

	Special Event Application Packet		<input type="checkbox"/> \$200 permit fee
	EVENT NAME:		EVENT DATE(S):
	EVENT COORDINATOR NAME:	EVENT COORDINATOR PHONE:	

Section 1 – Event Information:

Event Location: _____

Event Website (if applicable): _____

Sponsoring Organization Name: _____

Organization Type: For Profit Non-Profit (attach supporting documentation)

Organization Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Section 2 – Event Information:

To ensure accurate review of your event, please provide a detailed narrative and/or timeline of the event. Please include a description of all activities, schedule of entertainment or other pertinent information. Please use a separate sheet of paper to provide this information.

May Front Range Fire Rescue publish your event information on our website? Yes No

Event Category (check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Car/Motorcycle Show | <input type="checkbox"/> Circus/Carnival | <input type="checkbox"/> Fireworks Display |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Parade/March | <input type="checkbox"/> Sports/Recreation | |

	Day of Week	Date	Start Time	End Time
Set-Up				
Event Start				
Event End				
Tear-Down				

Section 2 (continued):

Is this a first-time event? Yes No

If no, how many years has the event been held, and where?

Estimated Attendance

Prior Year (Actual or Estimated): _____

Please provide a site map of last year’s event

Current Year Estimated Attendance:

Public Attenandance: _____

Staff/Volunteers: _____ Vendors: _____

Please provide a site of this year’s event

Will there be an admission/entry fee for the event? Yes No

If yes, provide amounts:

Senior Adult Child Military

Are vendor or other fees required? Yes No

If yes, provide additional information:

Section 3 – High-Risk Activities:

Any event that includes High-Risk Activities is required to establish an FRFR Special Event Permit, regardless of the size of the event. Examples of high-risk activities include, but are not limited to, display of fireworks, sale and/or consumption of alcohol, street closure, races, inflatable attractions, mobile food vendors, and stages.

Will the event include any fireworks displays, pyrotechnics, rockets, theatrical flame effects, fire eaters, flaming torch jugglers, etc? Yes No

If yes, the individual/company hired to provide these services must complete and submit a FRFR Fireworks Permit no less than 30 days before the event.

Will the event include any mobile food vendors? Yes No

If yes, the individual/company hired to provide these services must comply with the FRFR policy for Mobile Food Vendors, including applicable FRFR permits.

Will the event include inflatable displays, bounce houses, hot air balloons or other similar devices used for public entertainment? Yes No

If yes, please describe each such display and specifically indicate it on the site plan.

Will the event include construction of a temporary stage? Yes No

If yes, please indicate the stage location(s) on the site plan. The individual/company hired to construct the stage(s) must provide detailed construction information and dimensions.

Section 4 – Event Coordinator:

Every Special Event with High-Risk Activities and every Special Event with anticipated attendance greater than 1,000 persons requires designation of at least one official Event Coordinator who is deemed to be “in charge of” and responsible for the overall event operations, including compliance with all applicable codes, laws and regulations. The Event Coordinator, or alternate, must be available and on site during the event.

Event Coordinator Name: _____

Phone: _____ Alt. Phone: _____

Email: _____

Alternate Event Coordinator Name: _____

Phone: _____ Alt. Phone: _____

Email: _____

Section 5 – Tents and Temporary Membrane Structures:

Will the event include use of tents and/or temporary membrane structures?

Yes No If yes, please indicate their locations on the site plan.

By checking this box, I affirm that I have read and will adhere to and enforce the Front Range Fire Rescue policy on tents, canopies, and temporary membrane structures.

Section 6 – Event Site Plan:

All special event applications must be accompanied by a detailed site plan for the area(s) where the event will take place. The site plan must be clear and legible. Hand-drawn or computer generated documents are acceptable up to 11” x 17” dimension.

The site plan should include the following information:

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

Special event permit applications will not be accepted without a site plan.

Section 7 – Emergency Planning:

Please develop a written emergency/public safety plan that provides information regarding preparedness for emergencies that might routinely be expected to occur during the event. Examples of items to address include, but are not limited to, site security, inclement weather, emergency vehicle access, fire, emergency escape routes, medical emergencies, etc.

Events with anticipated attendance of 1,000 or more people must provide individuals trained as crowd managers. These individuals must be trained and prepared to implement the event’s emergency plan. There are a variety of on-line or in-person resources that can be utilized to develop this training. Please provide information on the numbers of crowd managers provided and the training they will be given.

As part of the required Emergency Plan, each large special event must also submit a written medical plan for review and approval. The plan should include 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.

Section 8 – Insurance:

Events are required to have 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. The Certificate Holder must be listed as:

Front Range Fire Rescue
101 South Irene Avenue
Milliken, CO 80543

A Certificate of Liability Insurance is required for all Large Special Events. Some Small Special Events may require insurance, depending on the type of activity planned. Proof of insurance must be provided before an event will be considered for approval.

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.

Section 9 – Application Authorization:

I, _____, am authorized to represent and bind the Host Organization for this special event application. By signing this document, I represent and certify that:

1. The information contained in this Special Event Application packet is true and correct to the best of my knowledge and belief.
2. The Host Organization has read, understands, and agrees to comply with the requirements, policies, statutes and ordinances as established by Front Range Fire Rescue, the city/town, the county, the state, and/or the U.S. government.
3. The Host Organization acknowledges that the acceptance of any plans or payments required as part of the Special Event Application process does not constitute an approval of the plans or an acknowledgement of the sufficiency of information provided.

Event Coordinator Name: _____ Phone: _____

Signature: _____ Date: _____