



**PARKER**  
C O L O R A D O

# **COMMUNITY EVENT PERMIT**

## *A-to-Z Supplement*

This packet is a supplement to the Community Event Guide and is meant to assist in working through the requirements within that guide. Please read and adhere to the [Community Event Guide](#) in its entirety and utilize this only as a supplemental document to help complete application requirements and deadlines within the Community Event Guide.

## 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. Additionally, 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 Town of Parker 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/Marketing an Event on Town Property

Event Organizers must ensure that the Special Event Application request has been "Approved with Conditions" by the Town of Parker 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 does it imply any approval of the event concept or event. The event organizer must complete all application requirements entirely before the Town will issue a Community 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 at Events

It is important to begin applying for an alcohol related permit when beginning the Community Event Permit application process. Please note that some alcohol permits may require a hearing before the Special Licensing Authority. The Special Licensing Authority meets monthly on the third Thursday of the month at 6:30 p.m.

Please contact the Town Clerk's Office at 303.805.3198 to obtain a permit packet and begin the permit process.

Alcohol at events held on Town property is allowed by obtaining one of the three following permits.

**Special Events Permit - for non-profit organizations:** Community events held by certain non-profit groups require a Special Events Permit from the Town of Parker and the State of Colorado to serve/sell alcohol.

The following are required thirty (30) days in advance of the event to the Town Clerk's Office:

- A completed permit application.
- \$100 application fee, payable to the Town of Parker.
- Site map of the area to be licensed (not larger than 8 ½" x 11" showing bars, walls, partitions, ingress, egress and dimensions). If the event is to be held outside, please submit evidence of how the premises will be controlled, i.e., fencing, barriers, etc.
- A completed questionnaire regarding the event as it relates to alcohol.
- A License Agreement if held on Town-owned property, or authorization from the property owner if on private property.
- A copy of the Certificate of Good Standing from the Secretary of State for the non-profit.
- If not incorporated, a non-profit charter; or if a political candidate, attach copies of reports and statements that were filed with the Secretary of State.

A hearing before the Special Licensing Authority will be required. The premises to be permitted must be posted with a hearing notice at least ten (10) days prior to the hearing before the Special Licensing Authority (44-5-106 C.R.S.). Public Notice signs are produced by the Town Clerk's Office.

This permit is required in addition to the Community Event Permit if held on Town property. Please contact the Town Clerk's Office if you are considering applying for this permit type at 303.805.3198.

**Alcohol Festival Permit – for the following liquor license holder types: Manufacturers, Limited Wineries, Wholesalers, Beer and Wine Licensees, Hotel and Restaurant, Taverns, Brew Pubs, Vintner's Restaurants and Distillery Pubs.** The licensee that holds the festival must file the application for the permit.

The following are required to obtain an Alcohol Festival Permit:

- Completed State and Town permit application forms.
- Diagram/Site Map proposed premises showing how the premises will be controlled, i.e., fencing, barriers, etc.
- Copy of a premises control plan outlining how the premises will be controlled to ensure compliance with liquor code provisions, including restricting sales to minors and intoxicated persons and ensuring that the festival participants cannot leave the premises with open containers of alcohol beverages.
- A License Agreement if held on Town-owned property, or authorization from the property owner if on private property.
- Payment of \$300 from the festival host payable to the Town of Parker, which allows for nine (9) festivals in a 12-month period. Payment of \$25 to the Department of Revenue.

This permit is required in addition to the Community Event Permit if held on Town property. Please contact the Town Clerk's Office if you are considering applying for this permit type at 303.805.3198.

**Communal Outdoor Dining Area Permit – for the following liquor license holder types: Manufacturers, Limited Wineries, Wholesalers, Beer and Wine Licensees, Hotel and Restaurant, Taverns, Brew Pubs, Vintner's Restaurants and Distillery Pubs.**

"Communal outdoor dining areas" are outdoor areas used for food and alcohol beverage service by

two or more liquor licensees. The only types of licensees that are eligible to obtain communal outdoor dining areas permit are: beer and wine, beer wholesaler that operates a sales room, brew pub, distillery pub, fermented malt beverage retailer licensed for on-premises consumption, hotel and restaurant, limited winery, lodging and entertainment, manufacturer that operates a sales room, optional premises, tavern and vintner's restaurant. Additionally, to hold a communal outdoor dining area permit, two of the above licensees must apply for a permit from the state and local licensing authorities. All licensees who plan to use the communal outdoor dining area must also: (1) apply to attach their license to that outdoor area, and (2) apply to modify their licensed premises to include that area. To approve the communal outdoor dining area, the state and local licensing authority must find that the area is within 1,000 feet of the permanent licensed premises of each of the licensees. This measurement is made by using a route of direct pedestrian access from the nearest property line of the land used for the communal outdoor dining area to the nearest portion of the building where the permanent licensed premises is located.

The following is required to obtain a Communal Outdoor Dining Area Permit:

- Apply to attach the liquor licenses to that outdoor area.
- Apply to modify the licensed premises to that outdoor area.
- A License Agreement if held on Town-owned property or authorization from the property owner if held on private property.
- \$50 per licensee payable to the Town of Parker and \$300 to the State of Colorado -\$150 to turn on the modification and \$150 to turn off the modification.

This permit is required in addition to the Community Event Permit if held on Town property. Please contact the Town Clerk's Office if you are considering applying for this permit type at 303.805.3198.

## Amplification and Sound

Amplified sound may be allowed between the hours of 7 a.m. and 10 p.m. according to the noise regulations found in Chapter 6.03 of the Parker Municipal Code. A summons and complaint may be issued for any noise regulation violation, and your event may also be terminated. A copy of these regulations may be viewed [online](#).

Provide a document detailing the amplification and sound components of your event to include details such as the type of equipment proposed (DJ, live band, pre-recorded music, microphones, etc.), location and start and end of said timeline as follows:

- Three months (90 days) prior to the start of the event submit a draft document.
- Two months (60 days) prior to the start of the event submit a finalized document.

For more information contact the Police Department at 303.805.6532 or 303.805.6512.

## Amusement Rides

Apply for a Miscellaneous Fire permit with sub-type being Special Amusement Building through the Building Division within two months (60 days) prior to the event date.

- Notate on the site plan indicating the location of each ride and power distribution to them.

This should include separation between rides, power requirements, routing of cords/cables and size and type of the power supply.

- Each amusement ride must be registered with the State of Colorado and have a current Amusement Ride or Device Certificate of Inspection.
- Provide a copy of the Certificate of Inspection approved by the State of Colorado - Division of Oil and Public Safety (OPS) for each ride or device to be used at the event.
- Only the rides and devices with a current Certificate of Inspection provided in advance of the event will be permitted to set up and operate within the Town of Parker.

For more information on amusement rides contact the Building/Fire Division at 303.841.1970.

The items noted above are general. Please be aware that additional documentation may be required for your specific community event.

## Business License

See section: [Sales Tax/Business and Tax License](#).

## Charitable Organization Discount

Established 501(c) (3) charitable not-for-profit organizations in good standing with the Colorado Secretary of State are eligible for up to a 25% discount on the nonrefundable permit fees. In order to obtain the discount a copy of the current tax-exempt certificate must be provided.

Additionally, established 501(c) (3) charitable not-for-profit organizations that are located within the Town of Parker and that are in good standing with the Colorado Secretary of State are eligible for up to a 50% discount on the nonrefundable permit fees. A copy of the current tax-exempt certificate must be provided.

“Charitable organization” as defined by 26 U.S. Code § 501(c)(3), means “corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, nor part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities or which is carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided in subsection (h)), and which does not participate in, or intervene in (including publishing or distributing or statements), any political campaign on behalf of (or in opposition to) any candidate for public office.”

## Crowd Management Plan

A Crowd Management plan is required for all events exceeding 1,000 people by South Metro Fire Rescue Authority (SMFRA).

- Contact SMFRA two months (60 days) prior to the event at 720.989.2000.
- Approval by SMFRA is required a minimum of thirty (30) days prior to the event.

## Community Event Application

To submit the online Community Event Permit Application, you will need to create an account in the [Town's eTRAKiT system](#). The information must provide enough details to fully explain your proposed activity or event. Each request for a Community Event Permit is reviewed on a case-by-case basis. The application must be filled out completely, and contain all supporting documentation attached to the application. Incomplete applications will not be processed and will result in a delay of the application review process.

To accompany your initial permit request, please provide the following if applicable:

- A brief written description of your event.
- Event location (including public property, buildings and streets that are part of or adjacent to the event).
- The starting and ending time of the event – including set-up and take-down time
- Overall site map of event to include all activities.
- Map of all roadway and parking lot closure requests with purpose for requesting road closure (IE: parade route, booths and activities on street, patron walkway/safety, etc.).
- Road closure logistics plan (barricades, staffing and emergency response plans).
- Map of event route, registration and start/finish points.
- Stage and sound equipment.
- Alcohol details (what, where, when, who is serving, site map).
- Food vendor/mobile food truck details.
- Booth/vendor and exhibitor details.
- Transportation plan and/or route details.
- Amplified sound details.
- Tents (size and location).
- Event marketing plan and timeline, banner and/or signage size and placement.
- Generator, light tower and other electricity particulars and locations.
- Parker Police Department plan/staffing request.
- South Metro Fire Rescue crowd management, emergency response, contingency and medical plans.
- Proposed production schedule.
- Liability Insurance certificate.
- Workers' Compensation Insurance certificate (or waiver).

## Deposit

Event Organizers may be required to submit a performance deposit to reserve a venue; cover the cost of any cleanup/damage; cover the cost of any Municipal Service Fees 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.

## Electrical

Inspections are required for all electrical components will occur during the walkthrough for required permits prior to the event start.

- All cords must be free of defects (no missing ground plugs), plugged directly into an approved receptacle/power tap or an approved multi-plug extension box or cord, shall serve only one portable appliance.
- Extension cords shall be sized according to the circuits and device type that the cord is to draw power from and provide power to.
- Extension cords shall not be chained together.
- Extension cord use shall be in accordance with the most current adopted codes.
- Please see section [Amusement Rides](#) and [Generators](#) for additional information.
- Extension cords placed in paths of travel will be required to be bridged to eliminate trip hazards and to protect the cord an electrical short.

For more information on electrical components, contact the Building Division at 303.841.1970.

The items noted above are general. Please be aware that additional documentation may be required for your specific community event.

In addition to the above, the following is required:

- Notify the Parks, Forestry and Open Space Division a minimum of thirty (30) days in advance of the event regarding any electrical needs at 303.805.3244.

## Emergency Access

The following documentation is required to be noted on the site plan at least two months (60 days) prior to the event date.

Please note the following:

- Accommodations for emergency response must always be provided on streets, alleys and parks. Additionally emergency access must always be maintained during the event.
- In some cases, event marshals may be required to maintain internal radio contact to facilitate any immediate access to event areas.
- Barricades and similar devices must always be staffed and must be movable to accommodate emergency access for police, fire, emergency medical services and any Town personnel responding to any emergency situations.
- The applicant will be limited to barricades that are easily moveable for emergency response.
- All businesses/occupied buildings, fire hydrants and fire department connections cannot be obstructed.
- Fire lane signage will be required where the event can encroach into any emergency access. Fire Lane access shall be a minimum of 20 feet wide (wider in any area where 90-degree turns occur).

For more information on emergency, contact the Building Division at 303.841.1970.

The items noted above are general. Please be aware that additional documentation may be required for your specific community event.

## Emergency Action Plan

See section: [Safety - Parker Police Department](#).

## Event Planning

Please ensure the full event application is “Approved with Conditions” before promoting, marketing and/or advertising the event. Also, the Town must receive copies of all marketing materials promoting events that are funded or sponsored by the Town for approval of the Town logo use.

Acceptance of the application is not a guarantee of the date or location, and is not an automatic approval of the Community Event Permit.

When planning a moving route rather than a fixed venue such as a parade, consider the following: the impedance of emergency vehicles, conflict with normal public transportation and interference with people trying to reach their normal destinations at businesses, churches and public facilities. The applicant is responsible for complying with all Town, County, State and Federal disability access requirements applicable to the event.

## Fees

Fees vary based on event, location, staffing and services. Once the Event Application is approved and permitted, the Event Organizer will be held legally responsible and financially liable to the Town of Parker for all fees and costs associated with the overall organization, management and implementation of the event and related activities. Please refer to the Town of Parker Community Event Permit Guide for more details.

## Fencing

A “fenced area” refers to any event or area within the event that is closed off by temporary fencing, such as beer gardens, concert venue areas, inflatable/children play areas, etc. Clearly identify all dimensions and access/exit points on the site plan (submitted at initial application).

- The Building/Fire Division will set the occupancy load if expected attendance is expected to be over 50.
- The number of exits shall include the main entrance. When multiple exits are required, correct separation must meet the current Town of Parker adopted codes.
  - One exit shall be provided when the site accommodates 49 or fewer persons.
  - Two exits shall be provided when the site accommodates 50-500 or fewer persons.
  - Three exits shall be provided when the site accommodates 501- 1,000 persons.
  - Four exits shall be provided when the site accommodates more than 1,000 persons.
- Exits shall be equally spaced along the perimeter of the fence. When multiple exits are required, correct separation must meet the current Town of Parker adopted codes.
- Each exit shall have a marshal assigned to it. The event promoter shall provide a gate assignment roster upon request. Please see section [Medical/Emergency Response Plan](#) for additional information.
- Each emergency exit sign shall have a white background with contrasting green/red letters.



Exit signs shall measure 18 x 24 inches. Sign lettering shall measure 12 inches in height and signs shall be placed at the top center of the exit panel. Events occurring into or during evening/night hours shall require illuminated and be elevated above the exits.

For more information on fencing, contact the Building Division at 303.841.1970.

The items noted above are general. Please be aware that additional documentation may be required for your specific community event.

In addition to the above, the following is required:

- Notify the Parks, Forestry and Open Space Division a minimum thirty (30) days in advance of the event regarding any fencing that may impact Town facility grounds (i.e., turf and/or open space) at 303.805.3244.

## Food and Beverage Requirements

Events that plan to serve/sell food and/or beverages to the public must seek approval from the health department. Any applications, plan reviews, licenses, fees or other information must be submitted to them. For more information call 303.660.7401 or visit [www.douglas.co.us/health-department/](http://www.douglas.co.us/health-department/)

## Food Vendors/Mobile Food Vendors (MFV)

The event organizer and all vendors providing food to the public (samplers, prepared food, MFV, etc.), must be approved by the health department.

Mobile food vendors must be inspected (or preapproved for mobile business license) two months (60 days) prior to the event date.

- Notate on the site plan the location of all food vendors/mobile/canopy.
- Provide a list of vendors, including names, contact information and their type of cooking operation.
- Portable fire extinguishers are required with “K” Class fire extinguishers at all cooking operational areas. Please see section [Heaters/Propane Tanks](#) for additional information.
- Food vendors utilizing cooking equipment that create grease-laden vapors and do not utilize a food truck, cook trailer or food cart shall adhere to the following:
  - Cooking operations are not allowed to be located within 20 feet of a non-cook operation event and cannot be located underneath a tent, canopy or awning.
- Cooking operations must be located a minimum 5 feet away from all canopies. Efforts to separate the cooking operations from the public are required (i.e., a condiment table) to protect the public from these operations.
- All cooking operations must be approved by a Town approved health department
- If you would like to apply for a Temporary Mobile Business Permit, please contact the Planning Division at 303.841.2332.
- A Town of Parker Business License is required. If you do not have a business license the application is available [online](#). For more information, contact the Sales Tax Division at 303.805.3228.

For more information on all cooking operations, contact the Building/Fire Division at 303.841.1970.

The items noted above are general. Please be aware that additional documentation may be required for your specific community event.

In addition to the above, the following is required:

- Notify the Parks, Forestry and Open Space Division a minimum thirty (30) days in advance of the event regarding any food vendor that may impact Town facility grounds (i.e., sidewalk, turf and/or open space) at 303.805.3244.

Review section [Generators](#) for information and requirements.

## Generators

Apply for a “Special Hazard” permit with sub-type being Emergency and Standby Power Systems through the Building Division within two months (60 days) prior to the event date.

- Notate on the site plan indicating location of each generator, light tower and other equipment used. Clearly identify approved isolation method (i.e., protective fencing).
- Complete the generator information form.
- The use of generators and light towers mounted on trailers shall be in accordance with the most current adopted codes in the Town of Parker.
- Upload Manufacture installation and use guide documents to the online portal identifying the grounding requirements for compliance to the electrical code.
- Maintain 20 feet clearance to all other motor vehicles and 10 feet to combustible materials.
- Portable fire extinguishers are required at each generator and light tower with a minimum size of 2-A:20-B:C and include a current inspection tag. Extinguishers should be readily available or placed within the fenced area.

See section [Electrical](#) for additional information.

For more information on generators, contact the Building Division at 303.841.1970.

The items noted above are general. Please be aware that additional documentation may be required for your specific community event.

In addition to the above, the following is required:

- Notify the Parks, Forestry and Open Space Division a minimum thirty (30) days in advance of the event regarding any generator that may impact Town facility grounds (i.e., sidewalk, shrub bed, turf and/or open space) at 303.805.3244.

## Heaters/Propane Tanks

Heaters and propane tanks may require a separate permit through Building Division within two

months (60 days) prior to the event date.

**Heaters:**

All use of propane heaters must be pre-approved and used in outdoor areas only. Contact the Building Division at 303.841.1970.

**Propane Tanks:**

All use of large storage propane areas must be pre-approved. Contact the Building Division at 303.841.1970.

- Propane tanks must meet the current adopted codes and adhere to the required separations depending on size of the LP-gas container.
- Propane tanks less than 30 pounds are allowed by individual vendors however multiple less than 30-pound tanks must be firmly secured and the number of tanks that will be in the event should be noted in your application.
- 40-pound propane tanks are allowed provided that the applicant has received permission to use this tank size by the Building Division through special permitting.

For more information on heaters or propane, contact the Building Division at 303.841.1970. The items noted above are general. Please be aware that additional documentation may be required for your specific community event.

In addition to the above, the following is required:

- Notify the Parks, Forestry and Open Space Division a minimum thirty (30) days in advance of the event regarding any heater that may impact Town facility grounds (i.e., sidewalk, shrub bed, turf and/or open space) at 303.805.3244.

## Insurance

Applications for a Community Event Permit will be reviewed on a case-by-case basis by the Town’s Risk Manager to determine the insurance required. This requirement may be waived by the Town Administrator depending on the event.

Provide copies of (by uploading to the online portal) current insurance policies as listed below for Risk Management Division approval within three months (90 days) prior to the event date.

- Commercial General Liability Insurance covering the applicant and Town of Parker, listing the Town of Parker as addition insured.
- Workers' Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of the work under the community event. For those entities without employees, a waiver can be submitted.
- Additional insurance may be required as determined by a case-by-case review

License Agreements require additional insurance.

For any insurance questions, please contact the Town of Parker Risk Manager at 303.805.3119.

Detailed information of each type of insurance required for your permit are provided below.

**Workers' Compensation Insurance** to cover obligations imposed by applicable laws for any employee engaged in the performance of the work under this Community Event Permit and Employers' Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 disease-policy limit and \$500,000 disease-each employee. Evidence of qualified self-insured status may be substituted for the workers' compensation requirements of this Paragraph.

**Commercial General Liability Insurance** to be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, personal injury (including coverage for employee and contractual acts), including death, at any time resulting therefrom, arising out of any one occurrence, and not less than \$2,000,000 general aggregate for all damages arising out of bodily injury, including death, at any time resulting therefrom, during the policy period. This policy shall also include coverage for blanket contractual and independent contractor risks.

The limits of Commercial General Liability Insurance for broad-form property damage (including products and completed operations) shall be not less than \$1,000,000 for all damages arising out of injury to or destruction of property in any one occurrence, and not less than \$2,000,000 for all damages arising out of injury to or destruction of property, including the Town's property, during the policy period. The policy shall contain a severability of interests' provision.

**Liquor Liability Insurance** to be written with a limit of liability of not less than One Million Dollars (\$1,000,000 Common Cause Limit) and not less than \$1,000,000 Aggregate for all damages arising out of injury including bodily injury and property damage, including damages for care, loss of services or loss of support as a result of the selling, serving or furnishing of any alcoholic beverages.

The Commercial General Liability Insurance policy required above shall be endorsed to include the Town, its officers, employees and consultants as additional insureds. Every policy required above shall be primary insurance, with the exception of Workers' Compensation, and any insurance carried by the Town, its officers, its employees or its consultants shall be excess and not contributory insurance to that provided by the Applicant. No additional insured endorsement to the required Commercial General Liability Insurance policy above shall contain any exclusion for bodily injury or property damage arising from completed operations. The Applicant shall be solely responsible for any deductible losses under any policy required above.

Neither Applicant nor its agents, successors, assigns, lessees and licensees shall occupy the Licensed Property, until it has obtained all insurance required under this section and shall have filed a certificate of insurance or a certified copy of the insurance policy with the Town. The certificate of insurance must be on file with the Town thirty (30) days prior to the event. Each insurance policy shall list the Town as an additional named insured. If the certificate of insurance expires within the month prior to the event, a current certificate must be provided to the Town before the event takes place.

The certificate of insurance provided by the Applicant shall be completed by the Applicant's insurance agent as evidence that policies providing the required coverages, conditions and minimum limits are in full force and effect and **shall be reviewed and approved by the Town prior to commencement of the Community Event Permit**. No other form of certificate shall be used. The certificate shall identify this

Community Event Permit and the coverages afforded under the policies. The completed certificate of insurance shall be sent to:

Town of Parker  
Attn: Risk Manager  
20120 E. Mainstreet  
Parker, Colorado 80138

It is the affirmative obligation of the Applicant to notify the Town's Risk Manager, as provided in this Community Event Permit, including faxing (fax no. 303-841-4814) or e-mailing (sbedard@parkeronline.org) a copy of the notice to the Risk Manager within two (2) business days of the cancellation or substantive change to any insurance policy required under this Community Event Permit, and failure to do so shall constitute a breach of this Community Event Permit.

Failure on the part of the Applicant to procure or maintain policies providing the required coverages, conditions and minimum limits shall constitute a material breach of contract upon which the Town may immediately terminate this Community Event Permit or, at its discretion, the Town may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by Applicant to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to the applicant from the Town.

The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

The parties hereto understand and agree that the Town, its officers and employees, are relying on and do not waive or intend to waive by any provision of this Community Event Permit the monetary limitations (presently \$387,000 for any injury to one person in any single occurrence, and \$1,093,000 per occurrence) for any injury to two or more persons in any single occurrence; except that, in such instance, no person may recover in excess of \$387,000, which amounts shall be adjusted by an amount reflecting the percentage change over a four-year period in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Town of Parker-Greeley, All Items, All Urban Consumers, or its successor index, or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as from time to time amended, or otherwise available to the Town, its officers or employees.

## **License Agreement**

If the event is on Town-owned property, a License Agreement is required. If the event is not serving alcohol, the License Agreement contained in the Community Event Permit will suffice. If the event is serving alcohol, a separate License Agreement is required by the Town as a part of the Special Events Permit application (see the "Events with Alcohol" section of this document). The License Agreement will be provided by the Town Attorney's Office.

## **Maps (Site Map/Route Map)**

The site and/or route map is a visual representation of the event concept. Include all infrastructure and

operational elements proposed in the application and should include any stationary elements, as well as moving routes.

The following documentation is required when submitting the Community Event Permit Application:

- A draft site and/or route map must be submitted with the initial application including:
  - Location of alcohol areas.
  - Location of booth/vendor and exhibitor.
  - Location of food vendor/mobile food trucks.
  - Location of generators.
  - Location of tents, canopies, inflatables and stages.
  - Road closure requests (if applicable)
- A final version must be submitted at least two months in advance (60 days) of the event start date.
- Any adjustments, changes or modifications one month prior to the event start date must be authorized in writing by the Town contact. Changes or modifications may be subject to penalty fees and/or a cash deposit or surety bond.

For more information on contact Customer Service at 303.841.0353.

The final permit issued by the Town of Parker 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. Deviating from the final permit may result in the immediate cancellation of the event, penalty fees, denial of future Community Event Permit applications and/or the requirement of a cash deposit or surety bond. Event Organizers should use the following guidelines to develop a site or route map.

#### Technical Specifications

- 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.

#### 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 rights-of-way 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 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 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 and/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.
- 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 alcohol on site indicating where alcohol will be served. This can be included on the main site plan and does not need to be a separate map. 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 or 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 sites, loading and staging of equipment. A pre/post event site map may be required for events with significant load-in and load-out requirements.

## Marketing Plan

Provide a document detailing the marketing timeline, marketing sources and target market for the event.

- Three months (90 days) prior to the event submit a draft document
- Two months (60 days) prior to the event submit a final document

Please note that promoting, marketing and/or advertising may not begin until the event permit has been “Approved with Conditions”. See [Advertising/Marketing an Event on Town Property](#) for more information.

Additionally, more information can be referenced in the following sections:

- [Publicity/Town Assistance](#)
- [Signs and Banners](#)

For more information contact the Customer Service at 303.841.0353.

## Medical/Emergency Response Plan

A Medical/Emergency Response Plan may be required for your event by South Metro Fire Rescue Authority (SMFRA).

- Contact SMFRA two months (60 days) prior to the event at 720.989.2000.
- Approval by SMFRA is required a minimum of thirty (30) days prior to the event.

## Permit Approval

The application may be approved and a permit issued, only after all requirements, deadlines and conditions of the Town of Parker are met. When approved, the permit will be issued and emailed to the applicant. The applicant must return the permit with an original signature to indicate that they agree to the terms of the permit with the Town. The applicant must have the permit accessible for inspection by Town officials for the duration of the approved event.

## Permit Denial

Applications may be denied for the following reasons under *Municipal Code Section 10.08*:

- The event will create a safety hazard to the participants, adjacent properties, proximate neighborhood(s) and/or or traveling public. This determination will be made by the Parker Police Department and/or the Engineering/Public Works Department.
- The time, route or size of the event will disrupt to an unreasonable extent the movement of traffic, pedestrians or bicyclists.
- The size or nature of the event requires the Town to divert so great a number of police officers that the citizens of Parker would be denied reasonable police protection.
- The event interferes with a scheduled Town of Parker event. Town events will be given priority.
- The event will interfere with another event for which a Community Event Permit has already been issued.
- False or misleading information was provided on the application and/or its attachments. This shall also result in revocation of a previously issued permit.
- The applicant refuses to agree to abide by or comply with all the conditions of the permit or is unable to satisfy the requirements of the permit.
- Previous termination or violation of a community event permit by the applicant.
- The event will cause a disruption to residential quality of life that substantially impacts the quiet use and enjoyment of property and rises to the level of being a detriment to public health, safety and welfare.

Failure to comply with any requirements, deadlines and/or conditions set forth by the Town of Parker may result in a termination of the event process, elimination of a segment of the event, or in denial or revocation of the event permit. In addition, failure to meet the requirements of this permit may provide basis for denial of future permits for a given event or applicant. If the permit is denied, the Town of Parker assumes no liability for expenses incurred by the applicant.

If during the course of the event, Town staff at the event site determines there is a public safety hazard or if there is a violation of any permit condition, the event may be terminated immediately at the request of the Town Administrator or designee. The Town of Parker is not responsible for any expenses incurred by the permit holder.



## Production Schedule

A written document detailing event timeline with all move-in, event day(s) and move-out logistics, and timing is required. This production schedule document should include such information as vendors, deliveries, set-up, drop-off and load-out. For the final production schedule, please include the name of the event staff responsible for each of the logistics and provide a list of event staff contact numbers in case they are needed during the event.

Provide a production schedule as follows:

- Three months (90 days) prior to the event submit a draft document
- Two months (60 days) prior to the event submit an updated document
- Ten days prior to the event submit a final document

For more information contact the Customer Service at 303.841.0353.

## Propane Tanks

See section: [Heaters/Propane Tanks](#).

## Public Right of Way/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 and/or when a special event uses or impacts normal operation of public right of ways.

The following documentation is required with the Community Event Permit Application:

- Three months (90 days) prior to the event:
  - Map of area
  - Description of event/plan/needs
  - Draft traffic control plan
- One month (30 days) prior to the event:
  - Approved traffic control plan
  - If applicable, a "Permit for Trail Access of Motorized Vehicle" to Towns Parks, Forestry and Open Space Division. Contact them at

For more information contact the Public Works Division at 303.805.3206.

Consideration for an event held in the ROW shall be determined by the Town Engineering and Public Works Department by reviewing the public safety of participants, spectators and those who would otherwise use the ROW, by consulting with the fire and police departments, as well as any other relevant Town department to determine the impact to any ROW which may result from the proposed use. This includes the probability of impact of the proposed use on the safe flow of vehicular, pedestrian, and multi-use traffic. Factors to be considered include, but are not limited to, the anticipated number of participants, time and day of event, typical volume of traffic, balancing the frequency of events with the public's desire to use public property without the interference of events, and any other factor(s) related to the protection of public health, safety and welfare.

## Publicity/Town Assistance

Qualifying non-profit community events may be eligible for [Community Event Publicity Assistance](#) from the Town. If certain criteria are met, events may qualify for a listing on the Town's electronic message boards and/or a free listing in the Town's online or Talk of the Town community calendars. Commercial events are not eligible for publicity assistance. The use of mobile, variable messages boards is not allowed.

For further information, please contact the Communications Department at 303.841.0353.

If the applicant determines the event is eligible for either of the above services, please fill out and submit an online publicity assistance request [here](#). This electronic form is inclusive of electronic message board and community calendar requests.

## Restroom Facilities and Sinks

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 Town recommends at least one chemical toilet for every 100 people or portion thereof. In addition, 10 percent of restroom facilities must be accessible by people with disabilities (ADA-compliant). No less than one 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. Restrooms must be on an approved hard surface, such as concrete, asphalt or plywood. 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.

The provision of hand-sanitizing facilities or sinks is recommended in restroom areas and required when food vendors are present. As part of the 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.

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

- Notify the Facilities, Parks, Forestry and Open Space Divisions a minimum thirty (30) days in advance of the event regarding restroom logistics at 303.805.3244.

## Road Closure

See section: [Street Closures](#)

## Safety – Parker Police Department

The Town of Parker 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, view online at [www.ParkerPolice.org/FAQ](http://www.ParkerPolice.org/FAQ) or contact the Police Department at 303.805.6532 or 303.805.6512.

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 officers from the Town of Parker Police Department, the use of private security, the use of staff/volunteer marshals and/or a combination of these may be required by the Town to obtain a Community Event Permit. The Town of Parker Police Department determines the number of police officers, police vehicles and other personnel required based on the following. Please note this list is not exhaustive of all possible requirements:

- 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

Provide information and details regarding safety or police staffing at your event as follows:

- Two months (60 days) prior – Submit a draft document identifying staffing needs/plan including the finalized attendance estimates to determine police staffing levels and details of the event that pertain to safety.
- One month (30 days) prior – a finalized document identifying staffing needs/plan approved with the Police Department.

Depending on the event, an Emergency Action Plan may be required.

For more information contact the Police Department at 303.805.6532 or 303.805.6512.

## Sales Tax/Business and Tax License

A valid Town of Parker Business and Tax License or pending application is required for all vendors.

Vendors without this license must complete and file [this form](#) prior to the event. Please allow 4 to 6 weeks to process and mail the license.

If vendors already hold an active license, no additional license or fee is required.

For licensing information and procedures, please email [salestax@parkeronline.org](mailto:salestax@parkeronline.org) or call 303.805.3228.

Event organizers, vendors or exhibitors are responsible for the following requirements:

- Vendors or exhibitors are responsible for collection of 3 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 giveaways, or on the inventory cost of samples and demos.

Please see the [Community Event Promoter Information](#) packet for information on the sales tax requirements and [Vendor Booths](#) for additional information.

## Signs and Banners

In some cases, the Town of Parker may permit event banners to be displayed on the street lamps positioned in our medians. Click the following link for more information and to complete an application for the [Street Light Banner Program](#). Please direct any further inquiries to the Town of Parker Engineering/Public Works Department at 303.840.9546.

The Town of Parker may allow temporary signs and/or banners. Banners for commercial events require a [Temporary Sign Permit Application](#). For further information regarding the placement of signs and/or banners, please refer to the [Parker Municipal Code, Chapter 13.09](#). Please direct any questions to the Town of Parker Community Development Department at 303.841.2332.

## Site Plan/Site Map

See section: [Maps \(Site Map/Route Map\)](#)

## Site Rental: Town Parks, Open Space, Cultural Space

If using Cultural facilities, Recreation facilities, Town Parks or Open Space, your application will route to the appropriate staff who will contact you directly to verify availability and reserve the date and location and obtain a rental permit for such facilities.

### Downtown Parks: O'Brien and Discovery Park Rental Overview and Fees

- The Town may limit the number of events/rentals hosted in downtown parks.
- The Town of Parker Noise Ordinance (Ord. 5.59.2 §6, 2021) applies to all renters. Community events approved by the Town may be exempted from the limitations on time and decibel levels as part of the review and approval process for a Community Event Permit.

#### O'Brien Park

- Any rental that requires exclusive use of the O'Brien Park parking lot will be required to pay the entire park rental fee.
  - Entire park rentals are not permitted during the months that H2O'Brien Pool is open for use (generally Memorial Day to Labor Day). However, some exceptions, as granted by the Town, do exist.

#### Discovery Park

- Any renter requiring theatrical or audio assistance must coordinate with the Town of Parker Cultural Department for staffing availability and fees.
- Any rental that requires the exclusive use of the lawn and band shell will be required to pay the entire park rental fee.

### Special Event, Disc Golf and Trail Rental Overview and Fees

- A roster or listing of registered participants must be received one week prior to the rental.
- A final roster or participation report must be received within 72 hours of the event to confirm total numbers. The renter will be charged based on the total number of event participants.

- Payment must be complete within 30 days upon the final invoice.

### Westcreek Disc Golf Course

- Only one rental per month will be allowed.
  - Rental requests are based on a first-come, first-served historical reference and flexibility of rental.
  - The rental permit includes exclusive use of the shelter.
- Closures will be advertised on Parker Parks and Recreation social media and a generic sign placed at the park.

### Trail Events (5/10K, Cross Country Meets, Bike Races, etc.)

- Races will be advertised on Facebook and the Parks and Recreation website event calendar to alert other trail users.
- Trails remain open to the public regardless of the event.

Please contact the Parks and Recreation Department at [Parkrentals@parkeronline.org](mailto:Parkrentals@parkeronline.org) or visit [www.parkerrec.com/ParkRentals](http://www.parkerrec.com/ParkRentals) to make a reservation. View the Town of Parker’s Parks and [Field Use Policy](#) for more information on parks and trails use. Reservations are made on a first-come, first-served basis and must be made in advance. All facility, park and trail rentals are subject to the terms of the use agreement for each venue. Rental fees will apply.

When submitting the application, please consider the following deadlines:

**December 1:** Rental requests for January through June of the **following** year are open to the public. *Equestrian rental requests can be made for the entire following year on Dec. 1.*

**March 1:** Rental requests for July through December of the **current** year are open to the public.

Ball Fields/Multi-Purpose Fields	<ul style="list-style-type: none"> <li>• Available to rent March 1 – October 31 each year</li> <li>• A minimum of one and a half (1.5) hours is required per rental</li> </ul>
Tennis/Pickleball Courts	<ul style="list-style-type: none"> <li>• Available to rent March 1 – October 31 each year</li> <li>• No rental minimum required</li> <li>• One court will always remain open for drop-in play</li> </ul>
Downtown Parks: O’Brien and Discovery	<ul style="list-style-type: none"> <li>• Available to rent January 1 – December 31 each year</li> <li>• A minimum of two (2) hours is required per rental</li> </ul>
Special Events (Disc Golf Course and Trail Rentals)	<ul style="list-style-type: none"> <li>• Available to rent from March 1 – December 31 each year</li> <li>• Charged by number of participants</li> </ul>
Park Shelters	<ul style="list-style-type: none"> <li>• Available to rent from March 1 – December 31 each year</li> <li>• A minimum of two (2) hours is required per rental</li> <li>• Rental request must be made 72 hours in advance</li> </ul>
Equestrian Rentals <i>Rentals open on December 1 for the entire following year</i>	<ul style="list-style-type: none"> <li>• Available to rent from March 1 – December 31 each year</li> <li>• A minimum of two (2) hours is required per rental</li> <li>• Practice arena comes with the Rose Taylor Arena rental</li> <li>• The first prep of the horse arenas (drag only) is included in the rental fee (Additional drag preps may be requested for \$50/prep)</li> </ul>

- Rental request forms and fees can be found online at [www.ParkerRec.com/ParkRentals](http://www.ParkerRec.com/ParkRentals).
- Necessary Parks, Forestry and Open Space Information:
  - Number of attendees/participants expected?
  - Does the event require overnight use?
  - Is water needed and for what purpose?
  - Is electricity needed and for what purpose?
  - Are extra trash cans needed?
  - Is special trash removal needed?
  - Will parking lots be closed/parking spaces blocked, and for what purpose?
  - Is special access (gates unlocked) required and for what purpose?
  - Will the event use canopies, tents, inflatables or anything that requires it be secured to the ground?
  - Is the event on Town property?
  - Will the event use port-a-potties (required if expecting 100 or more participants)?
  - Parks, Forestry and Open Space Division may require a site meeting be scheduled 30 days in advance.

Standard Notes:

- No staking of any kind.
- No markings of any kind on sidewalks (includes chalk and paint).
- Trash cleanup is the responsibility of the event organizer unless a special request is made.
- If port-a-potties are used, Town restrooms will be closed.
- If needing access to a Town trail, a special permit is required.
- All needs must be communicated to the Parks, Forestry and Open Space Division a minimum of thirty (30) days in advance of the event at 303.805.3244.

All events require a detailed site map that includes all anticipated equipment and amenity uses.

## Street Closures

Generally, permits will not be granted to close collector or arterial streets. (Arterial streets would include, but are not limited to, streets such as Mainstreet, Jordan Rd. and Lincoln Ave. Collector streets would include, but are not limited to, streets such as Bradbury Dr., Clarke Farms Dr., J Morgan Blvd. and Canterbury Pkwy.) If a complete closure of a local road or cul-de-sac is requested, the applicant must obtain the written approval of the property owners within the closure. Adjoining property owners have the right to object to the permit if they feel the closure would be an unreasonable inconvenience regarding entry to their property.

If a temporary closure of a local road or cul-de-sac is approved, an approved traffic control plan and adequate traffic control devices must be provided by the applicant. The applicant will be responsible for placement, maintenance and retrieval of the provided traffic control devices. Applicants must provide a [Traffic Control Plan](#) prepared by a certified Traffic Control Supervisor. Once the original plan is submitted, only Town-initiated changes may be made. Applicants must maintain emergency access at all times.

For street closures the following documentation is required when submitting the initial application:

- Four months (120 days) prior to the event date:
  - Map of all road closure requests (indicate activities in and around the area requiring the road closure (parade route, booths and activities on street, patron walkway/safety, etc.)
  - Draft traffic control plan
- One month (30 days) prior to the event date:
  - Approved traffic control plan

See [Traffic Control Plan](#) more information.

For more information contact the Public Works Division at 303.805.3206.

## Tents, Canopies, Inflatables and Stages

For structures more than 400 sq. ft, apply for a “Miscellaneous Fire” permit with sub-type being “Temp Membrane Structure” through the Building Division within two months (60 days) prior to the event date.

- Notate on the site plan location of tents, canopies, inflatables and stages.
- Notate on the site plane the size of each structure.
- Additional permitting may be required for:
  - Use of multiple vendors
  - Tent(s) (open on all sides) in excess of 700 sq. ft.
  - Multiple tents/canopies (open on all sides) placed side by side in excess of 700 sq. ft.
- All membrane structures, regardless of size, must meet the current adopted code requirements.
- Locations of all tents and canopies must be approved to prevent structures from interfering with emergency access and public rights of way.
- All tents and canopies must be properly grounded and secured to withstand high winds and sudden microbursts which are localized columns of air within a thunderstorm.
  - Provide documentation of structural stability to the building/fire code official prior to approval. This may be provided by the tent manufacture’s engineer, a recognized ballasting tool program, or separate structural engineer.
- Manufactures flame certification for all sections of the tent or inflatable must meet NFPA 701 for flame propagation and performance testing is required on all permit application submittals. Inspections are required to ensure each section of the tent are properly labeled.
- Vendor 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
- All temporary or vehicle-mounded stages must be approved by the Building Division.
- Staking of tents and inflatables is not permitted on Town property without prior approval from the Parks and Recreation Department due to potential damage to the irrigation system.

- Please see [Insurance](#) for additional requirements.

For more information contact the Building Division at 303.841.1970.

The items noted above are general. Please be aware that additional documentation may be required for your specific community event.

## Traffic Control Plan

Based on the location and scope of the event, a traffic control plan may be required.

The following documentation is required to be submitted with the Community Event Permit Application:

- Three months (90 days) prior to the event date:
  - Draft traffic control plan
- One month (30 days) prior to the event date:
  - Approved traffic control plan

If requesting a street closure, see [Street Closures](#) for more information.

For more information contact the Public Works Division at 303.805.3206.

## Trash Management

The management of all trash and recycling is the responsibility of the event organizer. Existing trash and recycling barrels in Town parks and Town public spaces are not available for use during community events. Please ensure that the event is providing the appropriate number of trash receptacles. Large events may need to arrange for the removal of trash periodically during the event, and over-flowing trash receptacles in parks and public spaces are not acceptable. Events not in compliance with the trash management provision will pay a \$50 per hour surcharge per Town employee for trash removal and/or clean-up.

At the time of application, please provide a copy of your trash management plan.

- A final trash management plan should be provided no later than one month (30 days) out from the event.

For more information contact the Parks, Forestry and Open Space Division at 303.841.1970.

## Vendors at Events

In accordance with the Parker Municipal Code, Chapter 4.03, events that include the sale of goods or services require the applicant to have a Town of Parker Sales Tax and Business License for and on behalf of all vendors who attend the event at least three weeks prior to the event.

Please see the [Community Event Promoter Information](#) packet for information on the sales tax requirements.



For information regarding licensing and sales tax remittance, please contact the Sales Tax Division at [salestax@parkeronline.org](mailto:salestax@parkeronline.org) or by calling 303.805.3228.

## Vendor Booths

Vendor booths are meant for retail sale of non-food items or exhibition.

For addition information, please see the following sections:

- [Sales Tax/Business and Tax License](#)
- [Tents, Canopies Structures, Inflatables and Stages](#)