



SPECIAL EVENT/TEMPORARY USE PERMIT APPLICATION

A Special Event/Temporary Use Permit is required for any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, paths, trails, streets or other public areas or the temporary use of private property in a manner that varies from its current land use.

If you have any questions, please contact Kim Mitchell, Community Relations Director:

Kim Mitchell
303-823-6622, ext. 35
kmitchell@townoflyons.com



About

Please submit a non-refundable application fee of **\$100** along with this application to Town Hall, P.O. Box 49 / 432 5th Avenue, Lyons, CO 80540 or events@townoflyons.com. **Applications MUST be submitted at least 90 days before the event.** Late applications may be accepted with a \$100 late fee.

A Special Event/Temporary Use Permit is required for any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, paths, trails, streets or other public areas or the temporary use of private property in a manner that varies from its current land use, that lies within the boundaries of the Town of Lyons. This application may need additional review by any state or county entity; if further review is required, it is the applicant's responsibility to ensure compliance.

All Event Permit applications are handled through the Department of Community Relations and Programs. After the application and required documents are complete, return this completed form to the Town. **Acceptance of your application should in no way be construed as final approval** or confirmation of your request. You will be notified if your event requires additional information, permits, licenses, or certificates. During the initial application processing, applicants will be given time to provide pending documentation (e.g. certificate of insurance, etc.). All documentation must be received before a Special Event/Temporary Use Permit will be issued.

The Lyons Department Community Relations and Programs shall conduct a final review of the subject application and condition of the space utilized for this proposed event, and additional charges maybe added based upon its consideration of the following criteria:

- Number of participants/ attendees
- Duration of the Special Use
- Geographic extent of the event on Town facilities
- Impacts of the proposed event on Town facilities/Actual costs of the event to the Town (i.e. labor costs, utilities, etc.)
- Damage to Property
- Amount of processing time required by the Town of Lyons for the event
- Direct benefit(s) of the event to Town of Lyons residents and businesses
 - Whether the event provides an economic infusion into the Town of Lyons;
 - Whether the event is a fundraiser for a Lyons-based non-profit organization; and
 - Whether the special-use participants are comprised mostly of local community members.

Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

EVENT DETAILS



Event Organizer

Application Date: _____ Host Organization: _____

Type of Organization (circle): Public Agency Non-Profit For-Profit Business/Private

Contact Name: _____ Email: _____

Physical Address: _____

Mailing Address: _____

Cell Phone: _____

Event

Name of Event: _____

Is this a first-time event? _____ Is this event open to the public? _____

Expected # of Participants: _____ Expected # of Spectators: _____

Event Date(s): From: _____ To: _____

Event Time(s): From: _____ To: _____

Load In Date: _____ Load In Times: _____

Break Down Date: _____ Break Down Times: _____

Event Website: _____

Description of Event (attach additional page, if necessary): _____

Event Location

For events that take place in public spaces, a site map must be submitted. Site maps should include a base map with either satellite or topographic imagery. Items identified on the map should include tents, large vehicles used for the event (trailers, branded vehicles for sampling, etc.), loading and staging areas, vendor areas, liquor boundaries, event boundaries, fencing, barricades, porto-potties, zero-waste stations, power needs, etc. Contact the Special Event Coordinator with questions.

Proposed Location(s) of Event (the site map should be attached to this application as a separate document):

Vendors

If you plan to include vendors at the event, all vendors must obtain a Town of Lyons **Business License** and submit **Special Event Sales Tax** to the State. Lyons Business License applications can be found at www.townoflyons.com/BusinessLicense. Information for Special Event Organizers' State sales tax responsibilities can be found at www.colorado.gov/pacific/tax/special-event-organizers. A list of all vendors must be sent to the Special Event Coordinator no less than 10 days before the event.

1. Will your event include vendors? Yes No

Food

All food vendors must complete the [Boulder County Vendor Application](#) at least 10 days prior to the event. All food vendors (with a few exceptions) must obtain a Temporary Event Retail Food license issued by Boulder County Public Health.

Event Coordinators (i.e. the event applicant) must complete the [Coordinator Application](#) within 10 days prior to an event. The coordinator will be notified of approval/non-approval once all vendors have submitted Vendor Applications. A list of all food vendors must be attached when submitting this application.

2. Are you serving/selling food at your event? Yes No

3. Will you have mobile cooking units (e.g. food trucks, trailers, etc.) at your event? Yes No

Number of Mobile Cooking Units: _____

Please note trucks and/or trailers are not permitted on grass or otherwise landscaped areas, unless explicitly approved as a separate plan. Contact the Special Event Coordinator with questions.

Sanitation

The Town requires portable toilets be provided for special events, by the ratio of at least 1 (one) portable toilet per 100 people. Please list on the site map where these will be placed.

Portable toilets must be delivered after 12 p.m. (noon) the business day before the event, and removed by 12 p.m. (noon) the business day following the event. For example, if the event is on a Saturday, portable toilets cannot be delivered earlier than noon on the previous Friday and must be removed by 12 p.m. (noon) the following Monday.

4. Will your event require portable toilets? Yes No

_____ Number of portable toilets

Alcohol

Per State statute, only nonprofit entities may apply for a Special Event Liquor Permit. The Special Event Liquor Permit application must be submitted at least 30 days before your event. If alcohol will be served, Boulder County Sheriff deputies are required for the event. Contact the Boulder County Sheriff's office to get a complete Incident Action Plan (IAP) and to schedule officers for the event. The cost of extra-duty deputies is managed and billed by Boulder County.

5. Are you serving/selling alcoholic beverages at your event? Yes No

6. If so, are you aware you are responsible for scheduling appropriate Sheriff/Police, Fire, Emergency Personnel, Ambulance, or other personnel services for your event? _____ Yes _____ No

Signage

All event signage must be approved by the Town of Lyons. Signage proposals should include the size, location, and design of each sign. Proposed locations of signage should also be included on the event site map. Please review [Sec. 16-9](#) of the Lyons Municipal Code for sign regulations.

Banners and other advertising signage require a separate application and fee; please contact the Special Events Coordinator for more information.

7. Will signage be placed at the event? _____ Yes _____ No

Amplified Sound

All amplified sound must be approved by the Town of Lyons. Amplified sound after 10:00 p.m. is not permitted. Please refer to [Sec. 10-11](#) of the Municipal Code regarding noise regulations.

8. Will amplified sound or a public address system be used? _____ Yes _____ No
If so, what hours do you plan to have amplified sound? _____.

Road Closures

If the event involves any road closures, an additional map of the proposed closures must be submitted with this application. Events requesting road closures must be approved by the Board of Trustees, Boulder County Sheriff's Office, and Lyons Fire Protection District. Road closures require extra-duty Boulder County Sheriff Deputies, at the scheduling coordination and cost of the applicant. Closures of Hwy 7 and US-36, including Main Street, Broadway, and Ute Hwy, must be approved by Colorado Department of Transportation (CDOT) and other applicable entities, as determined by CDOT. The applicant is solely responsible for acquiring all necessary permitting. Upon approval of road closures, Event Coordinators are responsible for notifying surrounding businesses and/or residents of the closure(s) at least two weeks prior to the event. A copy of the notification should be sent to the Special Event Coordinator at least two weeks prior to the event.

9. Does the event require any road closures within the Town Limits? _____ Yes _____ No

If so, please list the proposed road closures here (the map of proposed closures is also to be attached to this application as a separate document): _____

Parking

Event representatives must provide a comprehensive parking plan that demonstrates where they plan to have participants and attendees park. Parking is only permitted in designated areas. Please note that **parking fees** are enforced daily from 5 a.m. to 10 p.m. in Town of Lyons public parks. Overflow or parking planned outside of

designated park (LaVern Johnson Park, Bohn Park, etc.) parking lots is subject to an agreement with the Town, to be included as an additional addendum as part of this contract.

Post-Event

Event Organizers are required to schedule and attend a post-event follow-up meeting with the Special Event Coordinator, within two weeks of the event. At the meeting, Staff will conduct a final review of the subject application and condition of the space utilized for the event, and determine whether additional charges maybe incurred based upon the consideration of the *Fees and Rental Terms* criteria (see page 9).

Additional Information & Required Items

Please initial to certify compliance of the following terms:

_____ The services and activities provided by the event are those of an independent entity and not as an employee, officer, official, or agent of the Town of Lyons. The parties of this event permit are not and shall not be construed as partners, contractors for services, joint venturers or agents of one another with respect to any activities associated with this event permit.

_____ The responsible organization agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the Town of Lyons may charge the billing organization the full amount of such damage, loss, or injury.

_____ The group size may not exceed the venue capacity.

_____ The responsible organization is responsible for providing a zero-waste event and has filled out the Zero-Waste Event Plan, as part of this application.

_____ Town facilities will generally remain available on a first-come first-served basis for all visitors. Permits do not grant exclusive use of the site, trails or of parking facilities. Carpooling and alternative transportation should be encouraged. Permittees shall ensure the rights and privileges of other visitors are recognized and met.

_____ The Town of Lyons logo shall be identified in all marketing material promoting your event. Please refer to [this folder](#) for web or low-res, or contact the Special Events Coordinator for hi-res.

_____ Alcoholic beverages are not allowed in any unpermitted areas.

_____ No motorized vehicles or devices of any kind are allowed within the event area without specific permission.

_____ Personal fireworks are not permitted.

_____ Amplified sound after 10:00 p.m. is not permitted.

_____ Damages to public property and all cleanup are the responsibility of the user.

_____ Representatives must have a copy of their permit with them and make copies for anyone who oversees the permitted use.

_____ All tents must be removed at the end of the event. All event apparatus (including signs) must be removed by 12 p.m. (noon) on the following day.

_____ If the event will be held on Town property, the responsible organization must return the venue(s) to pre-event condition by 12 p.m. (noon) the following day, and email a photo documenting trash and recycling clean up. Failure to clean up and provide a photo may affect future event approval. The Town reserves the right to charge for any additional clean up.

_____ All zero waste and/or trash must be removed 12 p.m. (noon) following the event.

Parks/Fields/Trails

_____ Tent stakes may not be driven into the ground; to protect the Town's irrigation system, all tents must be held down with weights or water barrels only.

_____ Motor vehicles are not allowed on town trails, parks, or open space areas.

_____ Town staff must approve signage plan on trails. Posting signage on trees or using nails on Town property is prohibited.

_____ Glass is not allowed in the parks.

_____ Trails must always remain open to the public.

_____ Town staff reserves the right to postpone and/or cancel the event due to wet trails.

Payment

_____ To complete your venue reservation, the application fee must be submitted with the application. Final payment of any additional fees due must be received within 30 days of approval of permit. Reservations made within 90 days of the date of use must be paid in full immediately, and late fees will apply.

Cancellation

_____ Request for cancellation must be received no later than 15 days before the event. The application fee is non-refundable.

Vendors

_____ The responsible organization is responsible for providing a list of all vendors no less than 10 days before the event. All vendors must have a valid business license to operate within the Town of Lyons. All local and State Sales tax must be collected and remitted to the State of Colorado.

FEES & RENTALS



Fees

Item	Fee Schedule	Total
Application Fee	\$100	
Late Application Fee	\$100	
Permit Fee (based on projected number of participants*) *Staff will confirm actual numbers to determine if additional fees are required	\$100: 0-49 Participants \$200: 50-199 Participants \$500: 200-499 Participants \$1,000: 500-1,000 Participants \$1,500: Over 1,000 Participants	
Maintenance Fee	\$25/hour	
Restroom Cleaning/Stocking Fee	\$25/hour	
Staff Time	\$25/hour	
Electric Fee	\$30 Base + \$50 per ½ day	
Water Use Fee (yard hydrant/spigots)	\$25 + meter charge for large water use	
Facility/Field Rental Fee (based on park use, location, time, etc.)		
Road Closure Fee	\$30/hour, maximum \$240/day	
TOTAL		

Rentals

Item	Nonrefundable Rental Fee	Number Renting	Total
Cone Rental (100 max)	\$100		
Barricade Rental	\$100 per barricade		
Sign Rental	\$50		
Table Rental	\$5 per table per day		
Chair Rental	\$1 per table per day		
Anchor Audio System	\$100 deposit + \$50 per day		
TOTAL			

Rental Replacement Costs

The following replacement costs will be charged for items unreturned within 24 business hours of the event:

Rented Item	Rental Replacement Cost
Cones	\$50 each
Barricades	\$200 each
Signs	\$150 each
Tables	\$100 each
Chairs	\$50 each
Anchor Wireless Audio	\$1,500

For additional fees and rentals, please refer to Exhibit A.



Fees and Rental Terms

Application fees and deposits are due upon application submission. The Lyons Department Community Relations and Programs shall conduct a final review of the subject application and condition of the space utilized for this proposed event, and additional charges maybe added based upon its consideration of the following criteria:

- Number of participants/ attendees
- Duration of the Special Use
- Geographic extent of the event on Town facilities
- Impacts of the proposed event on Town facilities/Actual costs of the event to the Town (i.e. labor costs, utilities, etc.)
- Damage to Property
- Amount of processing time required by the Town of Lyons for the event
- Direct benefit(s) of the event to Town of Lyons residents and businesses
 - Whether the event provides an economic infusion into the Town of Lyons;
 - Whether the event is a fundraiser for a Lyons-based non-profit organization; and
 - Whether the special-use participants are comprised mostly of local community members.

Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

I have read and agree to the fees and rental terms.

Signature: _____

Date: _____



Insurance and Indemnification

Required by all applicants. Please initial to certify compliance.

_____ The responsible organization shall indemnify and hold harmless the Town, its officer, officials, employees, agents, and insurance from and against any and all claims, demands suits, actions, or proceedings of any kind, including but not limited to: costs of actions and reasonable expert and attorney fees incurred by the Town in any way resulting from or arising out of this event. This provision shall not and is not intended in any way or manner to waive or cause the waiver of defenses or limitation on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seg., Colorado Revised Statutes, the Colorado Constitution, or the common law(s) of the United States or Colorado.

_____ The responsible organization shall procure and maintain, at its own costs, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner/organizer in its performance of the event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these rules by reason of its failure to procure or maintain insurance in sufficient amount, duration or types. Such insurance shall be an occurrence policy. **A certification of insurance, naming the Town and its officers and staff, as an additional insured, shall be provided to the Town at least 14 days prior to the event.**

_____ Workers Compensation Insurance (Colorado Statutory Requirement). The event sponsor or responsible organization is required to provide Workers Compensation Insurance for any person who is an employee of the organization or anyone paid to work on the community event. Event sponsors often have volunteer insurance. Please specify if you have this additional insurance:

Workers Compensation: _____ Yes _____ No _____ Not Applicable
 Volunteer Insurance: _____ Yes _____ No _____ Not Applicable

_____ Automobile Liability (Colorado Statutory Requirement). The event sponsor or responsible organization is required by Colorado law to provide automobile insurance to any person who is an employee, paid worker or volunteer of the organization operating an automobile. If automobiles are required or utilized for your event (auto races, parades, etc.), please provide proof of insurance to the Town of Lyons 7 days prior to the event.

Automobile Liability: _____ Yes _____ No _____ Not Applicable



Required Attachments:

- Site Map (see below)
- Proposed location of the event. Please be specific; include courses, boundaries, etc.
- Parking Plan
- Zero-Waste Application

If Applicable Attachments:

- List of Retail Vendors
- List of Food Vendors
- Signage Proposal

SITE MAP

Please provide an Event Site Map that includes the following information:

If the item is not applicable, please write N/A in the box

- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- Provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- Location of first-aid facilities and ambulances.
- Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detailed or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Other related event components not listed above. _____



As the applicant, you understand and agree to the following:

1. To ensure prompt processing of your application, submit ALL support materials and documentation with your application. Incomplete applications will be returned.
2. The applicant may incur additional expenses from other County, Fire, or State jurisdictions.
3. A non-refundable application fee of \$100 must be submitted with the complete application.
4. The applicant agrees to abide by the following deadlines:
 - a. Applicant Submission: No more than 365 days and no less than 90 days before the event. Late applications will incur a \$100 late fee.
 - b. Cancellation: No less than 15 calendar days before the event.
 - c. Additional Services (Personnel and Equipment): No less than 45 days before the event.
5. The applicant is required to attend pre- and post-event meetings with Town staff.

CERTIFICATION:

I/we certify that the information contained in the foregoing application is true and correct to the best of my/our knowledge and belief that I/we have read, understand and agree to abide by the requirements, rules and regulations governing the proposed Special Event Permit under the Town of Lyons. I/we agree to comply with all other requirements of the Town, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event, I/we agree to pay all fees, taxes and the Town shall not be liable for the payment of such taxes. I/we agree to abide by the requirements of the Special Events Permit, and further certify that I/we, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible, in conjunction with the Host Organization, for any costs and fees that may be incurred by or on behalf of the Event to the Town of Lyons.

Print Name Host Organization _____

Print Name of Authorized Agent _____

Title _____

Signature _____

Date _____

Office Use Only

The \$100 processing fee, if applicable, must accompany this application.

Total Fees Required \$ _____

Deposit Received \$ _____ Date: _____

Signatures of Approval

Event Coordinator: CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

Director of Parks and Public Works: CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

Town Administrator (for Town road closures): CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

Boulder County Sheriff's Office (when applicable): CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

Lyons Fire (when applicable): CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

EXHIBIT A: ADDITIONAL FEES & RENTALS



If necessary, please use the following tables for additional fees, rentals, and rental replacement fees.

Additional Fees

Item	Fee	Total
TOTAL		

Rentals

Item	Nonrefundable Deposit	Number Renting	Total Cost
TOTAL			

Rental Replacement Costs

The following replacement costs will be charged for items unreturned within 24 business hours of the event:

Rented Item	Rental Replacement Cost