINAL PERMIT**

After the Special Event Review Team has completed their review and the Event Organizer has completed and/or provided all requirements, service contracts and fees; a Special Event Permit may be issued. The final permit issued is only valid for the approved venue area(s), route(s), vendors, activities, set-up and dismantle dates and times, as depicted on the approved site and/or route maps and as described in the special event permit.

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

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### Application Examples:

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### Additional Permits, Guide Terms and Glossary:

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

## ACCESSIBILITY

Event Organizers are required to comply with the Americans with Disability Act (ADA). All Event venues, structures and activities shall be accessible to persons with disabilities. If a portion of the 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. Consider the following access areas when creating the event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, 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, etc. Compliance with the Americans with Disabilities Act and all amendments to the act shall be the sole responsibility of the Event Organizer. The Event Organizer agrees to defend and hold the City harmless from any expense or liability arising from the event or organizer's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

## ADVERTISING

Event Organizers must ensure that the Special Event Application request has been approved and permitted by the City of Boulder before promoting, marketing, or advertising the Event and/or Activities. Submittal of the Special Event Application request does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the event concept or Event. The Event Organizer must complete all 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 the following documentation is required:

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed, computer generated alcohol site map ([EXAMPLE Alcohol Site Map](#)) with dimensions for all proposed alcohol areas including the main bar/alcohol service areas, fencing, entry/exits, three-bin zero waste stations (composting, recycling and trash), portable toilets, tents, booths, tables, vendors, food service, staffing/marshals, and signage.

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

- Provide a FINAL alcohol site map as defined above and in the Special Event Guide.
- A completed City of Boulder Alcohol Supplemental [Questionnaire for Special Events](#)
- Submit an [off-duty officer online request form](#).
- All details above must be submitted before an Alcohol Permission Letter for Public Property can be approved by the City (This letter is required for the Special Event Liquor Permit Application)

**Due at least 40 days in advance of event start date:**

- Submit a [Special Event Liquor Permit Application](#) for Public Property via the online portal to ensure a legal and complete application is processed at least thirty (30) days prior to the event start date, there are no exceptions per state code and local rules.
- Provide a list of all vendors and/or organizations onsite serving alcohol to the public and indicate if alcohol will be sold, given away, or included in the ticket price.
- Provide a production schedule and timeline for all deliveries, set-up and load-out

Event Organizers are 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 Application and Off-Duty Officer Requirements.

Pursuant to State Liquor Code and the City of Boulder, anyone selling and/or serving alcohol where members of the 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 liquor permits.

**The following rules apply to alcohol areas, but additional requirements may be added based on the request:**

- 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.
- Alcohol servers must be TIPS (Training for Intervention Procedures) certified.
- All alcohol must be consumed within the designated and approved alcohol premises.
- Once the alcohol area(s) and site map(s) are approved by the city Point of Contact and a Licensing Specialist it is final and cannot be changed or modified.
- An appointment must be made with a Licensing Specialist for an onsite inspection 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.
- Any alcohol containment or fencing height and the use and/or number of required off-duty police officers will be determined on case-by-case basis with event size, scope and history considered.

For more information, review the [Special Event Liquor License webpage](#) or contact the City of Boulder Licensing Division at (303) 441-4192 after receiving the Alcohol Permission Letter for Public Property from the city Point of Contact and completing the Special Event Liquor Permit Application.

*Also review section "Maps" and attached Venue Specific Regulations (Appendix A – D)*

## **AMPLIFIED SOUND**

When proposing amplified sound the following documentation is required:

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) with locations of amplified speakers and direction the sound will travel.

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

- Provide a FINAL site map with locations of amplified speakers and direction the sound will travel.
- 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;

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 may have reduced hours for amplified sound.

Events with Amplified Sound must always remain in compliance with [Boulder Revised Code 5-9-3](#), including set-up, event activities and break-down. Event Organizers are responsible for monitoring amplified sound noise levels throughout the Event to ensure compliance. Events not in compliance may be subject to citations, fines, permit revocation, and/or future permit denials.

*Review attached Venue Specific Regulations (Appendix A – D)*

## BANNERS AND PROMOTIONAL SIGNS

When proposing banners and/or promotional signage the following documentation is required:

### **Due with the initial Event Application or at least 90 days in advance of the event start date**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) with the sizes and locations of all banners/signs.

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

- Provide a FINAL site map with specific locations for all banners and signage.
- Provide the size, location and installation/removal date/time details for all banners and signage in the venue, near or facing any public streets, paths and right of ways.

Temporary banners and signs may be placed on public property to promote the Event with prior written approval and 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 and removed within 24 hours after the event.
- 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.
- Banners across any public street or emergency access must have a minimum clearance of 15 feet.
- Banner and Signage post-event removal must be within 24 hours after the Event and include all tape, zip-ties, and attachment devices to avoid additional charges or loss of deposits.

## Product or Promotional Marketing

Any event or product promotions within the event venue or other public spaces must be pre-approved. Event Organizers are responsible for any placement and/or distribution of signs, stickers, chalk and other promotional materials. 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. City representatives may remove non-permitted décor and advertising in the public right of way or permitted venue area and the Event Organizer may be subject to fines and/or cost of removal.

Email [specialevents@bouldercolorado.gov](mailto:specialevents@bouldercolorado.gov) more information regarding signs/marketing on public property.

*Review attached Venue Specific Regulations (Appendix A – D)*

## DEPOSIT

Event Organizers may be required to submit a performance deposit to reserve a venue; cover the cost of any cleanup/damage; and/or guarantee the event performs within the permit specifications. Refunded deposits may be issued following the Event after all required fees are paid in full and any after-action review is complete, if required.

*Review attached Venue Specific Regulations (Appendix A – D)*

## ELECTRICITY

When proposing the use of onsite electricity, the following documentation is required:

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) with locations for all outlets, extension cords and trip prevention devices.

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

- Provide a FINAL site map with locations for all outlets, extension cords and trip prevention devices.
- For all onsite electrical outlets requested, provide the date, time, and location for any proposed use.

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

*Also review section “Generators” and attached Venue Specific Regulations (Appendix A – D)*

## FEES

Fees vary based on event, location, staffing and services. Once the Event Application is approved and permitted, the Event Organizer 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.

*Review attached Venue Specific Regulations (Appendix A – D)*

## FENCING

When proposing the addition of temporary fencing the following documentation is required:

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a FINAL site map with locations and dimensions for all proposed fenced areas including entry/exits points, staffing/marshals, and any directional signage.

A ‘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 include the main entrance.
  - One exit shall be provided when the site accommodates 49 or less persons.
  - Two exits shall be provided when the site accommodates 50-500 or less persons.
  - Three exits shall be provided when the site accommodates from 501- 1,000 persons.
  - Four exits shall be provided when the site accommodates more than 1,000 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/markings: 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. Events occurring into or during evening/night hours shall require illuminated exit signs and elevated above the exits.

For more information on fence requirements, contact [specialevents@bouldercolorado.gov](mailto:specialevents@bouldercolorado.gov).

*Review attached Venue Specific Regulations (Appendix A – D)*

## FOOD VENDORS / MOBILE FOOD VEHICLES (MFV)

When proposing food vendors and mobile food vehicles (MFV) the following documentation is required:

### **Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) with locations for all vendors providing food to the public (samplers, prepared foods, MFV, etc.), including any propane tanks or fuel storage areas, if applicable.

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

- Provide a FINAL site map with all vendors providing food including the total number of food vendors and/or mobile food vehicles including any propane tanks or fuel storage areas.

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

- Provide a production schedule and timeline for all deliveries, set-up and load-out.

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

- Provide a list of all mobile food vehicles (MFV) onsite. All MFV must have 1) a valid [City of Boulder Sales and Use Tax \(Business\) License](#); 2) a Colorado Retail Food Establishment mobile unit license; and 3) a City of Boulder issued [Mobile Food Vehicle License](#).
- Provide a list of all vendors providing food to the public. All food vendors must have 1) an applicable state or local license/registration or other approved documentation (Colorado Retail Food License, Wholesale Food Registration); and 2) a [City of Boulder Sales and Use Tax \(Business\) License](#).

The Event Organizer and all vendors providing food to the public (samplers, prepared food, MFV, etc.), must be approved by Boulder County Public Health.

- Event organizers must complete an online [temporary event coordinator application](#).
- All Vendors providing food must complete the temporary event online [vendor verification form](#).

To comply with FDA requirements, food vendors providing non-prepackaged food at Temporary Events in Boulder County must have taken a food safety training via the [online training course](#).

The Boulder County Public Health Department may have additional requirements or inspections for serving food. Please visit their homepage at <http://www.bouldercountyfood.org> or call 303.441.1564 and ask for the on-call food inspector or email them at [healthcp@bouldercounty.org](mailto:healthcp@bouldercounty.org).

All products provided onsite by vendors, including plates, cups and utensils, must be recyclable or compostable. Vendors are prohibited from serving any materials that go to the landfill. It is the

responsibility of the Event Organizer to ensure that all vendors onsite are following the signed vendor agreement. Vendors must retain a copy of the agreement on site during the Event.

**Food Vendor:** A Food Vendor is defined as a vendor providing food to the public with table(s) and tent/awning style service. Food vendors participating in an Event are required to have applicable state or local license/ registrations or other approved documentation (Colorado Retail Food License, Wholesale Food Registration) Information can be obtained through the Boulder County Public Health (BCPH). All vendors must have a valid [City of Boulder Sales and Use Tax \(Business\) License](#).

**Mobile Food Vehicles (MFV):** MFV operating within the City of Boulder are required to have City of Boulder issued [Mobile Food Vehicle License](#); a valid [City of Boulder Sales and Use Tax \(Business\) License](#) and a Fire Permit from Boulder Fire Rescue and a Colorado Retail Food Establishment mobile unit license. Please view the [City's Mobile Food Vehicle webpage](#) or call 303-441-4192 for details. Event Organizers should 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."

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 Boulder, for more information, contact [specialevents@bouldercolorado.gov](mailto:specialevents@bouldercolorado.gov).

**All food vendors cooking, heating and warming food at outdoor events shall comply with the following:**

- All tents and canopies must be constructed of flame-retardant material and be properly anchored to prevent collapse under inclement weather conditions;
- Vendors must always 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.
- A copy of the [Special Event Food Vendor Guidelines](#) from the Fire Department provided by the event organizer shall be readily available on site by all food vendors for review by the Fire Inspector.

*Also review section "Generators" for information and requirements.*

## GENERATORS

When proposing the use of onsite generators, the following documentation is required:

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) for all planned and promoted activities including locations for all generators. NOTE: Site Maps must include the proposed location for all tents and/or generators, as well as measurements indicating how far the tent and/or generators will be located from other tents, tables, food trucks, stages, etc.

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

- Provide a FINAL site map including locations for all generators.

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

- Provide a production schedule with times/dates for all deliveries, set-up and load-out.
- If the event includes towable industrial generators (15KW or more), light towers and/or installed electrical services a [Temporary Event Permit Application](#) must be submitted with an approved site map to Planning and Development for inspection and permit. Application forms and required materials may be submitted to [PDSskipatrip@bouldercolorado.gov](mailto:PDSskipatrip@bouldercolorado.gov). Please review [Online Permit Application Guide](#) for more information about the process.

A [Temporary Event Permit Application](#) is required to erect or install large generators and/or light towers on public property. Applications must include an approved Site Map and submitted **at least 30 days in advance** of event start date to be accepted. Application forms and required materials may be submitted to [PDSskipatrip@bouldercolorado.gov](mailto:PDSskipatrip@bouldercolorado.gov). Please review [Online Permit Application Guide](#) for more information about the process. For more information, please contact Planning and Development Services at [plandevlop@bouldercolorado.gov](mailto:plandevlop@bouldercolorado.gov) or 303-441-1880.

Additional Requirements when using generators:

- **Location / Storage:** Portable generators shall be isolated from contact with the public by fencing, enclosure or other *approved* means. Generators shall be placed at least 10 feet from any combustible materials, tents, canopies and inflatable structures. The exhaust from the generator shall be directed away from any structures.
- **Fuel Storage Area:** All vendors requiring the use of generators or other fueled appliances shall be limited to a maximum of 5 spare gallons of fuel (gasoline/diesel) in approved safety fuel cans for refueling purposes, per vendor. It shall be mandatory that all approved safety fuel cans be stored in one single geographical area provided by the Event Organizer and shall be at a minimum of **50 feet** from any tent, generator, structure or any other sources of ignition. The storage area shall be enclosed by fencing and labeled with signage stating "Gasoline" and "No Smoking." Gasoline signs shall have a red background with contrasting white letters and be visible from a minimum of 10 feet. No Smoking signs shall have a white background with contrasting red letters and be visible from a minimum of 10 feet. 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.

- **Fire Extinguisher:** An ABC-type portable fire extinguisher with a minimum 40-B rating with a current inspection tag attached shall be provided by the Event Organizer and must always be on-hand at the fuel storage area, mounted on a stable obstacle and easily accessible.
- **Refueling:** When refueling a portable generator from a self-closing safety can, you must wait until the generator cools, and remove it a minimum of **20 feet** downwind from any tent, generator, structure or any other sources of ignition. All safety fuel cans shall be removed from the site daily, at the closing of each event.

## HEATERS

When proposing the use of onsite Heaters, the following documentation is required:

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) with the location for all electric, propane or liquid fuel heaters and/or temporary heating devices, including any fuel storage areas, if applicable.

All use of propane heaters must be pre-approved and used in 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;
- Portable LP-gas containers used in connection with the heater and with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than 10 feet.
- An ABC-type portable fire extinguisher with a minimum 40-B rating with a current inspection tag attached must always be on-hand and easily accessible.
- An unvented kerosene or fueled heating appliance cannot be used within a room, building or tent.

## INSURANCE

The following documentation is required:

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

- A standard ACORD (Association for Cooperative Operations Research and Development) Certificate of Insurance providing coverage to the Event Organization, as listed on the Application, with the City of Boulder named as additionally insured.

For most Events, 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. The city may require Events with: large crowds, pyrotechnic displays, inflatables, or other significant risks, to carry policies with higher limits. At the city's discretion a copy of the insurance policy may be required to verify all Event activities are covered. NOTE: Evidence of liquor liability coverage may be required for some Events, including city sponsored 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 "Name of the Insured" on the Certificate of Insurance must be the same name of the "event organization" identified in the special event application.

- The City of Boulder, 1777 Broadway, Boulder, CO 80306 must be named as Additional Insured and the certificate must include a waiver of subrogation for General Liability coverage. 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.

For insurance questions, contact Risk Management at [riskmanagement@bouldercolorado.gov](mailto:riskmanagement@bouldercolorado.gov).

Also review “Application Examples” (Appendix E)

## MAPS (SITE MAP / ROUTE MAP)

The following documentation is required with the Special Event Application:

### **Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed computer-generated “site map” for all planned and promoted activities or elements at each venue.
- Provide a proposed computer-generated “route map” for all planned and promoted activities or moving elements from start to finish venues.
- See [Example Site Map](#) for details and required elements.

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

- Provide the FINAL site and/or route maps for all planned and promoted activities or elements.

NOTE: A separate alcohol site map is required for any specific area(s) serving or distributing alcohol, if applicable, in the alcohol section of the application. See [Example Alcohol Map](#) for details and required elements.

The site and/or route map is a visual representation of the event concept including all infrastructure and operational elements that are proposed in the application documents and should include any stationary elements as well as moving routes. A draft site and/or route map must be submitted with the initial application and a final version must be submitted at least 60 days in advance of the event start date. Changes to the final site and/or route maps may not be approved 30 days prior to the event start date. Any adjustments, changes or modifications 30 days prior to the event start date must be authorized in writing by the city Point of Contact and may be subject to penalty fees and/or a cash deposit or surety bond.

The final permit issued by the City of Boulder will only be valid for the approved venue areas and event elements described in the approved site or route maps. Modifications to the initial application request may be required during the application 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. Event Organizers should use the following guidelines to develop a site or route map. Also see ‘Example Venue and Site Maps’ on the [Special Events Home Page](#).

## TECHNICAL SPECIFICATIONS

- To ensure appropriate review of the event concept, all site and/or route maps should be computer-generated using scaled drawings to depict elements of the Event.
- Site maps, 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. When utilizing one of these mapping sites, please use the "plain," "road," or "parcel" view as the base to create maps. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on the map. Sometimes multiple maps may be required to include necessary details for accurate representation of the event concept and all components.
- Do not use aerial or ortho-type photomaps as the base for your primary site map or route map; such maps, however, may be submitted to provide supplemental information.

## BOUNDARIES AND ROUTES

- The site 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 the Event includes activities with moving routes of any kind, such as a parade, run or cycling event, the direction of travel and all proposed use of right of ways must be depicted on the route map.
- The location of fencing, barriers and/or barricades must be depicted on the site or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- All site or route maps must include identification of minimum twenty-foot (20') emergency access lanes throughout the street or streets being utilized. It is mandatory the emergency access lane(s) are straight through the middle of the street unless approved otherwise from the Fire Department. Emergency access routes provided by the Fire Department shall also be identified.
- All access routes, removable fencing, and exit locations should be clearly identified on the site or route map.

## EVENT INFRASTRUCTURE AND OPERATIONS

The site or route map should include the location of all event infrastructure elements identified in the special event application including, but not limited to:

- All fixed and removable fencing, including fencing for beer gardens and production areas.
- All portable restrooms and hand washing stations.
- All waste stations must be zero waste containing 3 bins for recycling, composting, and trash.
- All water stations, water and ice supplies.
- All generators and other sources of electricity, including any fuel storage facilities.
- All banners, signs and display boards for promotion, information or way finding.
- All portable, prefabricated, or site-built structures, staging, platforms, bleachers, or grandstands.
- All stages and entertainment areas, including all speakers and sound direction.
- All inflatables, including activity inflatables and arch or promotional inflatables
- All 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 of any size. Events with more than 25 individual tents/booths must be numbered and these numbers must be used onsite to assist with emergency/medical calls.
- All tables, seating and other furniture.

- All parking, ADA accessible parking, drop-off/loading zone, 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 cooking area configuration with all propane tanks and fire extinguisher locations.
- Location of beer garden(s). A separate Alcohol Site Map is required for each beer garden 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 set-up, production and/or shuttle areas.
- Other related operational components not listed above but included in the application request.
- Drop off and pick up, loading and staging of equipment. A pre/post Event site map may be required for Events with significant load-in and load-out requirements.

*Review attached Venue Specific Regulations (Appendix A – D)*

## MEDICAL / EMERGENCY RESPONSE AND EVENT CONTINGENCY PLAN

The following documentation is required with the Special Event Application:

### **Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide emergency protocols and/or staffing preparations for all on-site medical needs and inclement weather impacts based on the proposed event activities.

Based on the size and scope of the Event a Medical Plan may be required. If a Medical Plan is requested in the Event Review, it must describe all the types and locations of the medical facilities and staff provided for the Event. Each Event is unique in its size, type, duration, and location; therefore, the medical plan should respond to all anticipated needs and those requested by the Special Event Review Team.

All ambulances providing coverage of an Event shall be at a minimum level of Advanced Life Support (ALS) staffed with one Paramedic and one EMT and 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 Event Organizer must contact AMR special event coordinator at least 30 days in advance. AMR must be on site at least 30 minutes prior to the start of Event.

## NOTIFICATION

The following documentation is required with the Special Event Application:

### **Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) for specific locations of all banners and signage.

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

- Provide a FINAL site map with specific locations of all banners and signage.
- Provide all proposed event notification messages, methods, areas, and delivery timelines to surrounding neighbors, businesses, venues and routes for review and approval.
- Provide the size, location and installation/removal date/time details for all banners and signage in the venue, near or facing any public streets, paths and right of ways.

Events may change the normal flow of residential or business activities causing a negative impact to the community. As part of the Event planning process, the Event Organizer must evaluate the potential impact of the Event on the surrounding neighborhood, routes or environment. Event plans must include early notification and outreach, including mitigating measures that address potential impacts the Event may have on the surrounding area, venues and routes.

Event Organizer are required to notify residents and businesses that will be impacted by the Event. The city Point of Contact will pre-approve all notices, notification areas and the type of notification (mailers, flyers, signage, or a combination) required to obtain a Special Event Permit. The following are guidelines to assist in community outreach efforts (documentation of any public notices must be available upon request):

### **Written Notification**

The City of Boulder requires that event notices be pre-approved at least 60 days in advance of the Event start date. Approved Event Notices/Fliers must be posted, mailed or hand delivered no more than 30 days prior but not fewer than two (2) weeks prior to the Event to all entities directly impacted by the event and its associated activities or routes. The city point of contact will confirm specific requirements and notification areas after the initial application review. Event notices should include, but not be limited to, the venue(s), date(s), day(s), time(s), and types of activities taking place during the event. The notice must provide detour or alternate route information if regular access is affected or impacted. The notice must also include a telephone number and email address for contacting the Event Organizer to address issues or concerns throughout the event time frame including set-up and dismantle. Address labels for required notification areas may be purchased from the Boulder County Assessor's Office; 1325 Pearl St., 2<sup>nd</sup> floor; Boulder, CO 80302; Ph: 303-441-3316 or [assessor@bouldercounty.org](mailto:assessor@bouldercounty.org).

### **Advisory Signage**

If the event impacts a right of way, the Event Organizer must provide advisory signs that are placed a minimum of two (2) weeks prior to the event date. Any signage in the public right of way must be placed by certified traffic control staff and based on an approved MHT (Method for Handling Traffic). All traffic signage must be removed from the public right of way and property within 24 hours after the event is complete.

### **Marketing and Public Relations**

Events 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. Documentation of any public announcements must be available to city upon request.

## **PARKING**

When proposing the use or impact to public parking spaces, the following documentation is required:

### **Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) for all planned and promoted activities including all streets and total number of parking spaces in use or impacted by the event.

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

- Provide a FINAL site map for all planned and promoted activities including all streets and total number of parking spaces in use or impacted by the event.

- Provide dates and times when city parking lots and on/off street parking spaces or right of ways will be in use, including set-up, deliveries and break-down.
- Submit the City of Boulder parking officer [online request form](#) and pay any required fees.

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

- Provide a production schedule and timeline for all deliveries, set-up and load-out

When planning an Event, it is important to consider any impact 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, the Event Organizer must identify and submit all public and/or private parking lots and parking spaces that will be utilized, including but not limited to a shuttle plan, loading zones, detour options, ADA accessible parking provisions and/or special parking requests or needs such as “drop off” and “pick-up” zones.

If reserve parking is required for the Event, the Event Organizer must contract with the City of Boulder Parking and Access Services for the use of all public parking spaces and required officers 60 days in advance of the Event via the [online request form](#). The Parking and Access Contract shall be completed and returned 30 days prior the event start date along with any required fees. For more information contact Parking and Access Services at 303-413-7300.

## PRODUCTION SCHEDULE

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

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide an event production schedule for all set-up, activation and dismantle dates, times, tasks, deliveries and actions necessary for all event operations.

A written event production schedule must facilitate the collective effort of the entire event team so that all aspects of the event set-up, activation and dismantle activities are properly planned and implemented.

## PUBLIC RIGHT OF WAYS / STREETS, PATHS AND SIDEWALKS

Public right of way (ROW) generally includes, but is not limited to, streets, alleys, sidewalks, concrete medians or tree lawns, and/or multi-use paths. When a special event uses or impacts normal operation of public right of ways the following documentation is required with the Special Event Application.

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

For any New Events or Renewal Events:

- Provide a Transportation Plan including all event activities and footprints for any structures or devices placed within the right-of-way; a set-up / tear-down plan with defined ingress/egress; and a detour/access plan for normal traffic as well as arrival/departure/parking for all event staff, vendors, deliveries, shuttles, ADA, drop-offs, emergency vehicles and participants.
- Provide a proposed Route Map for all event routes including route direction, start/end times, participation size and any locations for crossings, marshals, or flaggers. The Route Map must also include any detours for impacted vehicle, bike, bus, and pedestrian traffic.

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

For all Events within or using the Public Right of Ways:

- Provide a MHT Plan (Method of Handling Traffic), prepared by a certified Traffic Control Supervisor.
- If the proposed route impacts RTD or HOP Bus services, provide a signed letter from each organization stating their acknowledgement of the closure and/or detour options.

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

- Final review and confirmation of the MHT Plan by City of Boulder Traffic Engineering must be complete.

Consideration for an Event held in public right of way (ROW) shall be determined by the City Transportation Department, 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, 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.

**COMPETITIVE EVENTS**

The City of Boulder has determined that competitive events and races held on multi-use paths, including the Boulder Creek Path, pose an unreasonable impact to those who would otherwise use these facilities, paths and right of ways. As a result, the City of Boulder does not recommend approval of competitive activities on multi-use paths, including but not limited to activities that are timed, numbered, chipped and/or offer any awards, placements, or rankings.

**RTD Agreement/HOP:**

RTD and VIA Mobility must acknowledge street closures if RTD or HOP buses travel on any proposed closed or impacted streets. Provide a signed letter from each organization stating their acknowledgement of the closure and/or detour. Event Organizers may contact RTD at 303-299-5010 and VIA Mobility (for HOP routes) at 303-447-2848.

**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 20-foot-wide fire lane is required. Event Organizers are responsible for maintaining the fire lane in an unobstructed manner.

*Also review section "Transportation Plan" for information and definitions.*

## RESTROOM FACILITIES AND SINKS

When proposing onsite portable restrooms and wash stations the following documentation is required:

### Due with the initial Event Application or at least 90 days in advance of the event start date:

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) with locations of all units (including ADA-compliant facilities).

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

- Provide a FINAL site or route map with locations of all units (including ADA-compliant facilities).
- Provide a production schedule for all deliveries, set-up and load-out.

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

- Provide the vendor and confirmation of the drop-off and load-out schedule (including access route for delivery) and service schedule, if required.

Depending on the duration of the Event and the availability of public restrooms, Event Organizers may be required to rent portable chemical toilets to accommodate participants. The City of Boulder recommends at least 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 and required when food vendors are present. As part of the Boulder County Health Department food handling permit process, Event Organizers 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 prior written authorization.

Event Organizers should confirm the specific requirements for each venue based on available public restrooms that may be onsite and any required cleaning costs when using these amenities.

*Also review attached Venue Specific Regulations (Appendix A – D)*

## SAFETY – Boulder Police Department

When proposing the use of off-duty Police Officers, the following documentation is required:

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

- Submit an [off-duty officer online request form](#) with "Detail Kommander" when scheduling off-duty Police Officers for Special Events.
- If using "Detail Kommander" for the first time, submit [this form to request initial access](#).

The Event Organizer 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, noting this list is not all-inclusive:

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

**Role of the Police Department:** The Boulder Police Department may require department staff and police vehicles to be present at the event to supplement the security plan and to provide additional presence during the event. These sworn officers are onsite 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.

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

## SALES TAX / SALES AND USE TAX LICENSE

When proposing vendors / exhibitors engaging in business onsite, the following documentation is required:

**Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a PROPOSED site map ([EXAMPLE SITE MAP](#)) with locations for all vendor/exhibitor tents and/or booths. Include a description of all fees and/or costs for the public, participants, VIP and/or vendors related to this event.

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

- Provide a FINAL site map with locations for all vendor/exhibitor tents and/or booths.
- Provide an INITIAL list of all vendors/exhibitors onsite (including business names and contact info).
- All vendors/exhibitors must have a City of Boulder Sales and Use Tax License. All scheduled vendors/exhibitors must register with the [Boulder Online Tax System](#). Review the [Special Event Vendor Guide](#) for details. Questions? Please email: [salestax@bouldercolorado.gov](mailto:salestax@bouldercolorado.gov)

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

- Provide an updated list of all vendors/exhibitors onsite (including business names and contact info).
- Provide a production schedule and timeline for all deliveries, including set-up and load-out for all vendor/exhibitor tents and/or booths.

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

- Provide a FINAL list of all vendors/exhibitors onsite (including business names and contact info).
- All onsite vendors/exhibitors must be registered with the Boulder Online Tax System.

All vendors must have an active City of Boulder Sales and Use Tax (Business) license as per BRC 3-1-1. Vendors without this license must [file this form](#) prior to attending the event. Please allow 4 to 6 weeks to process and mail the license. If vendors already hold an active City of Boulder Sales and Use Tax (Business) License, no addition license or fee is required.

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. Engaged in business in the city includes, without limitation, any one of the following activities by a person:*

*(a) Directly, indirectly, or by a subsidiary, maintaining a building, store, office, salesroom, warehouse, or other place of business within the city;*

*(b) Sending one or more employees, agents, or commissioned salespersons into the city to solicit business or to install, assemble, repair, service, or assist in the use of its products, or for demonstration, or for any other reason;*

*(c) Maintaining one or more employees, agents, or commissioned salespersons on duty at a location within the city;*

*(d) Owning, leasing, renting, or otherwise exercising control over real or personal property within the city; or*

*(e) Making more than one delivery into the city within a twelve-month period by any means other than a common carrier.”*

Event Organizers, Vendors or Exhibitors are responsible for the following requirements:

- Vendors or Exhibitors are responsible for collection of 3.86 percent sales tax related to their sales or taxable services.
- Vendors or Exhibitors are responsible for paying sales or use tax on the purchase price paid for gifts or give-a-ways, or on the inventory cost of samples and demos.
- Activity vendors are responsible for collecting 5 percent admissions tax if participants must pay for activities (i.e. carnival rides, ticketed sales for 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 if admission fee is charged for the Event.

For licensing information and procedures please email [salestax@bouldercolorado.gov](mailto:salestax@bouldercolorado.gov).

## SET-BACK REQUIREMENTS

### Setbacks for Emergency Vehicles

Accommodation, or set-back requirements, for emergency response must be provided at all times on streets, alleys, right of ways, parks and the Pearl Street Mall. Race routes and event areas may be disrupted by emergency traffic at any time. Events proposing the closure of streets, alleys, or other public right of ways require special review by emergency service agencies. Organizers are responsible for maintaining a dedicated fire lane in an unobstructed manner.

#### Requirements:

All event structures, bandstands, reviewing stands, tents, booths or other stationary fixtures which may impact access to or through public thoroughfares require [a minimum 20-ft-wide fire lane](#). All fire lanes shall flow in as much of a straight line as possible and or follow the design of the street.

### Setbacks for Propane, Fuel and Generators

#### Requirements:

- 10-ft minimum separation for all propane tanks and open flames.
- 10-ft minimum fenced separation for all generators and active attendee areas.
- 4-ft ‘set back’ for all propane tanks and fencing.
- All mobile food trucks shall be a minimum of 10 feet from each other
- All mobile food trucks shall be 10 feet away from any food vendor and their propane bottle

## Setbacks for Tents, Fencing and Signs

Set-back requirements must be included when designing the event site map to allow for proper pedestrian emergency evacuation, access, and flow within the event venues, especially when golf carts and other delivery vehicles are used.

### Requirements:

- A 12-ft ‘fire break’ set back between tents or a tent larger than 700-ft. For example, the aggregate area of multiple tents placed side-by-side without a fire break clearance of 12-ft cannot exceed 700-sq ft or seven (7) 10x10 tents.
- Open Tents, with one or more open walls facing a public sidewalk or multi-use path must be a minimum of 10-ft away from the sidewalk or path.
- Tents with walls and/or Event Fencing erected near a sidewalk or multi-use path must be a minimum of 2-ft away from any sidewalk or multi-use path.
- All tents shall be a minimum of 3-ft away from any exit/entrance
- All Tents and Fencing shall be a minimum of 10-ft away from any crosswalk or pedestrian crossing.
- All signs must be set back 10-ft from any property line adjacent to any street.
- Banners across any public street or emergency access must have a minimum clearance of 15 feet.

## 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. The event organizer may 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. The Event will not paint, chalk, mark or deface any public property, park, pathway, or street without prior written authorization.

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](mailto:specialevents@bouldercolorado.gov).

## TENTS AND CANOPIES / VENDOR BOOTHS / STRUCTURES / INFLATABLES

When proposing the use of tents and/or canopies the following documentation is required:

### **Due with the initial Event Application or at least 90 days in advance of the event start date:**

- Provide a proposed site map ([EXAMPLE SITE MAP](#)) for all planned and promoted activities including locations, dimensions and sizes of all tents, canopies, structures, inflatables, and/or fencing. Maps must include the proposed location for all tents and/or structures, indicate all dimensions as well as measurements indicating how far the tent/structure will be located from other tents, tables, food trucks, stages, etc.

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

- Provide a FINAL site map including locations, dimensions, and sizes for all event tents, canopies, structures, inflatables, and/or fencing.

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

- Provide a production schedule with times/dates for all deliveries, set-up and load-out.

- If the event includes any large and/or commercially installed tents a [Temporary Event Permit Application](#) must be submitted with an approved site map to Planning and Development for all tents and canopies that meet or exceed the criteria below. Application forms and required materials may be submitted to [PDSskipatrip@bouldercolorado.gov](mailto:PDSskipatrip@bouldercolorado.gov). Please review [Online Permit Application Guide](#) for more information about the process.

If the 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.

A [Temporary Event Permit Application](#) is required to erect or install Tents and Generators on Public Property. Applications must include an approved Site Map and submitted at **least 30 days in advance** of event start date to be accepted. Application forms and required materials may be submitted to [PDSskipatrip@bouldercolorado.gov](mailto:PDSskipatrip@bouldercolorado.gov). Please review [Online Permit Application Guide](#) for more information about the process.

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 air within a thunderstorm). Weights are required unless stakes are approved in advance in writing by the city.

## VENDOR BOOTHS

Vendor booths are meant for retail sale of non-food items or exhibition. The following Fire Department regulations apply for canopies less than 400 square feet in size:

- Booths, canopies, or small tents cannot exceed an aggregate area of multiple tents placed side-by-side over 700 square feet in continuous length without a 12-foot clearance between structures;
- No open flame devices may be used within a vendor booth;

Events with more than 25 individual tents/booths must be numbered and these numbers must be used onsite to assist with emergency/medical calls.

- All tents shall have a numbered address posted on the front, upper left-hand side of the tent.

To schedule Fire Department inspections and review address labeling of all tents, you may contact the Boulder Fire Rescue Administrative Office at (303) 441-4179. Event organizers may be required to cover any overtime costs during inspection. 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.

*Also review sections "Set-Back Requirements" for information and requirements. Also review "Sales Tax / Sales Tax and Use License" for information regarding vendor sales tax collection and remittance.*

## TRANSPORTATION PLAN

Based on the location and scope of the Event, a Transportation Plan may be required. An important part of the preparing an event concept includes planning and defining a transportation plan that includes:

- all event activities held in the public right-of-way, including footprints for any structures or devices placed in the right-of-way and/or on-street parking.
- a set-up / tear-down plan with defined ingress/egress for all deliveries that plan to use or impact the public right of way and/or on-street parking.
- a detour/access plan for normal traffic that may be impacted or diverted due to the event.
- an arrival/departure/parking plan for all event staff, vendors, deliveries, loading zones, shuttles, bikes, ADA, drop-offs, emergency vehicles and participants.

Transportation plans should address all traffic associated with an event and all traffic expected to be impacted by an event. They describe *how* traffic, parking, bicycle, and pedestrian operations will be managed before, during and after the event. They also include operational strategies for managing background traffic within the local or regional area impacted.

After the initial Transportation Plan is reviewed, the Event Organizer may also be required to submit a Traffic Control Plan (TCP) or Method of Handling Traffic (MHT) to properly close or manage public right of ways and/or facilitate vehicle and pedestrian traffic through a temporary traffic control zone. Proper delivery, set-up, activation and removal of event signage, barricades, cones, safety equipment, traffic control devices and staffing must be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and supervised by a certified traffic control supervisor at all times. The event will not start until all required TCP or MHT requirements are onsite and/or in place.

*Also review section "Public Right-of Way" for information and deadline requirements.*

## TRASH DISPOSAL/ZERO WASTE

All city-permitted events must include a comprehensive zero waste plan.

**Due with the initial Event Application submittal or at least 90 days in advance of the event start date::**

- Provide the proposed site and route maps for all planned and promoted activities including location and sizes of all zero waste three-bin collection systems and roll-off containers.

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

- Provide a FINAL site and/or route map with locations for all zero waste three-bin collection systems and/or roll-off containers.
- Provide a production schedule for all deliveries, set-up and load-out.

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

- A comprehensive zero waste plan, including any contracted zero-waste vendors and services.

Event Organizers must properly dispose of all waste throughout the term of the 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. The event organizer is responsible for leaving the event site better than the original condition creating a beneficial impact on the Boulder community and establish a good reputation for future events.

**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 which is why trash receptacles still need to be provided. The goal is to divert as much waste as possible, which is easily achievable if you plan for the materials you will be providing to the public ahead of time. Check out [our web guide](#) for helpful tips and zero waste event ideas.

Event plans must meet the following requirements:

- Three-bin collection systems with signage, for recycling, compost and trash at every location where there is a waste receptacle and have proper signage for each waste receptacle. Event Organizers must identify these zero waste locations on the site map.
- All recyclable and compostable items must be able to be recycled or composted in accordance with Boulder County’s recycling and composting guidelines. Review the city's [Waste Sorting 101 web guide](#) for sorting information.
- Dedicated zero waste staff on site during the event to monitor waste stations.
- Any additional requirements as noted on the [Special Events Application](#).

Events not in compliance may be subject to 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. For more information, please review the city's [web guide](#)/or call 303-441-1940.

## WATER

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

**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: Boulder Fire Department cannot provide services for filling temporary water tanks, drums or pools.

## WATER SAFETY – Boulder Fire Water Rescue Team (BFWRT)

The Event Organizer is required to provide a safe environment for the event including prompt and appropriate medical care for all staff, volunteers, participants, and spectators. 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 the of the Boulder Fire Water Rescue Team (BFWRT) may be required by the city to obtain a Special Event Permit. The Boulder Fire Rescue Department determines the number of rescuers and other personnel required based on the following:

- Expected attendance
- Location of the event
- Timeframe of the event
- History of the event
- Nature of the event
- River/Stream water flows at time of event
- Snow or Ice accumulation at time of event

The above list is not all-inclusive. Other factors may alter the required resources for an event concept and/or proposed activities.

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

## Appendix A– Boulder Reservoir

Date availability is subject to approved or scheduled events, functions, programs and turf restoration guidelines. Special event permits will not be issued at the Reservoir for the following days (except for City sponsored events):

- Memorial Day Weekend
- July 4<sup>th</sup> – and weekend if holiday falls on Friday, Saturday or Sunday
- Labor Day weekend
- December 24-January 1

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

If applicant requires/requests access to the park outside of regular business hours a staffing fee of \$50/hr/ staff member will be assessed.

Indicate in application if you need access outside of regular business hours

Month	Business Hours
January- February	10:00 am – 4:00 pm
March	10:00 am – 5:00 pm
April	10:00 am – 6:00 pm
May 1 – Memorial day	7:00 am – 7:00 pm
Memorial day – Labor day	7:00 am – 9:00 pm
Labor day – September 30	10:00 am – 6:00 pm
October	10:00am – 5:00 pm
November	10:00am – 4:00 pm
December	10:00am – 4:00 pm
<ul style="list-style-type: none"> <li>• Incoming gates close 1 hr. before facility closure time</li> </ul>	

### **AMPLIFIED SOUND (B.R.C. 5-9-3)**

Music or other amplified sound will not commence before 7:00 a.m. unless other written approvals are made with Reservoir manager or designee prior to the event. Any sound amplification that occurs outside of these hours are in violation of the noise ordinance and are subject to fines, criminal prosecution as well as permit revocation and/or possible denial of future permit requests. Amplified sound may be limited to a specific time by the Reservoir manager or designee. In addition, 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. 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. Events taking place between May 15 and Labor Day must post on the event website (*please provide a screenshot with the application*) and communicate to attendees that no animals are allowed. Event staff must also be available to advise attendees of this rule when arriving onsite. Service animals as defined by the ADA do not fall within this restriction.

*It is the responsibility of the event organizer to ensure attendees leave their animals at home.*

## CANCELLATION POLICY

All cancellations must be submitted in writing. If, the City of Boulder cancels the event due to force majeure circumstances all fees and deposits will be refunded. The city is not responsible for any costs or expenses to the Event Organizer related to such cancellation.

If the Event Organizer cancels:

- Within 29 days of the event it results in forfeiture of 100% of the deposit.
- Within 30+ days from the event it results in forfeiture of 50% of the deposit.

## DEPOSIT AND FEES

Event Organizers may be required submit a performance deposit to reserve a venue; cover the cost of any cleanup/damage; and/or guarantee the event performs within the permit specifications. Once the event application is approved and permitted, the Event Organizer 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:** Performance Deposit due upon written receipt of a complete event application. Deposit is refundable 14-21 days after successful completion of the event, payment of all final invoices and completion of any after action review, if applicable.
- **Phase Two:** Facility Use Fee due prior to issuance of Special Event Permit.
- **Phase Three:** Payment for staffing fees plus any additional damage replacement costs due within 30 days after receipt of final invoice. Non-payment or partial payment of final invoice may result in denial of future applications and permit requests.

Table A-2: Attendance (Estimated)	Minimum Performance Deposit (Per Event)
50 -299	\$500.00
300 - 999	\$1500.00
1,000 - 2000	\$2500.00
2000- 4,000	\$4500.00
4,000+	\$6000.00

Email [reservoir@bouldercolorado.gov](mailto:reservoir@bouldercolorado.gov) for complete list of facility fees and charges.

## 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 (B.R.C. 8-3-9). The Event Organizer is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction. Violations are subject to fines, criminal prosecution as well as permit revocation and/or possible denial of future permit requests.

## MEDICAL PLAN

The Event Organizer is required to provide a safe environment for the event including prompt and appropriate medical care for all staff, volunteers, participants and spectators. The table below indicates suggested requirements for on-site medical personnel at events of various types. Based on the proposed activities and event concept there may be additional requirements. Reservoir manager or designee will notify the event organizer as to specific requirements for each event.

Table A-3: Event Type: Public Area / No Water Component	Medical Criteria			# of ALS Ambulance
	First Aid/CPR	EMT Provider	Paramedic Provider	
50 - 250 Participants/Spectators	1	TBD	TBD	TBD
251 - 500 Participants/Spectators	0	1	1	1
501 – 1,000 Participants/Spectators	0	2	2	1
1,001 – 2,000 Participants/Spectators	0	3	3	2
2,001 + Participants/Spectators	0	4	4	2

Table A-4: Event Type: Water Component	Medical Criteria			# of ALS Ambulance
	Reservoir Water Safety	EMT Provider	Paramedic Provider	
0 - 100 Participants/Spectators	Yes	TBD	TBD	TBD
101 + Participants/Spectators	Yes	1	2	1
501 - 1000 Participants/Spectators	Yes	2	2	1
1001 + Participants/Spectator	Yes	4	4	2

Reservoir Water Safety personnel (Certified Life Guards) shall be provided by the City of Boulder Reservoir Manager or Designee. Based on the activities and event, there may be additional requirements. The event will not start until required medical personnel are onsite and/or in place.

Table A-5: Event Type: Ice Water Component	Medical Criteria			# of ALS Ambulance
	Reservoir Water Safety	EMT Provider	Paramedic Provider	
0 - 100 Participants/Spectators	Yes (4 min)	1	2	1
101 + Participants/Spectators	Yes (4 min)	2	2	1
501 - 1000 Participants/Spectators	Yes (4 min)	3	3	2
1001 + Participants/Spectator	Yes (4 min)	4	4	3

If the nature of the Event involves the public near utilizing lakes or reservoirs, the Event Organizer 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. Based on the formation of ice or lack of, activities and event, there may be additional rescuers required. The event will not start until required medical personnel are onsite and/or in place.

*See the section "Water Safety" for more information and requirements.*

## MOTORIZED VEHICLES

Motorized vehicles are not permitted on any turf area (B.R.C. 8-3-15). Violations are subject to fines, criminal prosecution as well as permit revocation and/or possible denial of future permit requests.

If authorized in writing and in advance;

- 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 (300+) 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:

Table A-6: 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 must 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. Failure to participate in pre-event walk through prior to event, waives any right to object to amount of damage invoice.

## PARKING / TRANSPORTATION PLAN

A parking and/or transportation plan with map is required for all events no later than 60 days prior to event start date. The plan should include designated areas for:

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

Table A-7: 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 <b>and</b> Offsite parking and shuttle plan
2500 participants+ spectators	Contract with event parking management <b>and</b> 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.

See the section "Transportation Plan" for more information and requirements.

## PUBLIC ATTENDANCE/SPECTATOR ACCESS

**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, in possession of an event access pass. They must be in possession of event passes otherwise they will be charged admission fee. The Event Organizer is responsible for providing passes. Provide a copy of pass with application.

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

### Gate Fees:

DAILY ACCESS FEE FOR Mid APRIL - MAY 27	
Individual	Carload
\$5	\$10

DAILY ACCESS FEE FOR MAY 28-SEPT 6		
	Pass Fee	Resident/Worker*
Adult (19-59)	\$11	\$9
Senior (60+)	\$8.25	\$6.75
Youth (3-18)	\$6.50	\$5.50
Group Rate**	\$29	\$24

DAILY ACCESS FEE SEPT. 7 - OCT. 17	
Individual	Carload
\$5	\$10

Please inform all participants 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. Any vehicles left inside the main gates will not be able to exit the facility until city staff is on site. Plan must include:

- Name and phone number and vehicle information of all event personnel on site
- Hours security will be on site
- Function of security
- Protocol if security encounters an issue

## SMOKING

Smoking is prohibited in all Boulder Parks and Recreation facilities (BRC 6-4-3.5). The Event Organizer is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction and for providing efficient signage and language on their website, vendor information, etc.

## 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.

- Weights are required for vendor booths and tents unless pre-approval is obtained in writing for stakes. City recommends at least 40 pounds on each corner of a 10x10 tent; double that on a 10x20 tent. 50 pounds should be used for umbrellas.
- Structures which are open to public right-of-way or sidewalk must be setback at least 10 feet.
- **No stakes are allowed without authorization from Boulder Parks and Recreation.** If stakes are authorized:
  - 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 marked 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 materials should not be left on the turf grass for a prolonged period.

If the 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.

*See the section "Tents" for more information and requirements.*

## 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 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.

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 DELAY AND/OR 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. The city shall not be liable for any costs or expenses related to delay or cancellation.

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 some reservoir areas. 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.
- **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. B.R.C. 8-3-6(a)(4). Violations are subject to fines, criminal prosecution as well as permit revocation and/or possible denial of future permit requests.

## USE OF FEEDER CANAL/DAM ROADS

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

## USE OF BOULDER COUNTY ROADS, STATE HIGHWAYS AND PUBLIC RIGHT OF WAYS

If the proposed event route includes [Boulder County](#) and/or State Roads, submission of a special event permit application to those jurisdictions is required prior to Boulder Reservoir permit approval.

## WATER EVENTS

All events requesting to use the water for their event must use Boulder Reservoir's water safety team to provide safety services on the water. Water events with greater than 500 participants will require the participation of the Boulder Fire water rescue team. Staffing and watercraft requirements will be assigned based on the type of on water activity and number of participants. All event water use requires a partial or full closure to other users, including boaters, swimmers, etc. This closure will be determined by the reservoir manager based on nature of activity on water and impact to other users of the facility. Fees will be assessed based on the staffing, watercraft, and type of closure.

*See the section "Water Safety" for more information and requirements.*

## Appendix B – City Parks and Multi-Use Paths

### I. ALL PARKS and PATHS

Date availability is subject to approved or scheduled events, functions, programs and turf restoration guidelines. Special event permits will not be issued in City parks for the following days (except for City sponsored events):

- Memorial Day Weekend
- Independence Day (July 4)

#### ACCESS TO FACILITY

City parks are closed from 11p.m. – 5.a.m nightly. No persons or property may remain during hours of closure (BRC 8-3-3. G(11)). If special event equipment is requested to remain overnight, a security plan will be required.

Indicate in the special event application specific dates and times for all requested park access outside of regular business hours.

#### AMPLIFIED SOUND (B.R.C. 5-9-3)

Amplified Sound must remain in compliance with Boulder Revised Code 5-9-3 during the entire Event. See AMPLIFIED SOUND for additional details. All Neighborhood and Pocket Parks are zoned as residential. All City and Community Parks are zoned as mixed-use. Visit the following website for additional information <https://bouldercolorado.gov/parks-rec/parks-main>.

#### ANIMALS

Dogs may be permitted within a special event at the event organizers discretion. Dogs must always be on a leash. Removal of pet excrement is required by law. (BRC 6-1-16, 6-1-18).

#### CANCELLATION POLICY

All cancellations must be submitted in writing. If, the City of Boulder cancels the event due to force majeure circumstances all fees and deposits will be refunded. The city is not responsible for any costs or expenses to the Event Organizer related to such cancellation.

If the Event Organizer cancels:

- Within 29 days of the event it results in forfeiture of 50% of the deposit.
- Within 30+ days from the event it results in forfeiture of the deposit.

#### COMMUNITY NOTIFICATION

Events utilizing **Harlow Platts Community Park** must provide community advisory notifications two-weeks in advance if impacting the Disc Golf Course or the (South Boulder Recreation Center). Notification must include signage inside the SBRC and digital notification on the Boulder Disc Golf Community Facebook page. Special Events in all other City parks may be required to submit community notifications based on proposed activities, attendance, and impact. Residential addresses and labels for required neighborhood notification areas may be purchased from the Boulder County Assessor's Office; 1325 Pearl St., 2nd floor, Boulder, CO 80302; Phone: 303-441-3316 or [assessor@bouldercounty.org](mailto:assessor@bouldercounty.org).

## COMPETITIVE EVENTS

The City of Boulder has determined that competitive events and races held on multi-use paths, including the Boulder Creek Path, pose an unreasonable impact to those who would otherwise use these facilities, paths and right of ways. As a result, the City of Boulder does not recommend approval of competitive activities on multi-use paths, including but not limited to activities that are timed, numbered, chipped and/or offer awards, placements or rankings.

## DEPOSIT AND FEES

Event Organizers may be required submit a performance deposit to reserve a venue; cover the cost of any cleanup/damage; and/or guarantee the event performs within the permit specifications. Once the event application is approved and permitted, the Event Organizer 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:** Performance Deposit due upon written receipt of a complete event application. Deposit is refundable 14-21 days after successful completion of the event, payment of all final invoices and completion of any after action review, if applicable.
- **Phase Two:** Facility Use Fee due prior to issuance of Special Event Permit.
- **Phase Three:** Payment for staffing fees plus any additional damage replacement costs due within 30 days after receipt of final invoice. Non-payment or partial payment of final invoice may result in denial of future applications and permit requests.

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	<b>\$750.00</b>
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## ELECTRICITY

Electricity is available at multiple sites within the park. Permit 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 Event Organizer is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction.

## MEDICAL / EMERGENCY RESPONSE PLAN

The Event Organizer is required to provide a safe environment for the event including prompt and appropriate medical care for all staff, volunteers, participants and spectators. The table below indicates suggested requirements for on-site medical personnel at events of various types. Based on the proposed activities and event concept there may be additional requirements. City Point of Contact or designee will notify the event organizer as to specific requirements for each event.

Table B-3: Event Type: Public Area / No Water Component	Medical Criteria			# of ALS Ambulance
	First Aid/CPR	EMT Provider	Paramedic Provider	
50 - 250 Participants/Spectators	1	0	0	0
251 - 500 Participants/Spectators	0	1	TBD	TBD
501 – 1,000 Participants/Spectators	0	1	1	TBD
1,001 – 2,000 Participants/Spectators	0	2	2	1
2,001 – 4,000 Participants/Spectators	0	3	3	2
4,001 + Participants/Spectators	0	4	4	3

Table B-4: Event Type: River/Creek Component	Medical Criteria			# of ALS Ambulance
	Boulder Fire Water Rescue	EMT Provider	Paramedic Provider	
0 - 100 Participants/Spectators	TBD	TBD	TBD	TBD
101 + Participants/Spectators	Yes	1	1	1
501 - 1000 Participants/Spectators	Yes	2	2	1
1001 + Participants/Spectator	Yes	3	3	2

If the nature of the Event involves the public near streams, the Event Organizer 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. Based on the water flow, activities and event, there may be additional rescuers required. The event will not start until required medical personnel are onsite and/or in place.

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

## 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 require an additional deposit (B.R.C 8-3-14(c)(4))
- Motorized vehicles must avoid drip-line of any surrounding tree.
- Motorized vehicles may not travel a more than 5 M.P.H.
- Motorized vehicles may only be operated by persons with a valid driver’s license.

## PARKING / TRANSPORTATION PLAN

Depending on the scope of the event, a parking and/or transportation plan addressing all traffic associated with event and impacted area of an event may be required. Description of how traffic, parking, bicycle, and pedestrian operations will be managed on the day-of-event is required as follows:

- Site access and parking plan
- Pedestrian and bicycle access plan
- ADA parking locations
- Staff and Vendor parking locations

All vehicles must remain on designated roadways unless prior written permission for access is granted by city representative. B.R.C. 8-3-6(a)(4). Violations are subject to fines, criminal prosecution as well as permit revocation and/or possible denial of future permit requests.

*See the section "Transportation Plan" for more information and requirements.*

## PRODUCTION MEETING WITH THE FACILITY MANAGER

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

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. 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.

## SAFETY AND EMERGENCY RESPONSE PLAN

This plan should provide basic recommendations and guidelines to be followed during a safety situation or incident that may occur during a Special Event. It is not possible to predict every situation, however proper planning and preparation will increase the safety of everyone. The most important principles to remember is to remain calm, use common sense and remember that authorized agencies manage emergency situations.

Any special event held within the floodplain (<https://bouldercolorado.gov/flood/floodplain-maps>) MUST provide an evacuation plan detailing notification and evacuation process in the event of flooding. Additionally, an emergency plan detailing the event organizers protocol for the following situation is strongly suggested:

- Media Relations
- Responding Agencies
- Delay/Relocation/Evacuation
- Situations & Incidents For: a.) Lost Items or Theft; b.) Lost Persons; c.) Medical Emergencies and First Aid; d.) Hazardous Materials / Spills; e.) Fire; f.) Law Enforcement Emergency; g.) Suspicious Objects; h.) Inclement Weather

## SMOKING

Smoking is prohibited in all Boulder Parks and Recreation facilities (BRC 6-4-3.5). The Event Organizer is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction and for providing efficient signage and language on their website, vendor information, etc.

## 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 required for vendor booths and tents unless pre-approval is obtained in writing for stakes. City recommends at least 40 pounds on each corner of a 10x10 tent; double that on a 10x20 tent. 50 pounds should be used for umbrellas.
- Structures which are open to public right-of-way or sidewalk must be setback at least 10 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 marked 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. If utilized, event organizer must confirm water source for filling and plans for dumping.
- 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.

*See the section "Tents" for more information and requirements*

## 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.

Table B-6: 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
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 DELAY AND/OR 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. The city is not liable for any costs or expenses related to event delay or cancellation.

Table B-7: 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	Determine	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 the event, prior written approval from the City of Boulder Parks and Recreation Department is required. 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 section “Water” in the Guide.*
- **Restroom Facilities:** To utilize facilities towards the restroom requirements indicated within the Special Event Planning Guide the Event Organizer 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 and/or cleaning fees. Click [HERE](#) for an interactive map of BPR restroom facilities.
- **Electricity:** To utilize existing electrical utilities at the event, prior written approval from the City of Boulder Parks and Recreation Department is required.
- **Trash and Waste Receptacles:** Existing trash receptacles, zero waste stations, and dumpsters may not be used without written approval. If authorized, the Event Organizer is responsible for servicing during the duration of the event. Any receptacles roll-offs, or other waste equipment must be removed from the park according to the approved production schedule.

Table B-8: Park Utilities and Amenities			
<u>Facility</u>	<u>Restrooms</u>	<u>Electricity*</u>	<u>Water*</u>
<b>Community Parks</b>			
Central Park at Civic Area	0 Public Restrooms	Y	Y
Foothills Community Park	8 Public Restrooms, 4 Sinks	Y	Y
East Boulder Community Park	4 Public Restrooms, 2 Sinks	Y	Y
Harlow Platts Community Park	2 Public Restrooms, 2 Sinks - Call for info about SBRC facilities	Y	Y
<b>Neighborhood Parks</b>			
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

\* 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 the Event Organizer experience an emergency involving restrooms, electricity, or water utilities during the event, please contact the on-call park supervisor at 303-441-1992.

## II. BOULDER’S CIVIC AREA

The Civic Area is the heart of Boulder with nature at its core, flanked by bookends of civic, cultural, and commercial buildings that are alive with activity, collaboration, and innovation at the east and west. The Civic Area includes the area between Canyon Blvd and Arapahoe Ave and 9<sup>th</sup> and 14<sup>th</sup> Streets. In July of 2015, Boulder City Council adopted a new [Civic Area Master Plan](#). The plan is intended for use by the public, businesses, property owners, city officials and staff. It provides the community with an idea of what to expect in the future in the Civic Area and will guide decisions about public facilities and services in the area. Date availability is subject to approved or scheduled events, functions, programs, and turf restoration guidelines.

### RESERVABLE LOCATIONS

Table B-9: Civic Area Locations				
Facility	Surface	Electricity	Water	Special Notes
<b>East Bookend (Impact Mitigation/ Notification Required)</b>				
1336 Canyon CAGID Lot	Parking Lot	N	N	Not available on Saturday (March-November)
1775 14 <sup>th</sup> CAGID Lot	Parking Lot	N	N	Not available on Saturday (March-November)
1745 14 <sup>th</sup> CAGID Lot	Parking Lot	N	N	Not available on Saturday (March-November)
Civic Plaza	Hardscape	Y	Y	Motorized vehicles prohibited
13 <sup>th</sup> Street	Street	Y	N	Public Right of Way
<b>Central Park East</b>				
Oak Grove North	Turf	Y	Y	
Oak Grove South	Turf	Y	Y	Under construction in 2019. Contact for information
Glenn Huntington Bandshell	Hardscape / Dirt	Y	N	Historic asset. Only available by reservation.
<b>Central Park West</b>				
Sister Cities Plaza	Hardscape	Y	Y	Impact mitigation / notification required (M-F)
Municipal Plaza	Hardscape	Y	Y	Impact mitigation / notification required (M-F)
The Ramble	Nature Feature	N	N	Non-reservable
Lilac Grove	Turf	N	Y	
The Green	Turf	Y	Y	
1056 Canyon Lot	Parking Lot	N	N	See: Parking. Impact mitigation / notification required.
1045 Arapahoe Lot	Parking Lot	Y	N	See: Parking. Impact mitigation / notification required.
Lyrics Bend	Hardscape	Y	N	
Creekside Play Area	Playground	Y	N	Non-reservable
Millennial Walkway	Turf	Y	N	
Creekside West	Turf	N	N	
West Library Lawn	Turf	N	N	

## BOULDER COUNTY FARMERS MARKET

The Boulder County Farmers Market operates within the East Bookend during the dates and times below. The East Bookend will be unavailable during these times. Additional marshals or signage may be required to minimize impacts while utilizing Central Park East during the dates and times below.

Table B-10: BCFM 2019 Schedule		
Calendar Year	Saturday Markets	Wednesday Markets
2019	April 6-November 16; 5:00am - 4:00pm	May 1-October 2; 2:00pm – 10:00pm
2020	April 4-November 14; 5:00am - 4:00pm	May 6-October 7; 2:00pm – 10:00pm

## BUILDING ACCESS

Special Event layouts should not obstruct access to and from (or any portion) of the bike/pedestrian path along the Boulder Dushanbe Teahouse and through Central Park. Additionally, layouts should not obstruct access to and from the Civic Plaza, Boulder Museum of Contemporary Art, Boulder Dushanbe Teahouse, Boulder Public Library, or the Municipal Building at their entrances.

## CIVIC EATS (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 location during the Special Event permit dates and times. Boulder Parks and Recreation can provide a list of cart names, owners, and contact information. Please visit the Civic Area website (<https://bouldercolorado.gov/civic-area>) for the most current schedule and location for Civic Eats mobile vending carts.

## IMPACT MITIGATION

The Civic Area is home to both public and private properties and uses. As part of the area’s sustainable and viable future, we aim to provide community and social benefit, increase inclusiveness, and minimize impact to like-uses, venues and nearby neighborhoods. Each special event should harmonize with existing and historic structures and places, such as the Atrium Building, Dushanbe Teahouse, Sister Cities Plaza, Municipal Building, Storage and Transfer Building (Boulder Museum of Contemporary Art), Boulder Public Library and the West Senior Center. In addition to turf restoration periods, the volume and scope of impacts to the Civic Area and Downtown area are considered in the application review. Applications creating excessive impacts, conflicting with consecutive programs or events, and/or requesting infrastructure beyond what is available may be subject to denial, modification, or the requirement of a cash deposit or surety bond.

## MAPS

Event Organizers should use the Civic Area Map Templates to develop a site or route map for submission with the Special Event Application. Templates and Examples are posted online under ‘Example Venue and Site Maps’ on the [Special Events Home Page](#). City of Boulder will determine exact location and size of vendor tables and/or tents after review of the initial application and site map submittal.

## **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 8-3-14(c)(4)) and must avoid dripline of any surrounding tree.
- Motorized vehicles may not travel a more than 5 M.P.H.
- Motorized vehicles may only be operated by persons with a valid driver's license.

## **MULTI-USE PATHWAYS**

There are many multi-use pathways intersecting the Civic Area. Multi-use pathways are considered public right of way. Proposed impacts to these pathways are subject to the terms and conditions found in the Guide and may require a supplemental MHT and/or be subject to denial. The multi-use pathways include the Boulder Creek Path and 13<sup>th</sup> Street walkway. See map below for details.

*See the section "Public Right of Way" for more information and requirements*

## **PARKING AND MOBILITY**

The Civic Area provides facilities, services and a physical environment that support and encourage walking, biking and transit use. We aim to ensure that parking spaces are shared by uses with different peak periods. The parking impacts associated with a special event application may be subject to additional requirements or denial. There are currently two B-Cycle stations and four RTD stations available within the Civic Area. Public parking options include the [City of Boulder Downtown Parking Garages](#). Please visit <https://bouldercolorado.gov/parking-services> for additional information and rates.

*See the section "Parking" for more information and requirements*

## **PRODUCTION SCHEDULE**

In conjunction with impact mitigation considerations, Event Organizers may be required to submit a Production Schedule based on the limited availability of dedicated loading zones. An event production schedule includes all set-up, activation and dismantle dates, times, tasks, deliveries and actions necessary for all event operations. Additionally, Event Organizers may be required to reserve parking spaces and/or provide an MHT to temporarily close the public-right-of-way to safely accommodate loading (specifically for events including temporary structures, inflatables, food trucks, and/or multiple vendor booths).

*See sections "Parking" "Production Schedule" "Public Right of Way" for more info and requirements*

## **RESTROOMS**

Public restrooms are available in the Boulder Public Library, Municipal Building and the Dushanbe Teahouse (only during respective hours of operation). You MUST receive written authorization from the City should you publicly direct attendees to them. If authorized, you may need to rent additional portable chemical toilets to accommodate participants. The portable restrooms on the east side of the Civic Plaza are only available for the Boulder County Farmers Market and/or City of Boulder events.

*See the section "Restroom Facilities and Sinks" for more information and requirements*

## Appendix C – Pearl Street Mall Non-Profit Event Permit

Date availability is subject to approved or scheduled events, functions, programs, and rest period guidelines.

All special events on the Pearl Street Mall are limited to every other weekend, allowing a minimum 10-day rest period between events. Special Events on the Mall will not be considered for dates coinciding with reoccurring events such as CU commencement, Independence Day, CU move-in, CU Family Weekend, CU Homecoming, or any other city-wide community or city sponsored event.

### AMPLIFIED SOUND

The use of amplified sound on the Pearl Street Mall is prohibited by B.R.C. 4-11-4. Only those with a valid Special Event Permit for the date and times specified may be permitted to use amplification devices on weekdays from 5-10 p.m., and Saturday/Sunday from 9 a.m. – 10 p.m. Sound levels must be reduced when requested by a city of Boulder safety officer or special events personnel. The city enforces its noise ordinance and decibel levels, including during a Special Event permit.

### ANIMAL RESTRICTIONS

Service animals as defined by the Americans with Disabilities Act ([www.ADA.gov](http://www.ADA.gov)) are exempted, otherwise animals are not permitted on Pearl Street Mall or within a special event permit issued for the Pearl Street Mall. (B.R.C. 6-1-17).

### CANCELLATION POLICY

All cancellations must be submitted in writing. If, the City of Boulder cancels the event due to force majeure circumstances all fees and deposits will be refunded. The city is not responsible for any costs or expenses to the Event Organizer related to such cancellation.

If the Event Organizer cancels:

- Within 29 days of the event, it results in forfeiture of 100% of the deposit.
- Within 30+ days from the event, it results in forfeiture of 50% of the deposit.

### MAPS

Event Organizers should use the Pearl Street Mall Map Templates to develop a site or route map for submission with the Special Event Application. Templates and Examples are posted online under 'Example Venue and Site Maps' on the [Special Events Home Page](#). The "Example Map with Booths" provides a visual representation of the largest allowable footprint. City of Boulder will determine exact location and size of vendor tables and/or tents after review of the initial application and site map submittal.

### MERCHANDISE SALES CRITERIA

When considering an application for a Special Event Permit on the Pearl Street Mall for events focused on merchandise sales (two or more blocks), the city of Boulder will apply the specific criteria found in the [Pearl Street Mall Merchandise Sales Criteria](#).

## **MOBILE VENDING CARTS**

Mobile Vending Carts may not be displaced during the 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 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. Only during set-up and break-down dates and times – not during the event hours?

## **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. B.R.C. 4-11-2 Definition of Special Event.

## **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 required to secure all vendor booths and tents. City recommends at least 40 pounds on each corner of a 10x10 tent; double that on a 10x20 tent. 50 pounds should be used for umbrellas.
- 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 with load-in and load-out times must be pre-approved and must not exceed 1,000 pounds unless base materials are used to distribute the weight throughout the bricks.
- 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, Event Organizers must provide and haul away zero waste stations and the resulting items collected.

## UTILITIES

Access to electricity, and restroom facilities may be available for events. See below for more information:

- **Restroom Facilities:** The Pearl Street Mall facilities may be used towards the restroom requirements indicated within the Special Event Planning Guide. Depending on event conditions and number of attendees, use of these restroom facilities may require additional cleaning service visits that are reimbursed by the event at the rate of \$60 per visit beyond the baseline service. Any costs will be calculated in advance based on the special event application. Payment must be made by check to City of Boulder for the total cleaning fees before a permit will be issued.
- **Electricity:** When proposing the use of existing electrical utilities within the Pearl Street Mall and along the Boulder County Courthouse lawn area, the following documentation is required at least 60 days in advance of event start date. For all onsite electrical outlets requested, provide the date, time and location for any proposed use, and on the Event site map, provide location for all outlets, extension cords and trip prevention devices. If electrical access is approved, the event may be charged \$18.50/day plus an additional \$200 deposit electrical use. Payments must be made by check to City of Boulder for the total electrical invoice before a permit will be issued. No outlet strips allowed; Planter/pole outlets = 8 amps or 1000 WATT limit. **110 OUTLETS ONLY**

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

## Appendix D – 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 must 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. Events must post on the event website (*please provide a screenshot with the application*) and communicate to attendees that no animals are allowed. Event staff must also be available to advise attendees of this rule when arriving onsite. Service animals as defined by the ADA do not fall within this restriction.

### **CANCELLATION POLICY**

All cancellations must be submitted in writing. If, the City of Boulder cancels the event due to force majeure circumstances all fees and deposits will be refunded. The city is not responsible for any costs or expenses to the Event Organizer related to such cancellation.

If the Event Organizer cancels:

- Within 29 days of the event it results in forfeiture of 100% of the deposit.
- Within 30+ days from the event it results in forfeiture of 50% of the deposit.

### **DEPOSITS**

Event Organizers may be required submit a performance deposit to reserve a venue; cover the cost of any cleanup/damage; and/or guarantee the event performs within the permit specifications. Once the event application is approved and permitted, the Event Organizer will be legally responsible and financially liable to City of Boulder for all fees and costs associated with the event and related activities.

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, the event may incur the following types of use 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 Event Organizer is responsible for ensuring that all participants, vendors, staff and volunteers adhere to this restriction.

## INCLEMENT WEATHER PLAN

The Event Organizer 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 may result in reimbursement costs to the Event Organizer for 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:

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. Events with expected attendance of more than 200 people must 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, the Event Organizer is responsible for servicing them during the 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.

Table D-4: 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 DELAY AND/OR 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. The city is not liable for any costs or expenses related to event delay and/or closure.

Table D-5: 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 (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 be 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.

Area/ Site fees will include access to utilities but may be subject to change after full review of the application, activities and supporting documents.



OF ID: 1C

CERTIFICATE OF LIABILITY INSURANCE

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 SUBR INSD 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"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> 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 \$
	Accident Insurance					

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

### I) ADVOCACY REQUEST

An Advocacy 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 Request 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.

The Advocacy Request 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 Activity 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 activity please visit:

<https://specialevents.bouldercolorado.gov>

### 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. Information and requirements for film and photography permits are found at: <https://specialevents.bouldercolorado.gov>

### 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.