City of Arvada

# TEMPORARY USE PERMIT
# SPECIAL EVENTS PERMIT APPLICATION
## $100.00
**(Non-profit agencies are exempt)**

**NOTE: THE APPLICANT SHOULD BECOME FAMILIAR WITH CERTAIN IMPORTANT PROVISIONS OF THE CITY'S LAND DEVELOPMENT CODE AND THE CITY CODE WHICH MAY BE RELEVANT TO THE PROPOSED SPECIAL EVENT, INCLUDING, BUT NOT LIMITED TO, SECTIONS 5.4.2.D AND 3.17 OF THE LAND DEVELOPMENT CODE ("SPECIAL EVENTS").**

1. Applicant: _____ Status: ❑ Corporation
❑ Other:_____

Address: _____ Phone: _____ Email address _____
Street City State Zip Code

Applicant Contact Person (*if different*): _____

Address: _____ Phone: _____ Email address_____
Street City State Zip Code

Contractor(s) hired to assist in planned event (*if any*): _____
Name Address Phone

2. Dates of event: (*from and including*) _____ (*to and including*) _____

Hours of operation: _____

3. Estimated Daily Attendance _____ Basis of Estimate: ❑ Previous Attendance (Year _____)
❑ Reservations/Sales/Communications, etc.
❑ Other : _____

4. Specific location of planned event: _____

5. Status of Planned Event Site:
A. ❑ Private property within one of the following zoning districts: B-1, B-2, B-3, B-4, B-5, PUD-BPR, PUD-BP, P-1, I-1, I-2, PUD-CC, PUD-NC, or PUD-I (indicate zoning district: _____)
B. ❑ Private Property within a residential zoning district, but not utilized as a private residence and containing at least 2 acres, or a private street (indicate zoning district: _____)
C. ❑ Public property, including public parks, public street rights-of-way, or other property owned by the City, a special district, or other political subdivision of the State.

If more than one box is checked, explain: _____

6. Describe type/nature of planned event (including special structures, rides, noises, etc.):

_____

_____

_____

- Will there be entertainment?: _____ If so, explain: _____
- Will there be any Food Trucks?: _____ If so, please list them on a separate sheet with Name of Food Truck and Contact Info.
- Will alcohol be served/sold?: _____ If so, explain: _____
- Does applicant have liability insurance for the event? _____ If not, explain:_____
(*If so, please attach copy of policy or certificate of insurance*)

7. In addition to the above information, Section 3.17 requires, or may require, that an application for a special events permit include the following.

A. A site plan displaying hard surface access, hard surface parking, location of existing structures, location of temporary structures, any signs to be erected in relation to the special event, and the signature of the property owner indicating acceptance and approval of the proposed site plan; **(MUST BE ATTACHED TO APPLICATION)** ❑ Submitted

B. Written description or site plan displaying any signs to be erected In relation to the special event; (see Section 6.17) ❑ Submitted ❑ No sign

C. Will there be any tents or structures over 200 sq. ft.? _____ Yes (must contact Building Division)
_____ No

D. An acknowledgement that the other ordinances, policies, procedures, and rules and regulations of the city or other applicable public entity have been or will be complied with and that all other necessary permits have been obtained; ❑ Acknowledged ❑ If not, explain:
_____
_____
_____

E. Payment of any applicable fees authorized by the City;

F. Such other information as the reviewing authority may require.

G. Will any public right of way be obstructed? _____ Yes _____ No

8. If the planned event will be held, in whole or in part, in a public park, public street right-of-way, or on other property owned by the city, a special district, or other political subdivision of the state, then applicant must execute the following indemnification agreement as part of this application:

**Applicant agrees to indemnify and hold harmless Arvada (and any other applicable special district or political subdivision of the state) and any of its officers or employees from any and all claims, damages, liability, or court awards, including costs and attorneys fees, arising out of, in connection with, resulting from, or in any way related to, the issuance of the requested special events permit or any act of omission or commission by the applicant or any of its employees, agents, representatives, or contractors, in conducting the special event.**

_____ _____
Signature Position Date

9. This application, when completed, signed, and accompanied by all required documentation, should be submitted to the:

- **City Planning Director** - if no portion of the event is to be held within a public park or public street right-of-way.
- **City Park Superintendent** - if the event is to be held wholly within a public park (or primarily within a public park and partly within a public street right-of-way).
- **City Traffic Engineer** - if the event is to be held wholly within a public street right-of-way (or primarily within a public street right-of-way and partly within a public park).

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**I, DECLARE UNDER PENALTY OF LAW, THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND THAT ALL APPLICABLE CITY ORDINANCES AND REGULATIONS HAVE BEEN OR WILL BE COMPLIED WITH. I/MY ORGANIZATION WILL TAKE REPONSIBILITY FOR ANY VIOLATION OF CITY LAWS THAT OCCUR IN RELATION TO THE ABOVE-NAMED SPECIAL EVENT**.

_____ _____
Signature Position Date

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*** Administrative Use Only ***

❑ Application approved
- Conditions: (Attach separate page, if necessary)

_____
_____

❑ Application denied

❑ Review process waived
- Basis of denial/waiver (**MUST INCLUDE** Section 3.17 grounds, factual basis, reasoning) (attach separate page, if necessary):

_____
_____
_____

_____ _____
Approval Signature Position Date

Copies to: ❑ Planning ❑ City Clerk ❑ Sales Tax ❑ Parks Maintenance ❑ Traffic and Transportation
❑ City Manager ❑ Police ❑ Fire Marshal ❑ Risk Management ❑ Apex Park & Recreation District

# SPECIAL EVENTS PERMIT
# INSURANCE REQUIREMENTS

Prior to submitting the application, please contact the Risk Management Division at 720-898-7590 for determination of insurance requirements. Failure to provide proper insurance information could delay the application process.