



# **SPECIAL EVENTS PLANNING GUIDE**

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Life Safety Section • 101 South Irene Avenue • PO Box 130  
Milliken, CO 80543 970.587.4464 • [www.frfr.co](http://www.frfr.co)

*Thank you for holding your special event in beautiful northern Colorado!  
We look forward to working with you to ensure your event is safe and successful.*

A Front Range Fire Rescue special event permit is required to hold public events such as festivals, parades, runs, walks or sporting events on public property (parks, trails, etc) or rights-of-way (streets, sidewalks, alleys or easements). This permit is in addition to any permit required by the municipality, county or state. Information and applications in this packet pertain to the most common events.

Front Range Fire Rescue staff is available to assist you with planning your event. Because every event is unique, it is important that you consult with FRFR and the municipal government as soon as your plan starts developing. Large and/or first year events often need more time to plan than smaller, existing events.

The goal of FRFR is to help make the coordination of your event as seamless as possible. Contact us early in your planning process so we can help you from the start:

Front Range Fire Rescue  
Life Safety Section  
101 South Irene Avenue  
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[info@frfr.co](mailto:info@frfr.co)

Everything in this guide can be found online at [www.frfr.co](http://www.frfr.co) All of the documents in this guide can be found online at [www.frfr.co](http://www.frfr.co) under the Life Safety tab.

*All special events within the FRFR jurisdiction require separate permits from the applicable municipal government office.*

Town of Johnstown	970.587.4664
Town of Milliken	970.587.4331
Weld County	970.304.6415

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## WHAT KIND OF EVENT PERMIT DO I NEED?

Section 105.6.36 of the adopted International Fire Code requires a fire district issued special event permit for any outdoor assembly event where planned attendance exceeds 1,000 persons. All events intended for public participation in public parks, facilities, or public rights-of-way must be properly permitted through either the municipality, the fire district, or both. Please review permitting information with the municipality as well as the information below to determine which type of fire district permit your event requires. For more information, please contact the FRFR Life Safety Chief at 970-587-4464.

**Events Not Requiring an FRFR Permit:** The community has a variety of public parks that are available for free public use on a first-come, first-served basis. Public or private gatherings at these locations that do not meet the requirements for either Small or Large Special Event Permit do not require a fire district permit.

**Large Special Event Permit:** The following guidelines will help you determine if your event requires a fire district Large Special Event Permit: (CHECK ALL APPLICABLE BOXES)

- Event is intended for public participation
- Event attendance will likely exceed 1,000 people
- Event participation or attendance requires a fee
- Four or more large tents will be used
- Event organizers and/or participants will expect exclusive use of the site
- Event includes high-risk activities as defined within this Guide
- Event requires the closure or restriction of public roads
- Event will include public alcohol sales and/or consumption

Special events also typically require permitting from the municipal government and/or county. Please contact the applicable government office as soon as you start planning your event.

## HIGH-RISK ACTIVITIES

To assist FRFR in accurately evaluating the proposed event, please include as much specific detail as possible about the event. Front Range Fire Rescue defines high-risk activities as those activities that may create an increased risk to public safety or which may delay effective response of public safety personnel to effectively mitigate an emergency situation. Every proposed special event will be evaluated by FRFR personnel to determine if high-risk activities will be involved.

Examples of special events that feature high-risk activities include, but are not limited to, display of fireworks or pyrotechnics, mobile food vendors, use of inflatable structures or attractions, and construction of temporary stages or elevated platforms. Other activities associated with special events that may lead to a determination of “high-risk activities” could include temporary road closures, parades, races, installation of security fencing around the event location, and public sale and/or consumption of alcohol.

## SPECIAL EVENT PERMIT APPLICATIONS

Every proposed special event requires completion of a permit application from both Front Range Fire Rescue and the local government office. FRFR’s permit application is available on the agency’s website at [www.frrf.co](http://www.frrf.co).

Every application requires supporting documentation such as event description, site plans, insurance information, timeline, traffic control and barricade plan, parking plan, and proof of non-profit status if requesting a discount or fee waiver. The earlier you submit your application, the better. Once issued, the FRFR Special Event Permit must remain on site with the Event Coordinator, or in a central public location, at all times until after the event is concluded.

## LIQUOR LICENSING REQUIREMENTS

Events that intend to serve, sell, or allow consumption of alcoholic beverages must obtain an appropriate Liquor License from the local Liquor Licensing Authority. A copy of this license must be included in the required event documentation before an FRFR permit will be issued.

## THE FRFR PERMIT PROCESS AT A GLANCE

### Recommended Timeline for Small Special Events

- 30 Days Prior to Event: Submit completed application packet and associated documents. Permit fee payment required at time of application.
- 14 Days Prior to Event: Complete site visit with Office of the Fire Marshal to review intended event setup, as needed.
- Day of Event: Fire inspection of event location after all vendors have completed their setup and event is ready to open to the public. Event cannot open to the public until this inspection is completed and the FRFR Special Event Permit is issued.

## Recommended Timeline for Large Special Events

- 120 Days Prior to Event: Schedule a pre-application meeting with the Life Safety Chief and municipal government planning officials.
- 60 Days Prior to Event: Submit completed application packet and associated documents. Permit fee payment required at time of application.
- 30 Days Prior to Event: Schedule an application review meeting with Life Safety Chief and municipal government planning officials.
- 14 Days Prior to Event: Complete site visit with Office of the Fire Marshal and appropriate municipal staff to review intended event setup, as needed.
- Prior to Event Opening: Fire inspection of event location after all vendors have completed their setup and event is ready to open to the public. This may be scheduled the evening before the event, or the morning of the event. The event cannot open to the public until this inspection is completed and the FRFR Special Event Permit is issued.
- Post Event: Within 60 days of the event, complete an after-action review process with the FRFR staff and applicable municipal staff to review and discuss the event, and plan for any ideas or opportunities for improvement for subsequent events.

## Pre-Application Review Meetings

Front Range Fire Rescue highly recommends all persons interested in hosting Large Special Events to schedule a pre-application review meeting. These meetings should include representation from FRFR and a representative from the local government office. These meetings can be very useful by:

- Confirming dates and timelines
- Reviewing traffic control plans
- Review site security plans
- Review liquor licensing requirements
- Review emergency preparedness plans

## INSURANCE REQUIREMENTS

A Certificate of Liability Insurance is required for all Large Special Events. Proof of insurance must be provided before an event will be considered for approval.

The Event Coordinator shall provide FRFR with proof of Commercial General Liability Insurance that names as an Additional Insured, *“Front Range Fire Rescue, its elected and appointed officials, employees and volunteers, are included as Additional Insured with respect to the policies required by this permit”* and any other public entities impacted by the event. The policy must be for a minimum of \$1,000,000.00 with an aggregate amount of \$1,000,000.00.

Additional insurance may be required dependent upon the event size and any high-risk activities. Coverage must be maintained for the duration of the event, including set-up and dismantle dates. Event insurance will be primary, and any FRFR insurance will be non-contributory.

## SITE PLAN REQUIREMENTS

Every special event permit is required to include an event site plan. Information in these plans should include, but is not limited to, the following:

Overall site location and all nearby roads	Route map for parades or races
Large and small tent locations	Staging areas for parades or races
Retail/food/drink vendor locations	Street closures and directional traffic flows
Alcohol consumption areas (ie: beer gardens)	Barricade placements
Amusement rides and/or inflatables	Fire lanes
Large tent layouts, entrances and exits	Public parking areas
First aid stations	Restrooms
Stages	Generators
Volunteer stations and/or staging	Fireworks launch area(s) and fallout zones

The site plan should be produced in a clear, legible manner and submitted in an 8.5" x 11" or 11" x 17" standard format. To supplement the site plan, a detailed narrative description of the event, including any applicable timelines, description of activities, schedule of entertainment, or other pertinent information will better assist FRFR in reviewing the proposed event. The more information provided on the site plan, the better. GoogleMaps, Google Earth, or Map My Ride are both excellent starting points to successfully create maps for the event.

## EVENT COORDINATOR RESPONSIBILITIES

Every Special Event that receives an FRFR permit requires designation of at least one official Event Coordinator who is deemed to be "in charge of" and responsible for the overall event operations. In addition to the guidelines within this guide, the Event Coordinator shall develop plans to ensure compliance with the following expectations for all special events:

**Attendee Conduct:** The Event Coordinator is responsible for his/her actions and the actions of the event staff, volunteers, and attendees.

**Destruction of Property:** It is unlawful for any person, other than authorized government personnel, to injure, deface, destroy, sever or remove any park property.

**Event Coordination:** The Event Coordinator or his/her designee shall remain on site during all event setup activities and must remain on site until all vendors have left the area and breakdown and clean-up is complete.

**Event Hours:** Each municipality establishes requirements for when events may open to the public and when they must close. The Event Coordinator will ensure compliance with these requirements.

**Fires, Generators and Grills:** Fires contained in fireplace areas must receive prior approval from FRFR and the municipality. Make every effort to see that generators or gas grills are placed on hard surfaces such as a sidewalk or parking lot. If this is not possible, place a barrier, such as plywood, between the grass and the generator or gas grill to collect spillage of gasoline or grease. Charcoal grills are not permitted.

**Fireworks:** The use of any fireworks during special events is prohibited unless the event has received an FRFR Fireworks Display permit and all fire code requirements have been met.

**Food Vendors:** Food vendors, including those operating in special trailers or vehicles, must comply with public health code requirements and applicable fire code requirements. Cooking is strictly prohibited beneath any tent unless documentation is provided that shows the tent is rated as fireproof and is constructed specifically for cooking. All mobile food vendors must possess a current Mobile Food Vendor Permit from FRFR or another approved local fire department.

**Parking/Vehicle Access:** Motorized vehicles of all types including golf carts, utility vehicles, ATVs, etc. are strictly prohibited on park property without prior written permission from the municipality. Access roads are only to be used with prior approval from the municipality. All cars must be parked in designated parking areas.

**Refunds:** No refunds will be issued for Special Event Permits that have been issued by FRFR. Refunds will not be issued due to weather conditions existing on the event date; however, the permit may be re-issued for an alternate event date without any additional fees being assessed.

**Site Inspection:** A fire inspection of the overall event site and all vendors is required prior to the event opening to the public. The overall event site and all vendors must be in compliance with applicable fire code requirements prior to the Special Event Permit being issued.

**Streets Adjacent to Events:** Event organizers are encouraged to inform residents and businesses within the adjacent area of the event, including date, time and street closures.

**Water-Filled Attractions:** The owner or operator of any water-filled attractions is responsible for coordinating the filling of their attraction with water. FRFR will not provide staffing for adding water to these attractions unless an appropriate fee for overtime personnel is provided by the owner or operator.

## **PUBLIC SAFETY PLANNING**

Every special event differs based on the activities involved and their associated risks. Once the risks have been identified, each large special event must develop a written emergency plan, as required by Section 403.12.2 of the adopted Fire Code. The Police and Fire Departments can make suggestions to help improve the emergency plan, so please feel free to submit draft versions as early as possible in the planning process. Risks that should be considered in developing the emergency plan include, but are not limited to:

Medical emergency	Fire	Crowd control
Inclement/severe weather	Lost child	Lost and found
Structure collapse	Utility failure	Communications failure

The Event Coordinator for the special event shall develop a written emergency/public safety plan that provides information regarding emergency vehicle ingress and egress, fire protection, emergency egress or escape routes, emergency medical services, public assembly areas, the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, fire and/or emergency medical services personnel at the event.

### **Crowd Managers**

Section 403.12.3 of the adopted Fire Code requires that the Event Coordinator shall provide trained crowd managers for any special event that includes 1,000 persons or more. FRFR further requires that any Small Special Event that includes high-risk activities must provide trained crowd managers.

Where crowd managers are present, there shall be no fewer than two (2) crowd managers. Crowd managers shall be staffed at a ratio of 1 crowd manager for every 250 persons, unless otherwise approved by FRFR.

The Event Coordinator shall provide training to all event staff and crowd managers on the contents of the public safety plan and their role(s) in implementing the plan. The responsible party shall provide documentation to FRFR to verify that all staff have been appropriately trained.

### **Emergency Planning**

In addition to the previously noted information, the event's public safety plan should establish a plan for responding to medical emergencies that could occur during the event. The plan should include the event's medical communication plan; number, certification levels and types of resources that will be at the event; description of how resources will be managed and deployed; and hours of setup and dismantle of medical aid stations.

## **EMS Standby Requirements and Medical Plan (continued)**

The plan should address the number and qualifications of any medically trained volunteers who will be on site during the event, their training/certification level, their hours of operation, medical equipment available, communications plan, and a description of how resources will be managed and deployed.

As part of the required Emergency Plan, the event may be required to provide (at their own expense) standby ambulances with dedicated medical personnel. All standby ambulances shall comply with Weld County Codes regarding ambulance licensing requirements.

## **FIRE INSPECTION REQUIREMENTS**

Front Range Fire Rescue fire inspectors will assess the event for fire and safety issues based on the adopted fire code before the event opens to the public. Issues that will be evaluated include, but are not limited to, buildings, tents, exiting, food vendors, generators, and overall fire and life safety. If the event will include inflatables, fireworks or pyrotechnics, or portable structures including tents, staging, bleachers or elevated platforms, those items must be specifically identified on the site plan and additional information and FRFR permitting may be required prior to approval.

## **Food & Cooking Vendors**

Food vendors include food trucks/trailers, stands, and tents. Each municipality may require business licensing for any food vendors. In addition, each food vendor must be approved and inspected by the local County Health Department prior to opening for business.

FRFR requires that all mobile food vendors possess a current and valid Mobile Food Vendor Inspection issued through the Fire Marshals Association of Colorado. Any food vendors who do not possess this inspection prior to the event may contact FRFR to schedule the inspection. Vendors attempting to operate on the day of event without a current and valid permit will be denied the ability to operate.

## **Inflatable Attractions**

Appropriate guideline for the use of inflatable attractions, such as bounces houses, slides, etc. must be observed. All such attractions must be adequately anchored and braced to withstand a severe wind event.

## **Tents and/or Temporary Membrane Structures**

If tents and/or temporary membrane structures are associated with a special event, information shall be provided with the initial application that indicates number, type and location(s) of these structures. The Special Event Permit process will address any of these structures associated with the event, so a separate Tent Permit is not required. Information that must be provided regarding these structures includes:

- a. Locations and descriptions of any tents, canopies, and/or temporary membrane structures that will be associated with the special event.
- b. General description of intended use of the tent(s).
- c. Contact information for tent vendor.
- d. Certificate of flame resistance provided by manufacturer of tent or membrane structure.
- e. Documentation that vendors have been notified that cooking beneath tents or temporary membrane structures is strictly prohibited.

Once all fire and life safety issues have been corrected, the FRFR Special Event Permit will be issued and the event may open to the public. The permit must remain on site with the Event Coordinator, or in a central public location, at all times until after the event is concluded.

### **Fireworks, Pyrotechnic and Flame Effect Productions**

A separate and independent permit from Front Range Fire Rescue is required prior to the use of any approved firework or pyrotechnic production per the adopted fire code. Once a permit application has been submitted and approved, set up of the display may begin. The permit will be issued at the time of inspection and must remain on site of the display at all times until after the dismantling of the production. Separate permit fees are required for fireworks permits and subsequent inspections, as indicated in the adopted fee schedule.

### **TRAFFIC CONTROL AND PARKING PLAN**

Events which require any street closures, in any way obstruct vehicular or pedestrian traffic, or potentially require a motorcycle/police escort to navigate through the streets may be required to provide the municipality with a Traffic Control Plan. The event coordinator will be responsible for coordinating any street closure activities with the municipality and meeting their permitting requirements.

It is critical to the safety of the event participants and volunteers that a detailed and accurate Traffic Control Plan is provided. This plan should include contact information for the traffic control company as well as a detailed map. If a traffic control plan is submitted to the municipality, it shall also be provided to FRFR to assist in preplanning emergency response activities.

A large special event may need to develop a parking plan that identifies public and/or private areas that will be used for event parking. VIP and/or handicap parking locations should be considered and clearly marked on the site plan. If utilizing private property for event parking, written permission from the property owner must be received.

### **MITIGATION OF IMPACT**

All events may be required by the municipality to provide notification to homes or businesses that will be impacted by the event. The full impact of the event should be clearly defined to

the contacts at these properties. Various methods can be used (e.g., postcards, e-mail, flyers, etc.). A copy of this communication should be provided to the municipality during their permitting process.

## EVENT APPLICATION CHECKLIST

The following list is intended strictly to aid the Event Coordinator in meeting FRFR requirements for a Special Event Permit. Timelines reflected in this checklist assume compliance with all applicable town and county permitting and/or licensing requirements.

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Task Description	Recommended Submittal	Date Accomplished
Permit Application and Remittance of Permit Fee	90 days prior to event	
Event Site Plan	With application	
Event Narrative and Timeline	With application	
Fireworks/Pyrotechnics Permit	60 days prior to event	
Certificate of Insurance	30 days prior to event	
Mobile Food Vendor Permits	30 days prior to event	
Emergency Plan	30 days prior to event	
Traffic Control and Parking Plan	30 days prior to event	
EMS Standby Requirements Met	14 days prior to event	
Street Closure Information	14 days prior to event	
Vendor Listing	14 days prior to event	
Copy of Approved Liquor License	7 days prior to event	
Fire Inspection of Event Site	Prior to event opening	
Special Event Permit Issued	Issued after inspection	
Health Department Inspection	Prior to food vendor opening	