



# City of Manitou Springs

## Application for Special Event, Parade, or Race

Note: One event per application

This application must be submitted to the City **Six Months Prior for Road Closure Event, 90 days for All Other Events.** If the application is incomplete, supplemental documents are missing, or additional information is required, application approval will be delayed.

<b>Contact Information:</b>		
Name of Applicant:	If for an Organization – Applicant’s 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:
Individual responsible for the event (if different from Applicant):		
Phone # of individual responsible for the event (if different from Applicant):	Email of individual responsible for the event (if different from Applicant):	
<b>Event Information:</b> <i>Attach necessary supporting documents (501(c)(3), Certificates, etc.)</i>		
Name/Type of Event:	Purpose of Event:	
Is this a first time event?  If no, please list prior events year and date		
Date(s) of Event:	Actual time of Event (start & end times):	Proposed Location of Event:
Date(s) and time(s) (start & end times) for which permission is requested including setup and cleanup:		
Estimated number of participants:	Estimated number of spectators:	Staging Area:
Starting Location:	Finish Location:	
Proposed Route: (Attach map with Proposed Route)		
Will there be animals or vehicles in the event? <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify type(s) and how many:		
Will the event require reserved parking spaces? <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify how many spaces and location(s)		
Will there be use of City facilities? <input type="checkbox"/> No <input type="checkbox"/> Yes		
City Facilities/ Parks Requested:(check all that apply) <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 <input type="checkbox"/> Fields Park	



## Application for Special Event, Parade, or Race

Will there be portable restrooms? <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify how many and location(s):																	
Will medical- first aid coverage be provided? <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify who will provide service and location(s):																	
Is electricity or water required (when applicable)? <input type="checkbox"/> No <input type="checkbox"/> Yes																	
Describe the plan for managing Waste/Recycle and controlling trash and litter for this event:																	
Will anything be sold at the event? <input type="checkbox"/> No <input type="checkbox"/> Yes – Vender permit required (\$11 per Permit must be paid for 10 days before event)																	
Will there be an admission, entrance, participant or user fee; a cover charge or door charge; or a fee for scenic or amusement rides for the event? <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify details:																	
Will promotional materials be used? <input type="checkbox"/> No <input type="checkbox"/> Yes – City Event Coordinator must approve materials. Date approved:																	
Will there be alcohol at this event? <input type="checkbox"/> No <input type="checkbox"/> Yes – See City Clerk for Alcohol approval.																	
What is your Security plan?																	
Will you be hanging a banner? (fill out Banner request) Size: _____ Location: _____																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><b><u>FEES</u></b></th> <th style="width: 50px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">MEMORIAL HALL</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">PARK/ PAVILION</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">SERVICES</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">BANNER</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">DEPOSIT</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">PERMIT</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">TOTAL</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>	<b><u>FEES</u></b>		MEMORIAL HALL	_____	PARK/ PAVILION	_____	SERVICES	_____	BANNER	_____	DEPOSIT	_____	PERMIT	_____	TOTAL	_____	APPROVAL CONDITIONS: (CITY COMMENTS)
<b><u>FEES</u></b>																	
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BANNER	_____																
DEPOSIT	_____																
PERMIT	_____																
TOTAL	_____																
<p><b>A 5% CITY EXCISE TAX MUST BE PAID ON ANY OF THESE CHARGES UNLESS PROOF IS FILED WITH THE CITY TAX EXEMPTION AS A GOVERNMENTAL, QUASI-GOVERNMENTAL, RELIGIOUS, CHARITABLE, OR FRATERNAL ORGANIZATION. Fee Waivers and Grant Applications filled out separately.</b></p>																	
<p><b>ALL SPECIAL EVENTS ARE SUBMITTED TO CITY COUNCIL REVIEW AND APPROVAL. CITY DEPARTMENTS WILL DETERMINE SERVICE CONDITIONS AND THEIR RESPECTIVE COSTS, THE CITY RESERVES THE RIGHT TO ADD ADDITIONAL CHARGES INCURRED DURING THE EVENT.</b></p>																	
<p>By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies and ordinances of The City of Manitou Springs and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the City for any costs incurred by the City in repairing damages to public property caused by the sponsors of the special event or the participants in the event, or by actions that the sponsors directed, authorized, or ratified, and also agreeing to defend the City against, and indemnify and hold the City harmless from, any liability to any person or property that arise from or are related to the special event.</p>																	
<b>Applicant Signature:</b> _____	<b>Date:</b> _____																



# Application for Special Event, Parade, or Race

## Use Fee Guide- Parks and Facilities

<p><b>The Fields</b>            Security deposit: \$100 for private events/\$300 for public events            Resident Use Fee: \$110 per day                                      plus \$55 per day for 100-200 pp                                      plus \$110 per day for 201-500 pp            Non-Resident Use Fee:\$165 per day                                      plus \$55 per day for 100-200 pp                                      plus \$110 per day for 201-500 pp</p> <hr/> <p><b>Mansions Pavilion</b> (max 200 people)            Security deposit: \$100 for private events/ \$300 for public events            Resident Use Fee: \$83 per day                                      plus \$55 per day for 100-200 pp            Non-Resident Use Fee \$110 per day                                      plus \$55 per day for 100-200 pp</p> <hr/> <p><b>Memorial Park : Available for Public events only</b>            Security deposit: \$500 for Public events            Resident Use Fee: \$110 per day                                      plus \$55 for 100-499 pp                                      plus \$110 for 500+ pp            Non-Resident Use Fee: \$165 per day                                      plus \$55 per day for 100-499 pp                                      plus \$110 per day for 500+ pp</p> <hr/> <p><b>Seven Minute Gazebo and Amphitheater</b>  <b>No Food or Beverages allowed in Amphitheater</b>            Security deposit: \$100 for private events/ \$300 for public events            Resident Use Fee: \$220 / 3 hours usage / \$330 all day            Non-Resident Use Fee:\$275 / 3 hours usage / \$385 all day</p> <hr/> <p><b>Banners:</b> Must fill out Banner request            Over CDOT right of way = \$220            Light pole banners is Per Pole = \$75 per light pole</p>	<p><b>Soda Springs Park with Pavilion</b>            Security deposit: \$150 for private events /\$500 for public events            *Key deposit: \$250            Resident Use Fee: \$110 per day                                      plus \$55 per day for 100-200 pp                                      plus \$110 per day for 500+ pp            Non-Resident Use Fee \$165 per day                                      plus \$55 for 100 – 200 pp                                      plus \$110 per day for 500+ pp</p> <hr/> <p><b>Soda Springs Pavilion Only</b>            Security deposit: \$100 for private events / \$300 for public events            *Key deposit: \$250            Resident Use Fee: \$83 per day            Non-Resident Use Fee \$138 per day            *Soda Springs keys are obtained through Public Works / Parks Dept 719-685-2573*</p> <hr/> <p><b>Schryver Park</b>            Security Deposit: \$100.00 Private events/\$500.00 Public events            Resident Use Fee: \$110.00 per day- up to 99 pp                                      Plus \$55 per 100 pp            Non-Resident Use Fee: \$165.00 per day- up to 99 pp                                      Plus \$55 per 100 pp</p> <p>Picnic Areas Resident Use Fee \$25.00 One table            Plus \$20 Each additional table - up to 5            Non-Resident Use Fee \$35.00 One table            Plus \$30.00Each additional table - up to 5</p> <p><b>Other Fees:</b>            Special event application fee : \$28            Vendor fees: \$11 per day, per exhibit - \$385 max per day            Structure permit fee : \$28 per structure</p> <hr/> <p><b>Amount Due:</b> _____  <b>Use fees and deposits are due when the application is received.</b></p>
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## Application for Special Event, Parade, or Race

### **Special Event Check List**

- Application and Payments submitted (Six months in advance for road closure events, 90 days in advance for all other events)
- Fee waivers and grants applied for with application
- Plans submitted (trash, bathroom, parking, route, media)
- Security Plan (Alcohol events must submit paperwork to city clerk)
- Cost of Event received from departments (via event coordinator)
- Council Meeting (for approval) , Event Impact meeting (if City departments needed) scheduled
- Event Impact meeting attended
- Liability submitted (at least thirty days prior to event)
- Vendor Permit, Dumpster Permit, Tent Permit submitted
- Post Event Follow up
- Post Event Deposit release after site check
- Start new application for next year



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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 Event Coordinator or designee shall determine whether or not an activity is considered a special event.

### EVENT GUIDELINES:

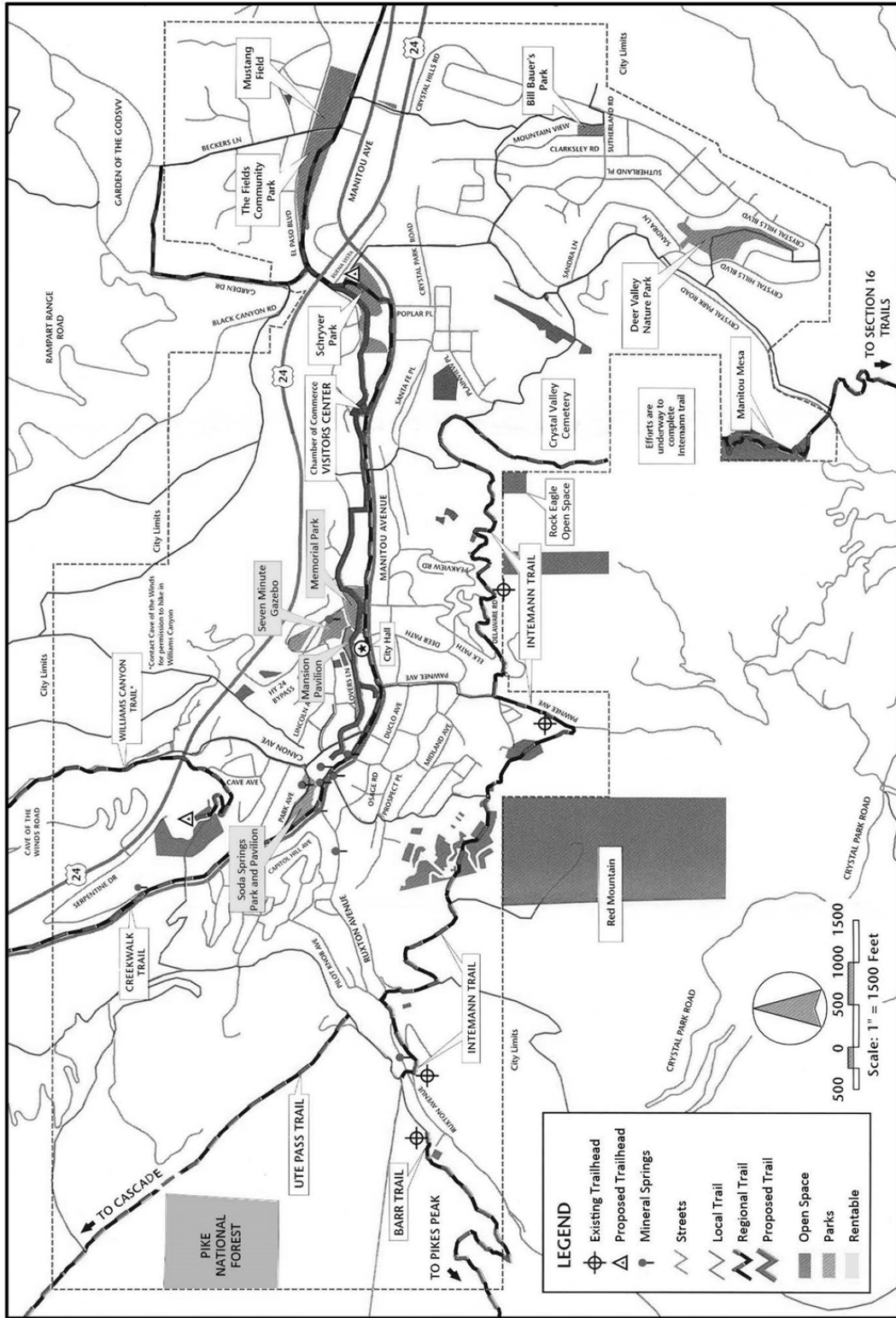
The City of Manitou Springs is pleased that you are considering holding your event in our city. Following are some things to keep in mind:

- City parks or Memorial Hall cannot be reserved for you until rental fees and deposits are remitted.
- A Certificate of Liability insurance covering the event and naming the City of Manitou Springs, 606 Manitou Avenue, as an “Additional Insured” for the event dates must be on file with the Finance Office **within 10 days of the submission of the application** to use our facilities. The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses.
- Vendor guidelines may apply if you intend to sell items at your event. A list of vendors is due to the Event Coordinator along with all the applicable paperwork at least **10 days prior** to the event. Your organization may need to obtain a temporary event sales tax ID for the Colorado Department of Revenue.
- If you are anticipating a large crowd, a parking plan is required. All events must link shuttle information and visitor parking plan on website and or in Event literature
- Parking, police, and public works department costs are not included in the Event and park fees, **AND ARE SUBJECT TO CHANGE AT ANYTIME.**
- A trash disposal plan, with an emphasis on recycling, is Highly encouraged. No dumpsters on the park grass will be allowed, however it is possible to have them placed on the side of the street a dumpster permit must be purchased for on street dumpsters through the fire department.
- No vehicles (including food trucks) or restrooms are allowed on the park grass; however, it is possible to have them placed on the side of the street and in designated areas.
- Applicants are required to adhere to all applicable rules, regulations, laws, and ordinances of the City of Manitou Springs and other applicable governmental entities.



# Application for Special Event, Parade, or Race

## Map City of Manitou Springs with Parks and Trails



Map Source: City of Manitou Springs  
 Open Space Planning - GIS Department.  
 Thanks to Fernando Palacios - GIS Specialist

# City of Manitou Springs, Colorado



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## **A SIMPLE GUIDE TO A WASTE AND RECYCLE MANAGEMENT PLAN**

Manitou Springs City Council strongly recommends that all events servicing 100 people or more have a waste and recycle management plan for the use of Memorial Hall, City Parks, and City Pavilions. It is the responsibility of the event organizer to meet all waste/recycle/compost management costs associated with the event.

The following guidelines are provided to assist you in completing a plan and making your event “Waste Wise”.

### **WASTE, RECYCLING, AND COMPOST COLLECTION AND DISPOSAL**

Arrangements must be made with a Waste Hauler for collection and disposal of waste at the event.

All waste, recycling and compost is to be transported to a licensed processing facility.

### **COLLECTION FACILITIES:**

There are four types of waste collection: **Landfill Trash, Recyclables, Compostables, and Liquid.**

Separate containers should be provided for each type collected. A Landfill/Waste container should always be paired with a Recycle or Compost container to avoid contamination.

- Collection Bins can be the standard 32 gallon roll-offs provided by Waste Contractors or other containers the event organizer finds suitable.
- Liquid waste can be collected in a standard 5-gallon plastic can and emptied into the portable restrooms provided for the event. It is up to the event organizer to get approval from the portable restrooms provider for this use. Securing a screen on top of the liquid bin containers is necessary to prevent solid food products (like lemon slices for lemonade) from being dumped into the portable restrooms. See photograph at the end of this document for example.
- **All bins should be clearly labeled.** Overhead signage on waste and recycling stations assists event participants in location stations.
- **Separate “Waste Stations” should be provided for the public and vendors.** Waste Stations are composed of one bin for each type of waste you are collection. They should be clustered together. The Waste Stations should be located where they are most required: For the public, this will be in thoroughfares and eating areas. They may include bins for co-mingled recycling, solid waste, liquid waste, and composting (where food and drink is served).
- Make sure the food and beverage vendors have an adequate number of containers. If space is an issue, assign a staff person to assist the food vendors in disposing of their waste into the proper containers throughout the event.
- **Servicing of waste and recycling bins** should be carried out regularly throughout the event to ensure that a build-up of materials and littering does not occur. For very large events the smaller roll-offs are periodically emptied into larger roll-offs that are positioned at the edge of the park and remain throughout the event. All large and small bins/roll-offs must be removed at the end of the event. To avoid contamination, each larger collection roll-off should be clearly labeled “Trash Only”, “Recycle Only”, or “Compost Only”.
- **Liners for bins:**
  - Plastic bags may be used for lining the Landfill waste bins.
  - Compostable bags must be used for the compost bins.
  - Plastic liners for the single-stream recycle bins are useful for carrying the refuse to the larger storage roll-off, but should not be dumped into the recycle bin. Instead, they should be reused.
  - Dumping plastic bags into the recycle or compost bins contaminates the entire lot.

To ensure a successful waste wise event, one staff person should be assigned to remain after the event is closed to the public to facilitate the proper disposal of waste by the exhibitors.

### **GENERAL PACKING SUGGESTIONS:**

The types of packaging used in an event will determine what types of waste are produced. By considering the best alternatives for all types of packaging, as well as reducing the amount of packaging used, the amount of waste generated and disposed of at landfills can be reduced.

To achieve this, the most important step is to avoid unnecessary packaging in the first place. Consider whether each type of packaging is required, and if it is not, do not purchase or use it – e.g. straws are difficult to recycle/compost and usually are not necessary, while ice cream cones are edible and eliminate the need for other types of containers.

Where disposal of packaging is unavoidable, biodegradable (compostable) products such as paper are best. Whenever possible, avoid the use of non-recyclable, plastic and polystyrene products and packaging.

**STYROFOAM PRODUCTS SHOULD NOT BE ACCEPTABLE IN ANY FORM!**



## Application for Special Event, Parade, or Race

### **CARRY BAGS:**

For a truly waste wise event, plastic carry bags should be avoided. Paper bags, cardboard boxes, and other recyclable or reused containers are your best choice. Many paper products can be purchased that contain recycled content.

Consider offering a small incentive to event attendees who bring their own reusable bags.

### **FOOD SERVICE VENDOR PACKAGING:**

In order to avoid confusion about what gets deposited into the individual bins, it is best to standardize the Service Ware. For instance, ALL cold drink cups could be recyclable plastic – not some plastic and other compostable. And ALL flatware could be compostable. Following is a list of recommended Containers and Service Ware:

#### **Recyclable Containers:**

Plastic cups for COLD drinks  
Glass bottles

Plastic lids for drinks  
Aluminum cans

Plastic water and drink bottles  
Aluminum foil

#### **Compostable Service Ware (sugar cane, potato or corn starch):**

Bagesse clamshells

Paper cups for HOT drinks

Flatware- all spoons, forks, or knives

Paper napkins/towels

Paper bags & wrappers

Paper plates, bowls, cups for hot & cold foods

Wooden Ice Cream sticks

Wooden chop sticks

Waxed paper wrappers for sandwiches, turkey legs, burgers, etc...

Remember, consider standardization such as: ALL cold cups must be plastic recyclable and ALL flatware must be compostable (or ALL recyclable). This will help assist with proper sorting and the return of products to the appropriate material stream.

These food service supplies can be found at distributors like: [www.ecoproducts.com](http://www.ecoproducts.com) – a Boulder, CO business, or [www.ultragreenhome.com](http://www.ultragreenhome.com)

### **PROMOTION AND EDUCATION:**

The promotion of waste minimization initiatives that are undertaken during a special event will assist the participants, promote awareness of waste minimization, and present a positive environmental image for the event. Recommended measures include:

- Incorporating a waste wise section into event advertising (e.g. newspaper ads, internet site, posters, and event programs)
- Encouraging participating vendors to display signs that they are proud participants in the Waste Wise Event
- Clear signage on all waste and recycling containers
- Educating staff/volunteers to host waste stations and assist participants in using bins correctly

### **MONITORING AND EVALUATION:**

Evaluation of waste minimization initiatives is valuable in determining how much waste generation was reduced and will assist event organizers in waste management planning for the same or other events in the future.

Examples of monitoring initiatives are as follows:

- Requesting weight amounts for landfill, recycle, and compost from your Waste Contractor(s) to calculate percentages of each
- Advertising the diversion rate from your event. Diversion rate refers to the percentage of material in the total waste stream diverted from the landfill.

For useful information on all aspects of conducting waste wise events, visit [http://en.wikipedia.org/wiki/Zero\\_waste](http://en.wikipedia.org/wiki/Zero_waste)



## Application for Special Event, Parade, or Race

An example of different waste bins, liners, signage, and liquid waste bin with screen:





## Application for Special Event, Parade, or Race

### Memorial Hall Policy

1. A cancellation fee of 50% of the use fee will be forfeited if the event date is changed or cancelled after the application has been processed. No use fee will be refunded if the event date is changed or cancelled within 14 days of the original scheduled event date. No use fee will be refunded if the event is canceled due to inclement weather. Incomplete applications, including all necessary attachments, will NOT be processed.
2. **ALL PARTICIPANTS AND ATTENDEES MUST LEAVE THE PREMISES IN THE EVENT OF AN EVACUATION**
3. For public events a **Certificate of Liability Insurance**, covering this event and naming the City of Manitou Springs, 606 Manitou Avenue as an “Additional Insured” for the event dates, must be on file with the Event Coordinator with the application to use facilities. **The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses.**
4. If food will be served, be advised that Memorial Hall’s kitchen is not a commercial kitchen. All food served in a non-private event must be prepared in accordance with the El Paso County Department of Health & Environment. The Health Department’s phone number is 719-578-3199. Event organizers must also supply food establishment licenses as well as **current** health inspections and liability insurance certificates for food vendors in addition to the above requirements.
5. No nails, hooks, staples or other fasteners shall be placed in the floor, walls or ceiling. Please note the check-list for cleaning Memorial Hall attached to this application. The applicant is responsible for all set up as well as clean up, including trash. The applicant also assumes responsibility for any and all damages by attendees.
  - ◆ Tampering with the electrical or plumbing system of the building may result in the loss of the deposit.
  - ◆ Only one plug may be used per circuit, circuits are marked **clearly on the outlets**.
  - ◆ **In case of an emergency or blown breaker call police dispatch at 719-390-5555, you will be charged for afterhours maintenance dispatched.**
  - ◆ Moving the ceiling tiles or attaching decorations to the ceiling tile supports may result in the loss of the deposit.
  - ◆ Moving, covering, or attaching decorations to existing artwork is prohibited.
  - ◆ If seasonal decorations are already in place, do not disturb them.
  - ◆ Do not staple or nail decorations in place. At the end of the event, remove all decorations.
  - ◆ All charges to repair scratches or other damage on the floor will be deducted from the deposit and any overages will be billed to the applicant. **Dragging tables and chairs across the floor will cause damage(s) to the floor**, of which applicant will be responsible. Please use the carts provided for moving and storing tables and chairs.
  - ◆ The dumping of coffee grounds or any other solid materials in sinks in the building shall automatically forfeit the deposit.
  - ◆ **Additional cleanup or damage charges will be deducted from the deposit and any overages will be billed to the applicant.**
  - ◆ The applicant is responsible for the setup and cleanup of Memorial Hall - including the removal of all trash, equipment, and/or furniture brought into the building - immediately following the use of the room. Anything left behind will be discarded at the cost of the applicant. **Applicant is responsible for bringing cleaning supplies, vacuum cleaner/broom and extra trash bags.** One set of trash bags (located under kitchen sink) mops, and dust mops brooms are provided.
6. Available are 20 rectangle tables measuring 95” long x 29” wide, 9 round tables measuring 60” across, and a minimum of 250 chairs available. Tables and chairs may **not** be taken outside. **Use of the foyer during regular business hours is prohibited without prior approval.** Applicant will receive a code for the closet in Memorial Hall where tables and chairs are stored. This code is active for the scheduled event only.
7. **Smoking in City Hall in its entirety is prohibited.**



## Application for Special Event, Parade, or Race

8. The refund of the deposit is the decision of the Event Coordinator and the Public Works Department. Please allow approximately **10 – 14 business** days for a deposit refund. Deposits for special events are not return until all taxes have been received by the City of Manitou Springs Finance Department.
9. The applicant and all persons using Memorial Hall in conjunction with the approved activity shall be bound by the Memorial Hall's policy and **all** applicable ordinances of the City.
- ◆ Special event producers must submit a certificate of liability insurance to the Event Coordinator's office with application.
  - ◆ Special event producers must also submit a copy of the State of Colorado, Department of Revenue Special Events Sales Tax Certificate **10 days** prior to event to the City Event Coordinator.
  - ◆ The event producer is responsible for submitting a complete typed listing of vendors to the Event Coordinator's office **10 days** prior to event. This list should include the name of each vendor and date(s) vendor is attending event.
  - ◆ Vendor permits must be obtained for each vendor. Vendor fees are **\$11 per day** per exhibit, payable by event sponsor (**\$385 max** per day).
  - ◆ Vending permits must be displayed on the booth in public view.
  - ◆ Event producers must also supply food temporary establishment licenses as well as current health inspections (if applicable) and liability insurance certificates, naming the City of Manitou Springs, 606 Manitou Avenue as additional insured, for food vendors in addition to the above requirements.
  - ◆ Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.
  - ◆ Excise tax must be remitted directly to the City of Manitou Springs Finance Department, by the 20<sup>th</sup> of the month following the event.
  - ◆ Sales tax from such events should be remitted to the Colorado Dept of Revenue by the event holder, using the special events sales tax number issued to the event holder by the Colorado Dept of Revenue. **Remit a copy of the return to the City of Manitou Springs Finance Department by the 20<sup>th</sup> of the month following the event.**
  - ◆ Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.
10. Events with admission or entry fee - City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a **governmental, quasi-governmental, religious, charitable or fraternal organization** is filed with the City.
11. All public events are subject to council review.
12. Alcoholic beverages are prohibited in City Parks and Memorial Hall without pre-approval by the City Clerk's Office. The use of alcohol in Memorial Hall without a properly submitted and approved alcohol affidavit will result in the applicant forfeiting the security deposit in its entirety. Contact the City Clerk for the Alcohol Affidavit at 719-685-2554. **The alcohol affidavit must be submitted a minimum of 30 days prior of the event.**
13. Each group or individual shall be responsible for cleaning the area after their use and for removing all equipment and trash immediately following the use of Memorial Hall. If there are any questions regarding clean-up, please contact The Event Coordinator during business hours 719-685-2601.
14. If a Public Works employee is called out during non-working hours because of a problem caused by the applicant's use, \$25 per man-hour will be charged with a minimum of 2 hours.
15. Groups requesting City sponsorship or waiving of **any** fees must submit the proper application along with the Memorial Hall Use application for each event date a minimum of **30 days** prior to the event. The applicant must supply a copy of their group's charitable status with the Secretary of State, State of Colorado and to the City of Manitou Springs Finance Department office along with each application. A completed application for each requested event should be submitted. Applications for City Fees are reviewed by City Council.
16. **Deposits are not waived.** Deposit refunds are at the approval of the Events Coordinator. If you have comments regarding the facility, please contact The Event Coordinator at 719-685-2601.
17. **Any** supplies, decorations, equipment or food left behind will be **discarded at the cost of the applicant.**
18. Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.



# Application for Special Event, Parade, or Race Memorial Hall Rules Clean-up Checklist

**Failure to comply with any of these items will result in the loss of part or all of the security deposit.**

If there are any problems or concerns prior to the event, please contact Public Works :

Monday – Friday 7 a.m. – 3:00 p.m. at 719-685-2573.

All other times – call the police dispatch at 719-390-5555 to contact the on-call Public Works employee for you.

Inspection for cleanliness and damages will be performed after the event. Failure to report issues prior to your event may result in the loss of part or all of the security deposit.

Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.

Cleaning products and supplies (including extra trash bags and vacuum cleaner) must be brought in. A dust mop, industrial mop, and mop bucket is provided for your convenience. Be sure to use clean water for mopping – replacing water as needed – when mopping the floors. Dirty or sticky floors may result in partial loss of deposit.

Name of Applicant:	Applicant Phone Number:	
Applicant Address:	City:	Zip Code:
Date/Time of Event:	Security Deposit Amount:	
Public Works Inspection completed by:	Date Inspection completed:	
Authorize refund of deposit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial: _____ (amount) <input type="checkbox"/> No – bill applicant for additional overage charge: _____		
If applicant is not receiving a full refund, date applicant was contacted: _____		

## **TABLES AND CHAIRS:**

- Remove all decorations and tape from top, sides, and bottom of all tables and chairs.
- Wipe table tops and chairs ensuring no residual food or drink remain. Dirty tables and/or chairs may result in partial loss of deposit.
- Store tables and chairs in the Memorial Hall storage room using the carts provided. Follow the guide located on the storage room door for proper storage and positioning.

## **HALL:**

- Remove all decorations and fasteners (i.e.: tape, paper clips, string, etc...) from entire hall including the ceiling, walls, doors, windows, and stage.
- Remove all food, drink, and trash from floor and stage.
- Sweep the floor, stage, and behind serving bar with the dust mop located in the Memorial Hall storage room.
- Clean any and all food and drink residue from the floor, stage, and behind serving bar. It is recommended to replace dirty water with clean water regularly to ensure floor is clean.

## **SERVING BAR (BETWEEN THE HALL AND THE KITCHEN):**

- Remove all decorations, fasteners, and trash from serving bar.
- Clean surface of serving bar using commercial cleaner.
- If used, clean sink with commercial cleaner.
- Ensure all cabinets are emptied and cleaned.

(Continued on other side)



## Application for Special Event, Parade, or Race

### **KITCHEN:**

- Clean sinks including faucets using commercial cleaner.
- Clean counters using commercial cleaner.
- If used, clean stove using commercial cleaner:
  - Clean burner tops
  - Clean grill
  - Clean front and sides
- If used, clean oven using commercial cleaner.
- If used, clean inside of microwave using dish soap and water.
- Clean outside of microwave using commercial cleaner.
- Clean windows
- Clean walls
- Clean inside of refrigerator – ensure refrigerator is empty
- Clean outside of refrigerator
- Clean outside of cabinets.
- Ensure all cabinets and drawers are emptied and cleaned.
- Sweep and mop kitchen floor using the mop and industrial bucket located in the Memorial Hall storage room. Fill bucket with clean water and commercial cleaner; Replace water in bucket with clean water and commercial cleaner as needed to ensure floor is clean.

### **TRASH:**

(Note: one set of 30 / 40 gallon trash bags are provided for your convenience – located under the kitchen sink. It is recommended you bring extra 30 / 40 gallon trash bags in case the need arises for excess trash removal and avoid the need for cleansing)

- Empty all trash containers from hall and kitchen into the trash dumpster provided outside.
- Ensure all trash containers are clean and free of residue.

### **FOYER:**

- Ensure all decorations and excess trash are removed from Foyer.
- Vacuum/sweep carpet of excess debris. (Note: neither vacuum cleaners nor brooms are available)
- Ensure no food or stains are present on carpet. Carpet cleaning may result in partial loss of deposit.

### **CLOSING:**

- Empty and rinse out industrial bucket.
- Rinse mop, wring out, and hang on wall in storage room or by the back door.
- Shake dust mop outside and place in storage room.
- Ensure all decorations and excess trash are removed from restrooms (Note: trashcans in restrooms do NOT need to be emptied or removed)
- Close all windows – including in restrooms.
- Return thermostat in the Hall to approximately 50 degrees.
- Advise police dispatch when last person is leaving to lock the doors to City Hall - call 719-390-5555.