



Town of Johnstown

2022 SPECIAL EVENT PERMIT APPLICATION

Thank you for considering the Town of Johnstown for your upcoming event. Completion of the Special Event Application is the first step in the planning process to secure the necessary permits for your event.

Please complete all applicable sections of the Special Event Application. Incomplete, illegible, and/or unsigned 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. Information that is specific to your event may be added to the end of the application. Supplemental documents should be submitted to the Office of the Town Clerk. Delays in providing these documents impact the Town's ability to review and approve applications in a timely manner.

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.

APPLICATION CHECKLIST:

- Application - Signed and Dated
- Event Narrative and Timeline
- Site Plan
- Street Listing Worksheet (if applicable)
- Sample of Mitigation Communication (if applicable)
- Park Rules and Regulations - Signed and Dated (if applicable)
- Certificate of Insurance listing the Town of Johnstown as additionally insured
- Traffic Control/Barricade Plan (if applicable due to street closures)
- Security Plan
- Vendor List (if applicable)
- Additional Permits and Licenses (as applicable, ie Park Reservation, Live Music Permit)

NOTE: If you are holding an event that will serve alcohol OR are a private event such as a church gathering or small party you need to fill out the Special Event with Liquor License or Small Gathering Application instead of this form.

Submit completed application and supporting documents to:

**TOWN OF JOHNSTOWN
OFFICE OF THE TOWN CLERK
450 S. Parish Avenue
Johnstown, CO 80534
E-Mail: hhill@johnstownco.gov**

SECTION 1 – ORGANIZATION INFORMATION

Organization Name:

Organization Contact*:

**Organization contact will be the Special Event Permit-Holder.*

Organization Type: **For Profit** **Non-Profit**

Organization Website:

Street Address:

City:

State:

Zip:

Email:

Phone:

SECTION 2 – PRIMARY EVENT CONTACT INFORMATION

Event Contact*:

**Event contact is the primary contact for planning purposes. This contact must be reachable on event day.*

Street Address:

City:

State:

Zip:

Email:

Daytime Phone:

Cell Phone:

SECTION 3 – EVENT INFORMATION

Name of Event:

Event Website:

Event Location/Address:

Event Category (Check all that apply):

- Car/Motorcycle Show
- Circus/Carnival
- Concert/Performance
- Festival/Celebration
- Fundraiser
- Parade
- Run/Walk
- Other:

Event Timeline:

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

Describe your event: (The description provided may be used to advertise your event via the Town’s Facebook Page, Event Calendars, etc. For this purpose, please be sure to include your event’s purpose/benefit, any entertainment that will be present, and activities you wish to advertise. Please keep your description to 150 characters or less.): Not a public event, please do not publicize.

Is this a first-time event? Yes No

If no, how many years have you been holding this event and at what locations?

Estimated Attendance:

Prior Year Attendance (Actual):

Prior Year Attendance (Estimated, if no ticket or participant fee that tracks attendance):

Prior Year Attendance (Unknown, if this is a first-time event):

Current Year Estimated Attendance:

Participants:

Spectators:

If available, please also indicate the estimated number of:

Vendors:

Support Staff/Volunteers:

Media:

Are patron admission, entry or participant fees required? Yes No

If yes, provide amounts:

Senior:

Adult:

Military:

Children:

Are vendor or other fees required? Yes No

If yes, provide amounts:

SECTION 4 – TOWN PARKS, TRAILS & OPEN SPACES

Will you be using a Town Park, Trail or Open Space? Yes No

If yes, which location?

If a Town Park, have you reserved it?

Yes No

Will you be putting up temporary structures on Park, Trail or Open Space property?

Yes No

If yes, please describe, and indicate temporary structures on your site plan.

Reminder: *Stakes MAY NOT be used to secure temporary structures on Town property.*

SECTION 5 – ELECTRICITY

Will you need to access park electricity? Yes No

Will you need electricity at other locations? Yes No

If yes, please describe the location requested:

SECTION 6 – PRIVATE PROPERTY

Will you be using private property for all or part of your event? Yes No

If yes, submit written authorization from the private property owner(s) with this application, and indicate location of private property on your site plan.

Will you be putting temporary structures on private property? Yes No

If yes, please describe in details:

SECTION 8 – RACE, RUN, RIDE
(Please attach the route associated with the event.)

Description of the race, run or ride:

Estimated Number of Participants:

Are you requesting street closures for some or your entire route? Yes No

Is this a “rules of the road” race, ride or run? Yes No

If you have indicated a “rules of the road” race, run or ride, your participants will be expected to obey all traffic regulations along the route. Stop signs, traffic signals and right of way must be obeyed during the event; event staff may not stop traffic for your event participants.

The Town of Johnstown Police Department, Streets Division and Front Range Fire Rescue will review your route for safety and may make recommendations for the course. The Town of Johnstown may also request a course change for the event if it is deemed to negatively impact a business or other organization.

SECTION 9 – SIGNAGE & LIGHTING

Does your event include the use of any signs, banners, pennants, flags, streamers, decorations or special lighting? Yes No

If yes, show locations on your site plan, indicating specifically what type of sign, decoration or lighting will be used.

Describe the signs, decorations and/or lighting to be used during your event:

At what times will you be using signage, decorations and/or lighting?

Will signage be placed inside the event boundaries? Yes No

Will signage be placed outside the event boundaries? Yes No

If yes, please describe:

Signage Set-Up: Date: Time:

Signage Pick-Up: Date: Time:

SECTION 10 – INFLATABLES, HIGH RISK ACTIVITIES & PORTABLE STRUCTURES

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

Yes No

If yes, please describe and indicate where inflatables will be located on your site plan:

If yes, please review the Inflatable Attractions Guidelines.

Inflatable Set-Up: Date: Time:

Inflatable Tear-Down: Date: Time:

Will your event include any high-risk activities? High risk activities include fireworks, motorcycle ramp-jumping and balloon rides. Yes No

If yes, please describe specific activities:

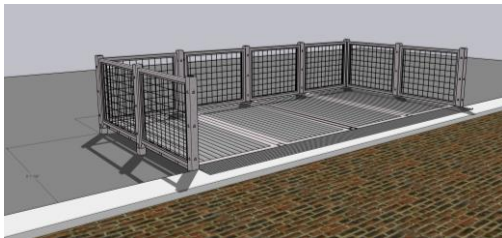
Will your event include portable structures, prefabricated structures or site-built structures such as bleachers, elevated platforms and temporary pedestrian bridges? Yes No

If yes, please describe and indicate where temporary structures will be located on your site plan:

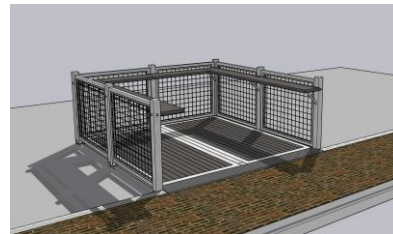
Reminder: Bleachers are to be inspected and meet the current standards, ICC 300-2012, Standards for Bleachers, Folding and Telescopic Seating and Grandstands.

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

If yes, 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. 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:

Preferred assembly time:

Preferred disassembly time:

**Please note each parklet takes approximately 45 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.*

SECTION 11 – DIVISION OF THE FIRE MARSHAL

Does your event include any static display located within a public and/or private access roadway?

Examples: vendor tents, vendor displays, merchandise displays, vehicles or other items an organizer may want to display on the street. Yes No

If yes, please indicate locations of all static displays along with locations of fire hydrants and fire department connections on your site plan.

Does your event include any single tent/membrane structure/canopy that is greater than 2400 sq. ft. in size? Yes No

If yes, complete and submit the Temporary Membrane Structures, Tents and Canopy Permit Application to the Division of the Fire Marshal no later than 30 DAYS prior to your event.

Does your event include any open burning or flame not contained within a fireplace, BBQ grill or pit, such as a bonfire, pyre or beacon? Yes No

If yes, please complete and submit the Open Burning Permit Application to the Division of the Fire Marshal no later than 30 DAYS prior to your event.

Does your event include any single food vendor utilizing Liquefied Petroleum Gas (LPG) in amounts more than 125 gallons water capacity? Yes No

If yes, complete and submit the Temporary LPG Use Application to the Division of the Fire Marshal no later than 30 DAYS prior to your event.

Does your event include any vendor cooking food utilizing solid fuels and/or LPG? Yes No

If yes, all cooking vendors must read and sign the Cooking Requirements at Special Events document.

SECTION 12 – MEDICAL PLAN

**The Front Range Fire Authority's Medical Division has final authority to determine medical service requirements for all events.*

Based on the Emergency Medical Services Resource Matrix, which resources will be required for your event's medical plan? (Check all that apply.)

- First Aid Station Certified Basic Life Support (BLS) Provider
- CSFD Special Events Team Licensed Ambulance Provider

Name of Medical Services Provider:

Contact Name:

Email:

Daytime Phone:

Cell Phone:

Please describe your medical plan:

Applicable information includes 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 set-up and dismantle of medical aid stations.

Properties located in the 2534 area, please contact Loveland Rural Fire Authority at 970-962-2536 or access their information at <https://lfra.org/our-services/community-safety-fire-prevention/services-for-businesses/special-events/>.

- I understand that the Front Range Fire Authority, or designee, has final authority to determine medical service requirements for all events.**

SECTION 13 – SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. To facilitate your planning, the Town of Johnstown Police Department will design and implement your Security Plan.

You are required to hire a private security company for Beer Gardens. You may also hire a private security company to protect your property after event hours.

Will you be hiring a private security company for your event? Yes No

Name of Security Company:

Contact Name:

Email:

Daytime Phone:

Cell Phone:

Please describe your security plan:

Applicable information includes the event's communication plan, number certification levels and types of resources that will be at the event, and description of how resources will be managed and deployed.

- I understand that the Town of Johnstown Police Chief, or designee, has final authority to determine security requirements for all events.**

SECTION 16 – MITIGATION OF IMPACT

Will your event impact any residential or business areas? Yes No

If yes, how do you plan to notify neighbors? (Check all that apply.)

- Flyers (door-to-door)
- Postcard/Mailer
- Phone
- Email
- Face-to-face contact
- Other:

Attach a sample of the notice you plan to distribute to impacted neighbors.

Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? Yes No

If yes, attach letters of support to your application.

If no, explain:

- I understand that all events are required to provide notification to affected residential or business properties. When notifying, street closures should be illustrated and described, and a detailed timeline should be included. Notification must occur at least three weeks prior to my event date.

SECTION 17 – VENDORS & CONCESSIONAIRES

Will taxable property or services be sold at your event? Yes No

If yes, all vendors/organizers selling taxable tangible personal property or taxable services must collect sales tax. The Town of Johnstown sales tax is collected by the Colorado Department of Revenue.

Collection and reporting of all sales tax revenues on sales made during the event is the responsibility of the vendors. Participants must work with the Colorado Department of Revenue to register for a license and to remit sales tax revenues (3% Johnstown & 2.9% State) directly to the Colorado Department of Revenue. (There is an additional .8% sales tax that is required if your event is in Larimer County. Please contact Larimer County Sales Tax to work with them for their .8% sales tax.)

The Town of Johnstown requires that each event organizer, submit a complete Vendor Listing to the Town of Johnstown prior to the event.

SECTION 18 – VENDORS AND CONCESSIONAIRES

Will food be sold inside your event boundary? Yes No

Do you intend to cook food within the event area? Yes No

If yes, contact Weld County Department of Environmental Health Services at https://www.weldgov.com/departments/health_and_environment/environmental_health/food_safety_for_regulated_facilities/applications_licenses or at (970) 304-6415 for additional information regarding food and vendor permits.

Reminder: Any single food vendor utilizing Liquefied Petroleum Gas (LPG) in amounts greater than 125 gallons water capacity or any vendor cooking food utilizing solid fuels and/or LPG may require additional permits or inspections by the Front Range Fire Authority. (See Division of the Fire Marshal section of this application for additional details.)

SECTION 19 – ALCOHOL

Reminder: Special Event Liquor Permits are only available for non-profit organizations. Additionally, events which serve alcohol must provide proof of Liquor Liability Insurance and provide additional diagrams and information regarding the sale of alcohol including a separate Special Events form. Please see Insurance Requirements section of this application for additional details.

Will your event include the sale and/or consumption of alcoholic beverages? Yes No

If yes, check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Beer
- Wine
- Spirits

SECTION 20 – RESTROOMS, TRASH & RECYCLING

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

Reminder: The Town of Johnstown recommends two (2) chemical or portable toilets for every 250 people. Ten percent (10%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time.

If yes, please provide the total number of portable toilets:

If yes, please provide the total number of ADA accessible toilets:

Name of Portable Restroom Company:

Contact Name:

Email:

Daytime Phone:

Cell Phone:

Equipment Drop-Off: Date:

Time:

Equipment Pick-Up: Date:

Time:

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

Reminder: The Town of Johnstown recommends one (1) trash receptacle and one (1) recycling bin per 500 people. This figure is based upon the maximum number of attendees at your event during peak time. Park trash cans and dumpsters may not be included in calculating the number of receptacles needed for your event.

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

If yes, please provide the total number of recycling bins:

If yes, please provide the total number of dumpsters/roll-off containers:

Name of Waste Management/Recycling Company:

Contact Name:

Email:

Daytime Phone:

Cell Phone:

Equipment Drop-Off:

Date:

Time:

Equipment Pick-Up:

Date:

Time:

Please describe your plan for clean-up and removal of trash, animal waste and recyclables during and after your event:

Reminder: You may hire a professional service of your choice and/or use a volunteer team. If Town services are needed because clean-up is inadequate or damages occur, the event will be invoiced. In addition, such failure may result in denial of future approval of a Special Event Permit.

SECTION 21 – ANIMALS

Will animals be part of your event?

Yes

No

If yes, please describe what kind and how many.

Do you wish to allow pets at your event?

Yes

No

Reminder: Per Title II and Title III of the Americans with Disabilities Act (ADA), entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.

SECTION 22 – VIPS & MEDIA

Will there be high-profile individuals present at your event? High-profile individuals may include, but is not limited to political figures, military personnel, celebrities, etc.

Yes

No

If yes, please provide a list of individuals, their titles and the date/time in which they are expected to be present.

Will there be live media coverage of the event?

Yes

No

If yes, please describe (include time and location):

Will media vehicles be parked within the event venue?

Yes

No

If yes, please indicate their locations on your site plan.

SECTION 23 – VIPS & MEDIA

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.

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

SECTION 24 – INSURANCE

Events are required to have **Commercial General Liability Insurance** in which the “**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

Name of Insurance Carrier:

Contact Name:

Address:

Email:

Daytime Phone:

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.

SECTION 25 – ASSUMPTION OF THE RISK, WAIVER AND RELEASE,

PLEASE READ THE FOLLOWING CAREFULLY.

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.

I acknowledge the foregoing Assumption of Risk, Waiver and Release.

SECTION 26 – AFFIDAVIT OF APPLICATION

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:

**Organization contact will be the Special Event Permit-Holder.*

Title:

Signature: _____

Date: _____