

- i. Trash/Recycling Collection Plan
 - a. Number of trash cans _____ Provided by _____
 - b. Number of dumpsters _____ Provided by _____
 - c. Number of recycling bins _____ Provided by _____
 - d. Responsible party for set-up & collection _____
- j. Sanitation Plan
 - a. Number of portable toilets _____ Provided by _____
 - b. Number of hand washing facilities _____ Provided by _____
 - c. Responsible party for set-up and collection _____
- k. Traffic Control Plan (*show locations on site plan*)
 - a. Number of cones _____ barricades _____ personnel _____
 - b. Responsible party for installing traffic control _____
- l. Noise Mitigation Techniques _____
- m. Description/Location and Number of Signs (*show on site plan*)

- n. Tents/canopies? YES NO Anticipated number of tents/canopies _____
 - a. Do any tents/canopies exceed 1,000 SF? YES NO
 - b. Any open flame or cooking under tent/canopies? YES NO

(*Contact NETCFPD at 719.687.1866 if tent/canopies are > 1,000 SF*)
- o. Describe Temporary Structures (*i.e., tents/canopies, size, materials, anchoring, lighting, use/location of combustible liquids/propane, electrical cords, etc. - show on site plan*)

4. USE OF CITY PROPERTY / EQUIPMENT / PERSONNEL

City-owned property (public sidewalks, parking lots, streets, parks, electricity, etc.), City equipment (barricades, cones, picnic tables, recycling bins, etc.) and City personnel may be utilized pending availability and payment and/or submission of a deposit. (*show on site plan*)

- a. Approximate area of leased City property (*daily rate is \$0.24 per 10 SF*) _____ SF
- b. Number of electrical outlets required _____ Days of use _____

(*\$5.00 / pedestal / 4-hour increment*)
- c. Equipment from Special Events Cache (*contact Public Works at 719.687.5293 to reserve*)

- d. Describe use of City personnel (*reimbursement may be required*)

- e. Name of City park to be used (*park rental fees apply*) _____
- f. UPCC Pavilion on the Green use? (*contact Debbie Shane at 719.687.5284*) Yes No

5. REQUIREMENTS

Applicant to review the list and check as applicable.

Type of Permit/Policy	When Required	How to Obtain	Check if required	Check if obtained
City Business License	If <u>more</u> than two (2) events in Woodland Park per year	Pick up at Finance or www.city-woodlandpark.org/home/finance-department		
1- to 2-Day Event Sales Tax License	If two (2) events or <u>less</u> in Woodland Park per year	Pick up at Finance or www.city-woodlandpark.org/home/finance-department		
Teller County Environmental Health Permits	If event includes food vendors or mobile unit	Contact Teller County Environmental Health at 719.687.6416 or www.co.teller.co.us/PublicHealth/EnvHealth.aspx		
Liquor Event Permit	If non-profit serving liquor	Call Deputy City Clerk at 719.687.5201		
Northeast Teller County Fire Protection District	If event involves City street or cooking inside tents/canopies	Contact NETCFPD at 719.687.1866 or www.netellerfire.org		
Special Event Permit for use of State Highways	If event involves Hwy 24 or SH 67 or creates impact to motoring public on State highways	Contact Colorado State Patrol at 719.635.0385 or https://www.colorado.gov/pacific/csp/obtain-special-event-permit		
Certificate of Liability Insurance	If using City property (park, streets), a policy with the City named as "Additional Insured" in the amount of \$1,000,000 for property and \$600,000 for personal damage	Contact an insurance company. Provide a copy of insurance to the City Clerk and Planning		
Parks and Recreation Facility Use Permit	If using City park or open space	Contact WP Parks & Recreation at 719.687.5225 or www.city-woodlandpark.org/home/parks-and-recreation and submit directly to WP Parks & Recreation		
Sign Permit *	If displaying a sign or banner more than 24 hours	Contact Planning at 719.687.5202 or www.city-woodlandpark.org/home/planning-building-department		

* To advertise on the Electronic Message Display at Baldwin Street and Short Avenue, or other City signs, call WP Parks & Recreation at 719.687.5225.

6. SUBMITTAL REQUIREMENTS

Applicant check if included	Submittal Item <i>(All applicable items must be included to process application)</i>
	Application. Completed application form
	Fee. See top right corner on page one (1)
	Event Site Plan. See example attached
	1. Location and dimensions of all on-site temporary and permanent structures
	2. Location and names of on-site or adjacent streets, trails, sidewalks and street closures including barricades or cones
	3. Location of all parking areas, stalls, driving lanes and loading areas including accessible parking stalls
	4. Location of portable toilets, hand washing stations, trash/recycling containers, dumpsters, etc.

7. SAFETY

I acknowledge that the safety of all participants involved in a special event is paramount. To facilitate a safe event, all applicable manufacturer specifications, building codes, fire codes and safety requirements for all equipment shall be followed. I have read and shall comply with the Event Safety Guide attached to this application.



Event Coordinator _____
Signature
Date

8. CERTIFICATION

I, the undersigned, certify under oath and penalties of perjury that the information found in this application and site plan is true and accurate to the best of my knowledge. I certify that I understand that the event shall be in accordance with this application, site plan, the City of Woodland Park's Zoning Regulations, and other applicable City regulations and conditions imposed upon the issuance of this permit. Further, I understand that Temporary Use Permits are applicable to a specific calendar year and that new applications must be submitted January 1st for each calendar year.



Event Coordinator _____
Signature
Date



Property Owner _____
Signature
Date

(The application will not be processed without the property owner's signature)



City of Woodland Park Event Safety Guide

ALWAYS be sure to comply with manufacturer specifications, installation manuals, product safety guidelines for tents/canopies and all equipment.

Temporary Structure Safety	<ul style="list-style-type: none"> ▪ Use in a manner that is not hazardous to the user or the general public. ▪ Place so as to not block the access of emergency vehicles or personnel. ▪ Overstocking of inventories in temporary structures is not recommended. ▪ Read NETCFPD “Temporary Structures” and “Tents and Membrane Structures” checklists. ▪ For egress, see Chapter 10 of the 2015 International Building Code. ▪ For seating, see Chapter 10 of the 2015 International Building Code. ▪ For cooking, see Chapter 24 of the 2003 International Fire Code.
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Electrical Safety	<ul style="list-style-type: none"> ▪ The use of generators or alternative power generating methods shall follow manufacturers’ specifications and electric codes. ▪ Always follow safety warnings for lighting and power from requirements on products used. ▪ Use non-heat producing light bulbs and secure them away from combustibles. ▪ Always use approved ground fault circuit interrupting devices for your entire electrical use to protect against electrical shock at or around your structure. ▪ Extension cords across walking areas should be placed, secured or covered to prevent tripping and fall hazards. ▪ Do not grab energized electrical cords, lighting devices, appliances in wet conditions and if weather conditions are threatening, disconnect them as soon as possible. ▪ For lighting and power, see 2017 National Electrical Code.
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Mechanical Safety	<ul style="list-style-type: none"> ▪ Check liquid propane gas equipment, tanks, valves, hoses, fittings, and other related components or safety devices to make sure there are no defective conditions before use and use properly in accordance to manufacturer’s specifications and the International Fuel Gas Code. ▪ For mechanical, see 2015 International Mechanical Code.
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Food Safety	<ul style="list-style-type: none"> ▪ All food vendors, including anyone who sells dry goods, must have appropriate licenses. ▪ All event coordinators must fill out an event packet to determine who is selling food at your event and to anticipate the number of vendors that may need assistance before each event.
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Questions? Contact: Building Department at 719.687.5202
 NETCFPD at 719.687.1866
 Teller County Environmental Health at 719.687.6416

THANK YOU AND HAVE A SAFE EVENT.

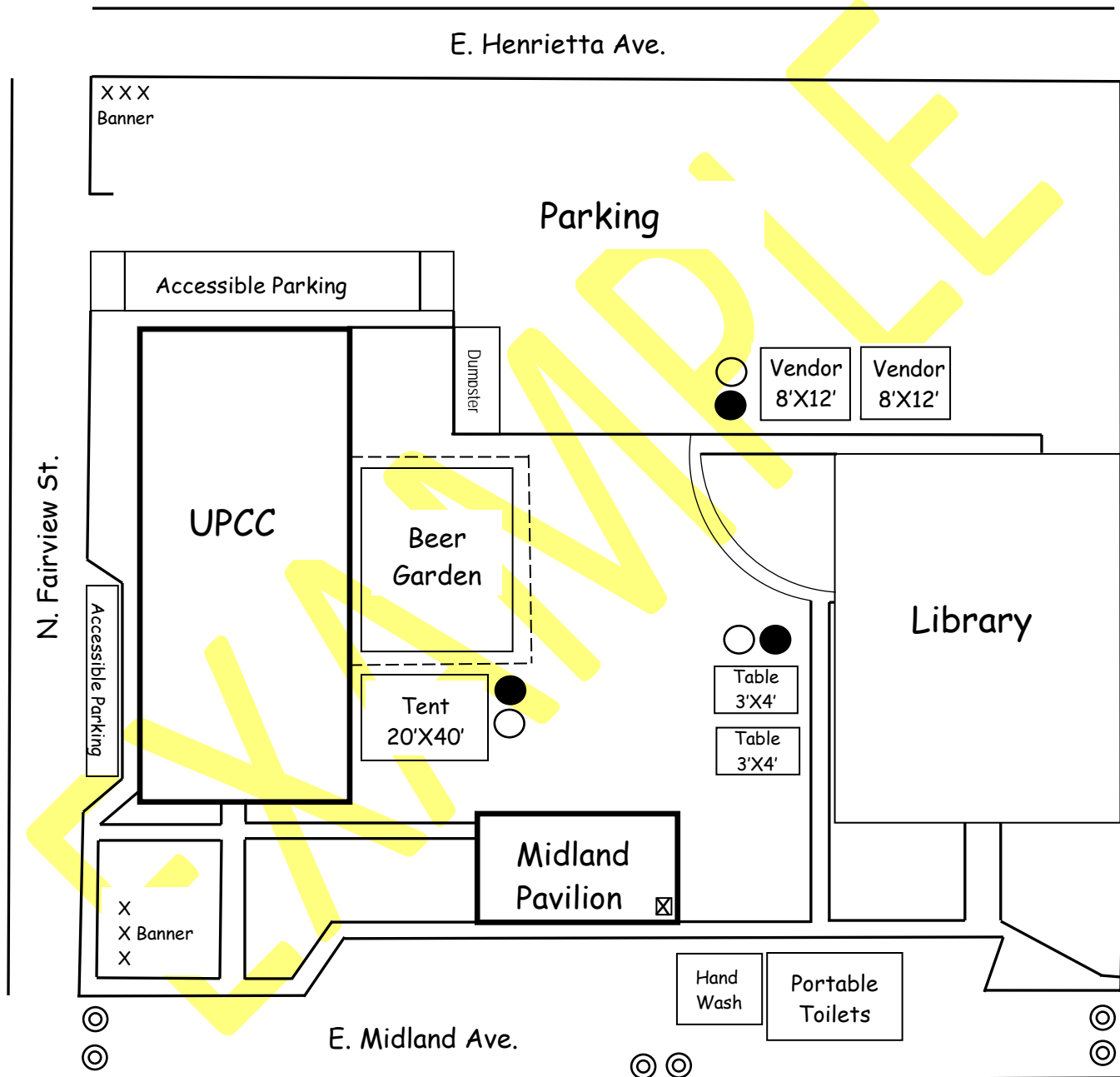


SPECIAL EVENT SITE PLAN

EVENT NAME & DATE(S)
AT UPCC & MIDLAND PAVILION
210 E. MIDLAND AVENUE
WOODLAND PARK, CO 80863

FOR EXAMPLE
PURPOSES ONLY

NOT TO SCALE



- Fencing
- ⊙ Barricades
- Trash Can
- Recycling Bin
- ⊠ Outlet

Drawn By: D. Slaughter 1/8/2019