



City of Manitou Springs

Application for Special Event Fee Waiver

Note: One event per application

Name of Event :	Date of Event:
Name of Applicant	Relation to Organization (President, Coordinator, etc...):
Applicant Address:	City: Zip Code:
Applicant Phone Number:	Applicant Email:
Name of Organization	Type of Organization (Government, non-profit, charitable, etc...)
Organization Address:	City: Zip Code:
Organization Contact Person & relation to Organization (if different from Applicant):	
Organization Contact Phone # (if different from Applicant):	Organization Contact Email (if different from Applicant):
Attach Event Application and necessary supporting documents [e.g.: 501(c)(3) Certificate, etc...]	
Type of Event:	Purpose of Event:
City Facilities/ Parks Requested: <input type="checkbox"/> Memorial Hall – please print out cleaning guide <input type="checkbox"/> Soda Springs <input type="checkbox"/> Memorial Park	<input type="checkbox"/> Mansions Pavilion <input type="checkbox"/> Seven Minute Springs Pavilion <input type="checkbox"/> Schreyer Park
City Services Requested: <input type="checkbox"/> Traffic Control <input type="checkbox"/> Fire EMS <input type="checkbox"/> Street Sweeping <input type="checkbox"/> Barricades <input type="checkbox"/> Parking spots <input type="checkbox"/> Other _____	
Is this the first time this event has ensued? <input type="checkbox"/> No - Attach organization's proposed budget for the current year. <input type="checkbox"/> Yes – Attach organization's proposed budget for the current year AND financial statements from previous year	
Will the event require reserved parking spaces? <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify how many spaces and location:	
Will there be trash and litter control for the event? Please see guide <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify details:	
Will there be an admission, entrance, participant or user fee, a cover charge, or door charge for the event? <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify details:	
Explain how imposition of fees would create financial hardship on the organization or would have a detrimental effect upon the services provided to the public (If need more room, please add a letter as an attachment)	



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Applicant is requesting (check all that applies):

Service Fee Amount _____

Rental Fee Amount _____

Other Fees (Specify) _____

Total amount requesting to be Waived: _____

****If Fee Reduction or Waiver is denied or partially granted, payment in full is required within 10 days or reservation will be forfeited.**

By signing this document, I have read and agree to the terms, policies, and ordinances specified, in the Manitou Springs Municipal Code.

Applicant Signature:

Date:

**For
City
Use
Only:**

Rental Fee Waiver: Denied Granted Partially Granted

Service Fee Waiver: Denied Granted Partially Granted

Total amount Waived: _____

*The City does **NOT** waive Insurance Requirements, Security Deposits, Excise Taxes, Special Event Permits etc...

Signature of City representative:

Date:



Application for Special Event Fee Waiver Policy

GENERAL

This policy establishes parameters for fee waivers for special events through waiver of City direct costs and permit fees or through in-kind payment.

PURPOSE

Council is regularly approached to waive fees for events with the City. Sponsorship is an important part of meeting Councils' obligations to support and encourage economic development and tourism to the City and the region. This policy is designed to provide an equitable means for community organizations to access Council funds, to establish mutually beneficial partnerships between Council and the community, and to effectively control the manner in which the City provides event sponsorship to the community.

DEFINITION

A "special event" is defined as any planned activity that requires use of public property which is not within the normal and ordinary use of the property or which, by nature of the activity, may have a greater impact on City services or resources, neighborhoods, businesses or the community as a whole than would have occurred had the activity not taken place, including, but not limited to, parades, gatherings, arts and crafts shows/fairs, festivals, and athletic events. The City Event Coordinator shall determine whether or not an activity is considered a special event.

RESPONSIBILITY

Fee Waivers are determined directly by The Manitou Springs City Council. The number of special events the City sponsors will depend on budget and operating impacts and will vary annually. All events must occur within the year they are budgeted to occur.

POLICY

General Principals

Eligible Events/Activities: Fee Waivers are available to a variety of events including sporting, tourism, cultural, general and major community events.

Projects not funded:

- Individuals.
- Activities primarily of a fundraising or charitable nature unless the funds directly benefit City of Manitou Springs facilities.
- Organizations or groups that are unincorporated.
- Private functions.
- Political parties, lobby groups, or religious groups.
- Recipients of any other financial or other type of assistance from Council within the same calendar year.
- Organizations raising funds on behalf of another group which is a recipient of financial assistance from Council or is a federal or state government funded initiative.
- Organizations based outside the Manitou Springs city limits (unless the demonstrated benefits are primarily to the residents of Manitou Springs).
- Projects or organizations who have not satisfactorily fulfilled their obligations from previous Manitou Springs City Council sponsorships.



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Evaluation Criteria

The following criteria must be addressed and will be taken into account by the Council in evaluation the priority of the application

The Event must:

- Raise the profile of Manitou Springs through prominent acknowledgement of its support and assistance.
- Create opportunities for local business.

Preference will be given to events that:

- Have a high number of expected attendees.
- Are compatible with Council priorities (e.g. Rainbow Vision Plan, Climate Action Plan, Plan Manitou etc...).
- Benefit the residents of Manitou Springs.
- Involve more than one Manitou Springs community group.

Level of assistance available

- The maximum level of Fee Waiver per event will be limited to \$1,500 or 50% of total costs, whichever is less, subject to the availability of Council funds.
- Greater funding may be available if the significance or scale of the event warrants it, however additional conditions such as commercial advertising and promotion of the city and event will be required.
- Preference will be given to growing new and innovative events on a regular basis.

Acknowledgement

All Fee waiver recipients shall acknowledge City Council's contribution in all publicity relating to the events or activity. This includes logos and statements in all advertising and promotional materials, media releases, and in other promotional contexts. Promotional opportunities should be detailed in the event application.

PROCEDURES

- Requests for sponsorship must be made in writing by using the designated application titled *Application for Special Event Fee Waiver* and delivered along with all necessary attachments including to the office of The Event Coordinator at 606 Manitou Avenue, Manitou Springs, CO 80829.
- In order to receive consideration, applications **must be submitted at least 30 days prior to the event. Requests made less than 30 days prior to the event will not be considered.**
- Applicants will be required to submit their organization's financial statements from the prior year and the proposed budget for the current year's event. Applicants sponsoring an event for the first time will only be required to submit the current year's proposed budget.
- The Event Coordinator his/her designee will forward the request to the appropriate departments to evaluate eligibility and estimate fees and then onto the City Council for action. Eligible applicants will be notified of fee estimates and the date for Council action.
- Scheduling and use of City facilities are subject to the availability of the requested facilities. Co-sponsored events do not have preference over City programs and activities or previous commitments to third parties.
- Applicants are required to adhere to all applicable rules, regulations, laws, and ordinances of the City of Manitou Springs and other applicable governmental entities.
- Decisions made by City Council cannot be appealed.