



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

Hannah Hill, CMC
Town Clerk
970-578-9600
Hhill@johnstownco.gov

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

Event Information

Organization Name:

Organization Contact:

Phone:

Email:

Is the organization non-profit?

Name of Event:

Event Location:

Event Website:

Event Timeline:

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

Required Declarations

Please answer each question, noting some may not be applicable to your event:

Documentation or exhibits may be attached at the end of the questionnaire page; please write which number the attached corresponds to (ie- a detailed site plan should say Exhibit A, Q8):

1. Will you be requesting the exclusive use of Town-owned property? Yes No
2. Is this a first-time event OR major changes being applied to a pre-existing event? Yes No
If yes, please explain the changes: _____
3. Will vendors be selling food and/or beverages at the event? Yes No
If yes, contact the Weld County Department of Health at 970-304-6410 for additional information regarding food and vendor permits. Have you contacted the Department of Health? Yes No

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

4. Will taxable property or services be sold at your event? Yes No
If yes, all taxable property or taxable services must collect sales tax. The Town of Johnstown Sales Tax is collected by the Colorado Department of Revenue.
5. Do you expect over 1,000 attendees? Yes No
If yes, you must contact the local Fire Department for a Fire Special Events Permit and attach documentation to this application noting that communication has begun.
6. Will your event impact any residential or business areas? Yes No
If yes, list how you plan to notify neighbors and attach any examples of mailings/notices to impacted neighbors:

7. To ensure appropriate review of your event, a detailed narrative and timeline of the event, including a description of the activities, schedule of entertainment, or other pertinent information must be provided. *Have you attached a detailed site plan as Exhibit A (plan should be 8 ½ x 11)?*
Yes No
8. Does your event include the use of any signs, banners or lighting? Yes No
If yes: Indicate on Exhibit A location and list time of setup/teardown:

9. Are you requesting the closure of any streets? Yes No
If yes, please attach the route associated with the event and location of detour signs. Any closure of an arterial roadway will require a Traffic Control Plan from a licensed Traffic Control Company. Other minor road closures may require a TCP from a licensed company at the discretion of the Public Works Director to ensure the safety of motorists and event participants.
10. Do you want to provide alcoholic beverages at the event? Yes No
If yes, you must obtain formal approval from the Johnstown Liquor Licensing Authority/Town Clerk. The Special Event Liquor License Application must be submitted to the Clerk's office a minimum of sixty (60) days prior to the event. The application requires you to include a diagram of the area desired to be licensed for liquor sales and consumption, a site plan, means of containment and more.
11. Will you need to amplify any sound at the event (music, voices, etc.)? Yes No
If yes, you must obtain a Live Music Permit and pay the associated fee. You will be required to abide by the Town of Johnstown Noise ordinance. Please see Exhibit B
12. Will your event need the use of any Town Parks or the Community Center (aka the Senior Center)?
Yes No
If yes, you must complete a separate Park Rental Application and pay the associated fees. A cleaning/damage deposit may be required to ensure that the area(s) used are left clean and undamaged. Please see Exhibit D

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

13. Will inflatable displays, bounce houses, hot air balloons or similar devices be used at your event?

Yes No

If yes, attach a description of the inflatable and location of where it will be located at your event, including set-up/tear down date and time. _____

NOTE: Staking may not be available in some park locations.

14. If your event is located in the Downtown Corridor, will you be requesting access to the Town Parklets? Yes No

If yes, please fill out and return Exhibit E

15. Will you be hiring a private security company for your event (required for any type of Beer Garden)?

Yes No

If yes, attach your security plan including the event's communication plan, number of certification levels and types of resources that will be at the event, and the description of how resources will be managed and deployed. You may request a Johnstown Police Officer at

johnstown.colorado.gov/officerrequestform

16. Do you plan to provide portable restroom facilities at your event? Yes No

If yes, please note how many and location:

Set-up/tear down: _____

17. Do you plan to provide trash receptacles/recycling bins at your event? Yes No

If yes, please provide the total number of trash receptables:

18. Will there be high-profile individuals, such as political figures, military personnel, celebrities, etc., attending your event? Yes No

If yes, please provide an attached list of individuals and titles including the date and time they're expected to be present.

19. Will any media be included in your event? Yes No

If yes, please provide an attached list of media attending including date and time of coverage.

20. Attach as Exhibit F a copy of the Commercial General Liability Insurance in which **"Town of Johnstown, its elected and appointed officials, employees and volunteers"** are included as **Additional Insured with respect to the policies required by the Special Event Permit**. The policy must be for a minimum of \$1,000,000, with an aggregate amount of \$2,000,000. 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 setup and dismantle dates. Event insurance will be primary. Town insurance will be non-contributory. **The Certificate Holder for all events shall be:** The Town of Johnstown, 450 S. Parish Ave. Johnstown, CO 80534

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

Affidavit of Application and Assumption of Risk, Waiver and Release

- I understand that Certificates of Insurance which do not meet the requirements indicated above, or do not have the correct physical address for the Town of Johnstown will not be accepted as complete.

As required by the federal Americans with Disabilities Act of 1990, as amended, all events, workshops, conferences, hearings, or any other activities held on Town property (Town facilities, including buildings and parks, and public right-of-way) must be accessible to people with disabilities. For more information regarding ADA requirements, the following resources are available: Rocky Mountain ADA Center – <http://www.ADAInformation.org> or 1-800-949-4232 Accessible Temporary Events – Planning Guide.

You, the undersigned, acknowledge that Special Events are required to meet all ADA requirements and are the responsibility of the Event Organizer.

- You understand that there may be risks of injury, loss or damage, including but not limited to bodily injury, personal injury, sickness, disease, death or property loss or damage, arising out of, resulting from or connected with the Special Event. Recognizing such risks, you voluntarily choose to hold the Special Event and expressly assume all risks, known or unknown, inherent or otherwise, related thereto. In consideration of the Town of Johnstown's grant of authority to permit you to hold the Special Event, you expressly exempt and release the Town of Johnstown, its officers, employees, agents, and insurers, from and against all liability, claims and/or demands on account of injury, loss or damage to you and/or participants, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, that arise out of, result from or are in any manner connected with the Special Event. You further agree not to sue the Town of Johnstown, its officers, employees, agents and insurers, and to indemnify and hold harmless the Town of Johnstown, its officers, employees, agents and insurers, from and against all liability, claims and/or demands on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, that arise out of, result from or are in any manner connected with the Special Event. Any claims related to the Special Event shall be governed by Colorado law and exclusive jurisdiction shall be in the County of Weld, State of Colorado.

You have carefully read and reviewed this Assumption Of The Risk, Waiver and Release, understand it fully and execute it voluntarily.

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

I, _____, on behalf of myself and the Host Organization, represent and certify as follows:

1. That the information contained in this Special Event Application is true and correct to the best of my knowledge and belief.
2. That I am authorized to represent and bind the Host Organization to all the provisions contained herein, and the representations contained herein are made on behalf of myself and the Host Organization.
3. That I have read, understand, and agree to comply with the ordinances governing the proposed special event as set forth in the Town Code of the Town of Johnstown, as amended, and the Town's rules and regulations related thereto.
4. That I agree to comply with all applicable laws, rules, regulations and requirements of the Town, county, state and federal governments, and any other applicable entity which may pertain to or govern the use of the event venue and the overall conduct of the special event.
5. That I acknowledge that the acceptance of any plans required as a part of this Special Event Application does not constitute an approval or an acknowledgement by the Town of the adequacy of the information contained in the plans.
6. That I agree to pay all applicable taxes, including possessory interest taxes, and understand that the payment of any such taxes shall not reduce any consideration paid to the Town pursuant to this special event or any other related permit.
7. That I agree to pay any costs and fees for Town services that are incurred by or on behalf of the special event within thirty (30) days of billing by the Town.

Print Name of Organization Contact:

Title:

Signature: _____

Date: _____

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

Application for Live Music Permit

- Live music must be approved by the Town of Johnstown and the Johnstown Police Department.
- Live music will end no later than 9:00 p.m. unless otherwise approved by the Town of Johnstown and the Johnstown Police Department.
- Music will be kept at a minimum volume as to not disturb the neighborhood.
- Permit Fee: \$25.00
- These rules are in addition to the Park Shelter Rules.

Name of Responsible Party: _____

Address: _____ Date of Event: _____

_____, _____ Time of Event: _____

Phone Number: (____) ____ - ____

Name of Band: _____

Exact Location of Band Set-Up: _____

Signature of Responsible Party: _____

Approved By: _____
Town of Johnstown Johnstown Police Department

***** you will receive a copy of this permit once it is approved.**

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141



Town of Johnstown

PARK RESERVATION AGREEMENT

Date Requested: _____ Time: _____ am/pm to _____ am/pm

Name or Organization _____

Address: _____

Phone/Cell # _____

Type of Function ("Event"): _____

Number of Participants _____

Alcohol Requested (Hays Park ONLY) Yes / No _____
(Fermented Malt Beverage Only)

Inflatables Requested Yes / No

Contact person and phone #: _____

(Office to complete section below)

Park _____ Fee: _____

Reserved _____

Deposit: _____

TOTAL DUE: _____

Deposit check will be cashed. Deposit, or a portion thereof, will be reimbursed subsequent to the Event on the condition that the applicant complied with the provisions contained herein. Charges may be made against deposit for loss, damage, cleaning and/or additional time (additional time charged at 150% of reservation amount).



Town of Johnstown

Release of Liability and Agreement to Hold Harmless

The applicant agrees to use the Park according to the Town's Rules and Regulations, which are attached hereto as Exhibit A. Among other obligations, the applicant agrees to be legally responsible for the conduct and control of both patrons and participants at the Event, to be financially responsible for any damages or injuries incurred arising from the use of the park, and to pay for repair or replacement, at the Town's discretion, for damage to the park property, including but not limited to the landscaping, facilities and equipment.

The applicant hereby agrees to release, indemnify and hold harmless the Town of Johnstown, its officials, employees and agents, for damage or loss of property within the park. The applicant further agrees to release, indemnify and hold harmless the Town of Johnstown, its officials, employees and agents, from and against all liability, claims or demands due to bodily injury, personal injury, sickness, disease or death, including attorney's fees, arising from or in any manner connected with the use of the park.

THE UNDERSIGNED HAS CAREFULLY READ AND REVIEWED THIS AGREEMENT, UNDERSTANDS THIS AGREEMENT, IS AUTHORIZED TO EXECUTE THIS AGREEMENT AND AGREES TO THE ABOVE STATED CONDITIONS:

If an individual:

Signature: _____

Printed Name: _____

Date: _____

If an organization:

Name of Organization: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Town of Johnstown

EXHIBIT A

PARK RULES AND REGULATIONS

1. Reservations are available for attendance of 0 – 99 participants. If over 100 participants, a Special Events Permit must be applied for which may include requirements for port-a-potties and/or trash removal. Other events requiring a Special Events Permit include, but are not limited to, events which:
 - barricade or block any roadway
 - obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic
 - the public is invited or admission is charged
 - utilizes amplified sound due to its impact on the surrounding neighbors
 - alcohol is sold or served to the public
2. Deposits checks will be deposited into Town of Johnstown account.
3. Town sponsored or hosted functions are exempt from these fees.
4. The privilege to use the park in the future will be denied to persons and/or groups that fail to comply with the rules of this agreement.
5. During the time the park is being used by the Lessee, the Lessee is responsible for any and all accidents, injuries, damages or loss of property. The Town of Johnstown and its designated representatives shall be held harmless for any and all claims resulting from the use of the park.
6. Lessee shall provide proper supervision, ensuring the protection of persons and property in its care, enforcement of park rules and regulations and restriction of all participants to authorized areas only.
7. Lessee is responsible for proper cleaning of the park being used. This includes all decoration removal, cleanup of the trash around the area and proper disposal of trash is required before vacating the premises. If additional cleaning is required, the Town reserves the right to forfeit the Lessee's damage deposit. Any additional charges incurred will be the responsibility of the Lessee.
8. Reservations are not considered complete until all fees or deposits have been paid.
9. Lessee's must be 18 years or older.
10. Lessee shall be held responsible if any person within their party breaks or climbs upon, damage or deface the trees, shrubs, plants, turf or any of the facilities, buildings, equipment or other structures or property within or upon park premises, or in any way injure or impair the natural beauty or usefulness of any park or recreation area.
11. Removal of any Town-owned property from any Town Park is strictly prohibited; violators are subject to criminal prosecution.



Town of Johnstown

PARK RULES

1. No vehicles are to be driven or parked on grass at any time without written permission from the Town.
2. No tents, booths, stands or other structures shall be placed in the parks without pursuant written authorization by the Town. If stakes are to be driven into the ground, please be aware of any irrigation lines present, Lessee will be held liable for any damaged line.
3. Reservations are allowed for areas of the park and/or park shelters. Tot lots and playgrounds cannot be reserved. Please be aware that the park is a public place and there may be other residents using other areas of the park including the playgrounds and restrooms.
4. Pick up all trash and debris and deposit in a trash receptacle.
5. If plastic or a "dance floor" is laid on the grass, it must be removed in a timely manner to prevent the grass from dying.
6. Parks can be reserved from 6:00 a.m. to 10:00 p.m., 7 days a week.
7. Failure to obey park closing time or allowing unruliness by members of the group will warrant forfeiture of all deposits.
8. Park use permits must be available at the facility during the time of use by the Lessee.



Town of Johnstown

COMMUNITY CENTER RENTAL AGREEMENT

Name of Group/Individual: _____

Person Responsible: _____

Address: _____

City / Zip Code: _____

Telephone Number: _____ Email Address: _____

Refund to be issued to: _____

Type of Event: _____

Date of Event: _____ Number of people attending: _____

(Maximum capacity 150 people)

A key must be picked up between 8:00 am - 5:00 pm, M-F at Town Hall 450 S Parish Avenue, a day or two before your event. Staff will not be available to get you keys on weekends, holidays, or before/after hours.

Alcohol: Y or N - Police Officer required – See Community Center Rental Fee Form.

Resident: _____ **Non-Resident:** _____ **Kitchen Needed:** Y or N

Set Up: _____ (am/pm) and **Clean Up:** _____ (am/pm) **(No charge 2 hours total)**

Time of Event: From: _____ (am/pm) to: _____ (am/pm)

Total Event Hours _____ **at \$** _____ **Per Hour = Rental Amount Due: \$** _____

Office use only:

Damage Deposit: \$ _____ **Date:** _____ **Ck#:** _____

Rental Fee \$ _____ **Date:** _____ **Ck#:** _____

Cleaning Fee: \$30.00 per hour. Assessed Y/N

Refund Requested: _____ **Issue to:** _____

(Signature required on the back)

ASSUMPTION OF THE RISK, WAIVER & RELEASE OF LIABILITY

I, on behalf of myself and my heirs and legal representative, forever release, waive, discharge, and covenant not to hold liable the Town of Johnstown and its official, employees and agents from any injuries or death caused by negligence, intentional wrongdoing, or other acts.

I have received, read, and fully understand and agree to the rules and regulations governing the facility usage. Failure to meet these rules and regulations will result in immediate termination of event or activity. The undersigned assumes full responsibility for use of the center and agrees to reimburse the Town of Johnstown for any damage or cost of cleaning up which exceeds the security deposit.

Regardless of event or organization type, should the cost of cleaning exceed the deposit or be charged to the Town after the event, the organization will be charged the cost of cleaning.



Signature: _____

Date: _____

Key # _____ picked up on (date) _____ by (print) _____

Key # _____ dropped off on (date) _____ by (print) _____

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141

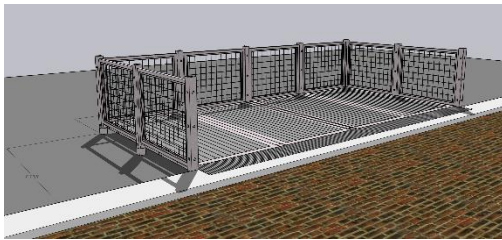


Town of Johnstown

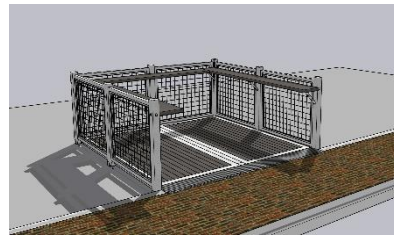
Exhibit E:

*Please note **each** parklet takes approximately 60 minutes to assemble and disassemble by Public Works and are only available for public events within the downtown corridor. All parklets are ADA accessible. Event applicants' liability insurance must cover usage of the parklets.*

Please indicate which parklets (up to 3) you are requesting, setup location, and preferred assembly and disassembly time. Town parklets are on a first come, first serve basis and dependent on the availability of Town staff. Parklets can only be assembled and disassembled by Town staff, who will coordinate with you to set up. Parklets must be open to the public and/or event attendees during the time of the event; access cannot be restricted.



PARKLET RENDERING 8 X 16



PARKLET RENDERING 10 X 10

☐ **Parklet 1:** 8' X 16'; includes 2 umbrellas, 2 umbrellas bases, 1 dining table, 4 dining chairs, 1 bench, 1 coffee table, 2 arm chairs. Describe setup location:

☐ **Parklet 2:** 8' X 16'; includes 2 umbrellas, 2 umbrellas bases, 1 dining table, 4 dining chairs, 1 bench, 1 coffee table, 2 arm chairs. Describe setup location:

☐ **Parklet 3:** 10' X 10'; includes 2 umbrellas, 2 umbrella bases, 30 linear ft bar top directly attached to the parklet panels, 9 bar height chairs. Describe setup location:

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141