



Town of Johnstown

Dear Event Coordinator,

We are excited you have chosen the Town of Johnstown as the location where you want to hold your special event! In an effort to make sure that your event is as smooth and efficient as possible, we have created this “Special Event Application Packet” which is used for events as defined in the Municipal Code: *Special event means a parade, athletic contest or other outdoor event requiring temporary closure of streets, roads, highways, sidewalks or bike and pedestrian lanes or paths that are normally open to the public, or the changing, restricting or adapting of the normal traffic uses of any street, road or highway in the Town- Municipal Code Section XII.*

As Town Clerk, I will be your point of contact for your special event- please feel free to reach out to me at any time in the planning process with any questions or concerns. As you prepare your application, please note the below:

1. Incomplete, illegible, and/or un- signed applications will NOT be processed. An application checklist has been provided below to assist you with the types of information REQUIRED to complete a Special Event Permit Application.
2. Information that is specific to your event may be *attached to the end of the application*- this includes any maps, diagrams, or “exhibits” called out in the application. Please label these attachments accordingly, such as “Exhibit A” or Q13 to correspond with the appropriate question.
3. **You may submit the Special Event Application as early as six (6) months prior to your event, but no later than forty-five (45) days before your event date.**
4. If you are holding an event that will serve alcohol you need to fill out the Special Event with Liquor License in addition to this form.

APPLICATION CHECKLIST:

- Application - Signed and Dated
- Application Fee of \$100 (for exempt organizations please refer to the Town Fee Schedule)
- Event Narrative and Timeline Site Plan (*Exhibit A- Questions 7 & 8*)
- Traffic Control/Barricade Plan (if applicable due to street closures) (*Question 9*)
- Additional Permits and Licenses (as applicable, ie Park Reservation, Park Rules & Regulations, Live Music Permit, Police Officer Request form) (*Exhibits B & D, Questions 11-12*)
- Parklet reservation for Downtown Events (*Exhibit E Question 14*)
- Security Plan (*Question 15*)
- Vendor List (if applicable; speak with Town Clerk if list is not complete prior to submission)
- Certificate of Insurance listing the Town of Johnstown as additionally insured

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The Community That Cares

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