



# City of Manitou Springs Special Event Use Guide





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## **PROCESS:**

The City of Manitou Springs is proud to host a variety of Special Events that contribute to the social, economic, and environmental health and well-being of our community. This Guide is an essential tool for Event Organizers navigating the permitting process to clarify permit deadlines and requirements. Please read this Guide prior to completing and submitting a Special Event Application. When planning a first-time Event or making changes to a renewal Event, please consider contacting the Event Coordinator, Meghan Weiss at [mweiss@manitouspringsco.gov](mailto:mweiss@manitouspringsco.gov) before finalizing an event concept or application. A preliminary conversation with city staff regarding the availability of a venue, proposed route or general technical assistance may save valuable time and provide useful guidance in the development of a special event concept.

After developing an event concept, submit a Special Event Application request with supporting documents, including any requirements specified in this Guide. Submitting a Special Event Application does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the proposed concept or event. Once submitted, the Event Coordinator will respond within 10 business days and serve as the City's Point of Contact for processing the application, facilitating pending requirements and issuing the special event permit. The Event Coordinator will communicate directly with the Event Organizer regarding any additional information, documentation, permits, licenses, or meetings required by the Event Review and Impact Group (ERIG) team. All subsequent communication and submissions must be made directly to the Event Coordinator.

## **WHEN IS A SPECIAL EVENT APPLICATION AND PERMIT REQUIRED?**



A Special Event Permit is required for all planned and promoted public activities conducted on public property that meet any of the following criteria:

- When the expected number of participants and/or spectators total 25 or more people; and/or
- When using tents, structures and/or sound amplification; and/or
- When providing, selling, or distributing alcohol and/or food to the public; and/or
- When using public right of ways and/or impacting pedestrian, vehicle, bike, or bus traffic and/or
- When you want exclusive use of a public space (A City Park or Memorial Hall)

#### **PARK USE POLICY- PASSED BY RESOLUTION #####**

- No more than 5 Major Special Events (500 or more people) annually at Memorial Park.
- All parks will not be rented for major special events more than twice a month.
- Only one public event in a single day will be permitted.
- Parks require a minimum of two weeks rest period in between major events.
- Manitou Springs resident and organization applications will be given primary consideration.

#### **GENERAL EVENT RULES**

- No more than one public event will happen at a time unless they are coordinated events in conjunction with each other.
- The applicant and all persons using the park in conjunction with the approved activity shall be bound by the Special Event Use Guide policy and all applicable ordinances of the City.
- 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 a City Park. If there are any questions regarding clean-up, please contact the Event Coordinator at 719-492-2353
- Set up and tear down may take place no more than one day before the event and one business day after the event as to keep the park open as much as possible to the general public.
- If a Public Works employee is called out during non-working hours because of a problem caused by the applicant's use, \$48 per man-hour will be charged with a minimum of 2 hours.
- Groups requesting City sponsorship or waiving of any fees must submit the proper application along with the Public Event 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 the City's Event Coordinator.

- Deposits and Application Fees are not waived. Deposit refunds are at the approval of the Event Coordinator. If you have comments regarding the facility, please contact the Event Coordinator at 719-492-2353.
- Any supplies, decorations, equipment, or food left behind will be discarded at the cost of the applicant.
- If there is a detour in place for a road closure event, it is the responsibility of the applicant to notify all residents by mail or door to door flyers on the detour route that there will be extra traffic in their neighborhood within a week of the event.

## **SPECIAL EVENT APPLICATION AND TIMELINE**

If the event concept meets the definition above, Event Organizers may submit a Special Event Application request 364 days prior to the proposed event date.

Applications are accepted on a first-come, first-served basis, with priority given to Manitou Springs residents. Incomplete applications will not be accepted. Late submissions may be subject to denial. A complete special event application must include a clearly defined event concept for all planned and promoted activities, including, but not limited to, proposed site and/or route maps; proposed locations of all tents, structures and/or fencing; proposed plan for all booths and/or vendors, proposed plan for all food and/or alcohol; proposed transportation plan and all proposed operational dates and times to be accepted.

### **364-180 days before event start date:**

- Event Organizers may be required to submit fees or deposits to hold requested venue and date(s)

### **Due at least 60 days before event start date:**

Event Organizers must submit documentation required in this Guide and Special Event Application (Exhibit A), including, but not limited to:

- updated/final site plan and/or route maps
- liquor permit application and payment
- updated transportation plan
- amplified sound details
- event notifications and signage plan
- medical plan



- zero waste plan
- advertising plan

**Due at least 30 days prior to event start date:**

Event Organizers are responsible for requirements in this Guide, including, but not limited to:

- All supplemental applications for permits such as Alcohol and Tents
- A Traffic Control Plan reviewed by the City of Manitou Springs to proceed, if applicable.
- booth/vendor and exhibitor details
- food vendor/mobile food truck details
- power and/or water requests
- production schedule
- generator and/or tent details

**Due no later than 14 days prior to event start date:**

Event Organizers must submit documentation required in this Guide, including, but not limited to:

- A Certificate of Insurance dated no more than 29 days before event start.
- A comprehensive zero waste plan, including any zero-waste vendor and services
- A final list of all vendors/exhibitors onsite, if applicable and vendor fees.
- A final production schedule for all deliveries, set-up, drop-off and load-out, if applicable.
- All supplemental permits and City service agreements, if applicable.

**SPECIAL EVENT REVIEW PROCESS**

The Special Event Review Process is facilitated by the Event Review and Impact Group (ERIG) comprised of representatives from various city departments affected by or with regulatory authority related to the event request. This provides a coordinated approach to the review process including required consent and, if needed, on-site inspection of the proposed event. The review process begins when the Event Organizer submits the Special Event Application to the City Event Coordinator. Applications under review do not imply the process is complete, nor should initial application submission be construed as final consent or approval of any event or activity. Throughout the review process, the ERIG team may require the Event Organizer to clarify aspects of event concept by providing additional information or documents. At the sole discretion of the City of Manitou Springs, written amendments to the initial application may be authorized. Any



amendments must be submitted to the City Event Coordinator within the requested timeline. Delays in providing any required information may affect the ability to complete the review process in a timely manner or result in the determination that the application is considered incomplete and subject to denial or late fees.

## **FINAL PERMIT**

After the Event Review and Impact Group has completed the review and the Event Organizer has completed and/or provided all requirements, service contracts and fees; a Special Event Permit may be issued. The final permit issued by the City Event Coordinator is only valid for the approved venue area(s), vendors, activities, set-up and dismantle dates and times, as depicted on the approved site and/or route maps and as described in the special event permit. The City of Manitou Springs may place conditions on, requirements for, or not approve all venue areas and/or activities requested in the initial Special Event Application. Failure to comply with the terms and conditions of the permit, requirements of the City of Manitou Springs and/or requirements in the Special Event Use Guide may result in the immediate cancellation of the event, penalty fees, denial of future special event applications and/or the requirement of a cash deposit.

## **A-Z Guide**

### **ACCESSIBILITY**

Event Organizers are required to comply with the Americans with Disability Act (ADA). All Event venues, structures and activities shall be accessible to persons with disabilities. If a portion of the event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. Consider the following access areas when creating the event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, transportation, and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, etc. Compliance with the Americans with Disabilities Act and all amendments to the act shall be the sole responsibility of the Event Organizer. The Event Organizer agrees to defend and hold the City harmless from any expense or liability arising from the event or organizer's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

### **ADVERTISING**

Event Organizers must ensure that the Special Event Application request has been approved and permitted by the City of Manitou Springs before promoting, marketing, or



advertising the Event. Submittal of the Special Event Application request does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the event concept or Event. The Event Organizer must complete all application requirements entirely before the City will issue a Special Event Permit. Event Organizers advertising an Event or collecting registration fees prior to the issuance of an approved permit do so at their own risk and cost.

## **ALCOHOL**

When proposing the sale and/or distribution of alcohol the following documentation is required:

### **Due with the Initial Event Application submittal:**

- Provide a separate alcohol site map with dimensions (google map or similar is okay) for all proposed alcohol areas including the main bar/alcohol service areas, fencing, entry/exits, three-bin zero waste stations (composting, recycling, and trash), portable toilets, tents, vendors, food service, staffing/security, and signage.

### **Due at least 60 days in advance of event start date:**

- Provide a final/updated alcohol site map with dimensions for all proposed alcohol areas.

### **Due at least 30 days in advance of event start date:**

- A complete Special Event Liquor Permit Application must be submitted at least thirty (30) days prior to the event start date, there are no exceptions per state code and local rules. Special Event Liquor Permit Applications are only accepted at a scheduled intake appointment and may not be dropped off or mailed. Please call (719) 685-2554 for an appointment to hand in and pay for your Special Event Liquor Permit.

Event Organizers are responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event, such as completing the Special Event Liquor Permit Application.

Pursuant to State Liquor Code and the City of Manitou Springs, anyone selling and/or serving alcohol where members of the public have access are required to obtain a Special Event Liquor Permit. Non-Profit organizations are the only entities that qualify as an applicant. Each applicant is limited to fifteen (15) event days per calendar year for special event liquor permits.

### **Special Event Liquor Application and Permit fees are as follows:**

- Application Fee \$100



**The following rules apply to alcohol areas, but additional requirements may be added based on the request:**

- Alcohol service and seating areas must be completely fenced with all exits and entrances staffed during the entire alcohol serving period
- Each entrance and exit must be staffed
- Alcohol servers must be TIPS (Training for Intervention Procedures) certified
- All alcohol must be consumed within the designated and approved alcohol premises
- Once the alcohol area(s) and site map(s) are approved by the City Clerk it is final and cannot be changed or modified
- Any alcohol containment or fencing height and the use and/or number of required off-duty police officers will be determined on case-by-case basis with event size, scope and history considered. For more information, review the Special Event Liquor License webpage or contact the City of Manitou Springs City Clerk after receiving the Alcohol Permission Letter for Public Property from the city Point of Contact and completing the Special Event Liquor Permit Application

### **AMPLIFIED SOUND**

When proposing amplified sound, the following documentation is required:

**Due at least 60 days in advance of event start date:**

- Event Organizers are responsible for monitoring amplified sound noise levels throughout the Event to ensure compliance. Events not in compliance may be subject to citations, fines, permit revocation, and/or future permit denials.

### **DEPOSIT**

Event Organizers may be required to submit a security deposit to reserve a venue; cover the cost of any cleanup/damage; and/or guarantee the event performs within the permit specifications. Refunded deposits may be issued following the Event after all required fees are paid in full and any after-action review is complete, if required.

### **ELECTRICITY**

When proposing the use of onsite electricity, the following documentation is required:

**Due at least 60 days in advance of event start date:**

- For all onsite electrical outlets requested, provide the date, time, and location for any proposed use.



- On the event site map, provide location for all outlets, extension cords and trip prevention devices. All extension cords must be properly grounded, secured and covered to avoid creating a trip hazard.

## **EVACUATION**

All participants and attendees must leave the premises in the event of an evacuation.

## **FEEES**

Fees vary based on event, location, staffing and services. Once the Event Application is approved and permitted, the Event Organizer will be legally responsible and financially liable to City of Manitou Springs for all fees and costs associated with the overall organization, management, and implementation of the Event and related activities.

- 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.
- 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 returned until all taxes have been received by the City of Manitou Springs Finance Department.

## **FENCING:**

When proposing the addition of temporary fencing the following documentation is required:

Due with the initial Event Application submittal:

- On the event site map, provide the location and dimensions for all proposed fenced areas including entry/exits points, staffing/security, and any directional signage A 'Fenced Area' refers to any event or area within the event, that is closed off by temporary fencing.
- Number of exits: The number of exits shall include the main entrance.
  - o One exit shall be provided when the site accommodates 49 or less persons. o Two exits shall be provided when the site accommodates 50-500 or less persons.
  - o Three exits shall be provided when the site accommodates from 501- 1,000 persons.



o Four exits shall be provided when the site accommodates more than 1,000 persons.

- Exit staffing: Each exit shall have a staff member assigned.

\*Fencing MUST be set up and torn down within one business day of the event to ensure the park is accessible to the public\*

### **FOOD VENDORS / MOBILE FOOD VEHICLES (MFV)**

The Event Organizer is required to first ask local Manitou Springs businesses to provide food for their events. If local businesses cannot accommodate the event needs or turn down the invitation for other reasons, the Event Organizer may hire outside food vendors.

The Event Organizer is required to provide a list of food vendors to the City Event Coordinator 14 days prior to the event and pay an \$11/food vendor/day fee.

The Event Organizer and all vendors providing food to the public (samplers, prepared food, MFV, etc.), must be approved by El Paso County Department of Public Health.

### **INSURANCE**

The following documentation is required:

#### **Due at least 14 days (but no more than 29 days) in advance of event start date:**

- A standard ACORD (Association for Cooperative Operations Research and Development) Certificate of Insurance providing coverage to the Event Organization, as listed on the Application, with the City of Manitou Springs named as additionally insured dated no more than 29 days prior to event start. 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 must be acquired before an Event and maintained throughout the duration of the Event, including set-up and dismantle periods. The city may require Events with large crowds, pyrotechnic displays, inflatables, or other significant risks, to carry policies with higher limits. At the city’s discretion a copy of the insurance policy may be required to verify all Event activities are covered.

NOTE: Evidence of liquor liability coverage may be required for some Events, including city sponsored Events.



- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.
- The “Name of the Insured”, the insurance carrier, the policy number and coverage limits must be stated on the Certificate of Insurance as well as the effective and expiration dates for the coverage.
- The “Name of the Insured” on the Certificate of Insurance must be the same name of the “event organization” identified in the special event application.
- The City of Manitou Springs, 606 Manitou Ave, Manitou Springs, CO 80829 must be named as Additional Insured and the certificate must include a waiver of subrogation for General Liability coverage. The following language must be in the description area of the insurance certificate: “The City of Manitou Springs, its employees and officials are named as an additional insured on general liability for (name the event, the date, location).” The City will not accept certificates if this language does not appear.
- The Event Organizer agrees to maintain workers’ compensation insurance at the statutorily required limits and, for events where vehicles are used, an Automobile Liability policy with a bodily injury and property damage combined single limit of \$1 million.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
  - Certificates must be received at least 14 days prior to the event and will not be accepted more than 29 days before the event.

### **MAPS (SITE MAP / ROUTE MAP)**

The following documentation is required with the Special Event Application:

#### **Due with the initial Event Application submittal:**

- Provide the proposed site and route maps for all planned and promoted activities and elements.

#### **Due at least 60 days in advance of event start date:**

- Provide an updated/final site and route maps for all planned and promoted activities and elements. The site and/or route map is a visual representation of the event concept including all infrastructure and operational elements that are proposed in the application documents and should include any stationary elements as well as moving routes. A draft site and/or route map must be submitted with the initial application and a final version must be submitted at least 60 days in advance of the event start date. Changes to the final site and/or route maps may not be approved 30 days prior to the event start date. Any adjustments, changes or modifications 30 days prior to the event start date must be authorized in writing by the City Event Coordinator and may be subject to



penalty fees and/or a cash deposit. The final permit issued by the City of Manitou Springs will only be valid for the approved venue areas and event elements described in the approved site or route maps. Modifications to the initial application request may be required during the application review process and will be incorporated in the final permit. Altering from the final permit may result in the immediate cancellation of the event, penalty fees, denial of future special event permit applications or the requirement of a cash deposit. Event Organizers should use the following guidelines to develop a site or route map.

### **BOUNDARIES AND ROUTES**

- The site or route map must include the names of all streets and/or areas that are part of the proposed Event, including auxiliary parking and production areas.
- If the Event includes activities with moving routes of any kind, such as a parade, run or cycling event, the direction of travel and all proposed use of right of ways must be depicted on the route map.
- The location of fencing, barriers and/or barricades must be depicted on the site or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- All site or route maps must include identification of minimum twenty-foot (20') emergency access lanes throughout the street or streets being utilized. It is mandatory the emergency access lane(s) are straight through the middle of the street unless approved otherwise from the Fire Department. Emergency access routes provided by the Fire Department shall also be identified.
- All access routes, removable fencing, and exit locations should be clearly identified on the site or route map.

### **EVENT INFRASTRUCTURE AND OPERATIONS**

The site or route map should include the location of all event infrastructure elements identified in the special event application including, but not limited to:

- All fixed and removable fencing, including fencing for beer gardens and production areas.
- All portable restrooms and hand washing stations.
- All water stations, water, and ice supplies.
- All generators and other sources of electricity, including any fuel storage facilities.
- All banners, signs and display boards for promotion, information or way finding.



- All portable, prefabricated, or site-built structures, staging, platforms, bleachers, or grandstands.
- All stages and entertainment areas, including all speakers and sound direction.
- All tents, canopies and/or booths of any size.
- All parking, ADA accessible parking, drop-off/loading zone, limo/taxi zone, and shuttle locations, etc.
- Location of beer garden(s). A separate Alcohol Site Map is required for each beer garden with dimensions of the beer garden configuration(s) with all exit locations, serving fixtures, alcohol and food service locations, furniture, and tenting.
- Placement of any vehicles and/or trailers including set-up, production and/or shuttle areas.
- Other related operational components not listed above but included in the application request.
- Drop off and pick up, loading and staging of equipment. A pre/post Event site map may be required for Events with significant load-in and load-out requirements.

## **MEDICAL PLAN**

The following documentation is required with the Special Event Application:

### **Due with the initial Event Application submittal:**

- Provide medical plans, emergency protocols and/or staffing preparations for all on-site medical needs based on the proposed event activities. Based on the size and scope of the Event a Medical Plan may be required. If a Medical Plan is requested in the Event Review, it must describe all the types and locations of the medical facilities and staff provided for the Event. Each Event is unique in its size, type, duration, and location; therefore, the medical plan should respond to all anticipated needs and those requested by the Event Review and Impact Group.

## **MOBILITY - SPECIAL EVENT ACCESS PLAN**

A Special Event Access Plan is used to provide attendees with options for transportation to and from the Event. This plan should provide preferred options and routes that emphasize active transportation modes and Manitou's great walking, bicycling, and transit facilities and services. Advanced planning and promotion of transportation options allow attendees to choose sensible modes of transportation that are simple, convenient, and inexpensive, plus alleviating traffic congestion. Some examples and options for transportation to special events include:



- Multi-use path routes to the event
- Bike routes to the event
- Bike parking locations
- Bus routes and bus stops around event
- Pike Ride Stations near the event
- Carpooling and preferred parking options
- On the ground wayfinding signs

## **NOTIFICATION**

The following documentation is required with the Special Event Application:

### **Due at least 60 days in advance of event start date:**

- Provide all proposed event notification messages, methods, areas, and delivery timelines to surrounding neighbors, businesses, venues, and routes. Events may change the normal flow of residential or business activities causing a negative impact to the community. As part of the Event planning process, the Event Organizer must evaluate the potential impact of the Event on the surrounding neighborhood, routes, or environment. Event plans must include early notification and outreach, including mitigating measures that address potential impacts the Event may have on the surrounding area, venues, and routes. The Event Organizer is required to notify residents and businesses that will be impacted by the Event.

The City Event Coordinator will pre-approve all notices, notification areas and the type of notification (mailers, flyers, signage, or a combination) required to obtain a Special Event Permit. The following are guidelines to assist in community outreach efforts (documentation of any public notices must be available upon request):

### **Written Notification (When a detour is in place due to street closure for your event):**

The City of Manitou Springs requires that event notices be pre-approved at least 60 days in advance of the Event start date. Approved Event Notices/Fliers must be posted, mailed or hand delivered no more than 30 days prior but not fewer than two (2) weeks prior to the Event to all entities directly impacted by the event and its associated activities or routes. The City Event Coordinator will confirm specific requirements and notification areas after the initial application review. Event notices should include, but not be limited to, the venue(s), date(s), day(s), time(s), and types of activities taking place during the event. The notice must provide detour or alternate route information if regular access is affected or impacted. The notice must also include a telephone



number and email address for contacting the Event Organizer to address issues or concerns throughout the event time frame including set-up and dismantle.

**Advisory Signage:** Any signage in the public right of way must be placed by or approved by certified traffic control staff and based on an approved Traffic Control Plan. All traffic signage must be removed from the public right of way and property within 24 hours after the event is complete.

## **PARKING**

When proposing the use or impact to public parking spaces, the following documentation is required:

### **Due with the initial Event Application submittal:**

- Provide the proposed site and route maps for all planned and promoted activities including all streets and total number of parking spaces in use or impacted by the event.

Due at least 60 days in advance of event start date:

- Provide dates and times when city parking lots and on/off street parking spaces or right of ways will be in use, including set-up, deliveries and break-down.
- Pay any required fees to the City of Manitou Springs Parking Department. When planning an Event, it is important to consider any impact activities will have on parking in the area. In some cases, a Transportation Plan will be required if the venue cannot accommodate the number of anticipated attendees and vehicles. If a Transportation Plan is required, the Event Organizer must identify and submit all public and/or private parking lots and parking spaces that will be utilized, including but not limited to a shuttle plan, loading zones, detour options, ADA accessible parking provisions and/or special parking requests or needs such as “drop off” and “pick-up” zones. If reserve parking is required for the Event, the Event Organizer must contract with the City of Manitou Springs Parking Department for the use of all public parking spaces and required officers 60 days in advance of the Event.

### **Parking Rates of Service**

- \$48/hour per parking enforcement officer
- \$8/day per paid parking space reserved for event

Please review all Parking Services Contract specifications including these sign posting requirements:

- The Event Organizer is responsible for posting all required signage at least 24 hours in advance of an event area closure in a metered parking or Pay to Park area. Residential and commercial zones require signage to be posted at least 72 hours in advance of an event area closure.



- Signs must indicate set up time for officers to legally remove vehicles.
- The Event Organizer is responsible for proper installation and signage. Any missing or improperly placed signage may result in vehicles not legally towed or relocated.

### **PRODUCTION SCHEDULE**

The following event documentation is required with the Special Event Application:

#### **Due at least 60 days in advance of event start date:**

- Provide an event production schedule for all set-up, activation and dismantle dates, times, tasks, deliveries, and actions necessary for all event operations. A written event production schedule must facilitate the collective effort of the entire event team so that all aspects of the event set-up, activation and dismantle activities are properly planned and implemented.

### **PROMOTIONAL SIGNS**

When proposing banners and/or promotional signage the following documentation is required:

#### **Due at least 60 days in advance of event start date:**

- Provide the size, location and installation/removal date/time details for all banners and signage in the venue, near or facing any public streets, paths and right of ways.
- Provide an electronic copy/photo of any sign
- On the event site map, provide the specific location for all banners and signage.

### **PUBLIC RIGHT OF WAY**

Public right of way (ROW) generally includes, but is not limited to, streets, alleys, sidewalks, concrete medians, or tree lawns, and/or multi-use paths. When a special event uses or impacts normal operation of public right of ways the following documentation is required with the Special Event Application.

#### **Due with the initial Event Application submittal:**

For any New Events or Renewal Events:

- Provide a Transportation Plan including all event activities and footprints for any structures or devices placed within the right-of-way; a set-up / tear-down plan with defined ingress/egress; and a detour/access plan for normal traffic as well as arrival/departure/parking for all event staff, vendors, deliveries, shuttles, ADA, drop-offs, emergency vehicles and participants.



- Provide a proposed Route Map for all event routes including route direction, start/end times, participation size and any locations for crossings, or flaggers. The Route Map must also include any detours for impacted vehicle, bike, bus, and pedestrian traffic.

**Due at least 60 days in advance of event start date:**

For all Events within or using the ROW:

- Provide a Traffic Control Plan prepared by a certified Traffic Control Supervisor.

**Due at least 30 days in advance of event start date:**

- Final review and confirmation of the Traffic Control Plan by the ERIG team must be complete. Consideration for an Event held in public right of way (ROW) shall be determined by the City of Manitou Springs Streets Department, taking into consideration the public safety of participants, spectators, and those who would otherwise use public right of ways by consulting with the city's fire and police departments, as well as, any other relevant city department to determine the degree of congestion of any public right of way which may result from the proposed use, including the probability of impact of the proposed use on the safe flow of vehicular, pedestrian, and multi-use path traffic. Factors to be considered shall include, but are not limited to, the anticipated number of participants, the volume of route traffic, the most efficient use of the ROW, balancing the frequency of events with the public's desire to use public property without the interference of events, and any other factor related to the protection of public health, safety, and welfare.

**RESTROOM FACILITIES AND SINKS**

When proposing onsite portable restrooms and wash stations the following documentation is required:

**Due at least 60 days in advance of event start date:**

- On the Event site or route map, provide locations of all units (including ADA-compliant facilities)
- Provide a production schedule for all deliveries, set-up and load-out

**Due at least 14 days in advance of event start date:**

- Provide the vendor and confirmation of the drop-off and load-out schedule (including access route for delivery) and service schedule, if required. Depending on the duration of the Event and the availability of public restrooms, Event Organizers may be required to rent portable chemical toilets to accommodate participants. The City of Manitou Springs recommends at least one (1) chemical toilet for every 100 people, or portion thereof. In addition, ten percent of restroom facilities must be accessible by people with disabilities (ADA-compliant). No less than one (1) accessible toilet will be required for each event. The number of toilets required is based upon the maximum number of



participants at your event during peak time. NOTE: Motorized vehicles are not allowed on park property without prior authorization.

### **SALES TAX AND OTHER TAXES**

When proposing vendors / exhibitors engaging in business onsite, the following documentation is required:

#### **Due with the initial Event Application submittal:**

- Provide the proposed site and route maps for all planned and promoted activities including locations and total number of all vendors and exhibitors.

#### **Due at least 60 days in advance of event start date:**

- On the final event site or route map provide locations for all vendor and exhibitor tents.

#### **Due at least 14 days in advance of event start date:**

- Provide a list of all vendors/exhibitors onsite (including business names) and pay \$11/vendor/day fee to City Event Coordinator. Checks pay be payable to the City of Manitou Springs.
  - Excise tax must be remitted directly to the City of Manitou Springs Finance Department, by the 20th 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 20th 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.
  - 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.

### **STORMWATER PROTECTION**

Water can flow from your event site through storm drains directly to creeks without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. The event organizer may be liable for any stormwater violations. The objective in stormwater protection is that only rainwater



and snow melt go down the storm drain. The Event will not paint, chalk, mark or deface any public property, park, pathway, or street without prior authorization.

### **TENTS/CANOPIES**

When proposing the use of tents and/or canopies the following documentation is required:

#### **Due with the initial Event Application submittal:**

- Provide the proposed site and route maps for all planned and promoted activities including location and sizes of all tents and canopies.

#### **Due at least 60 days in advance of event start date:**

- On the final event site or route map provide locations and sizes for all event tents.
- Provide a production schedule for all deliveries, set-up and load-out.

Fire Department approval is required:

- Tent(s) in excess of 2400 sq. ft.

All tents and canopies must be properly grounded and secured to withstand high winds and sudden microbursts (localized columns of air within a thunderstorm). Weights are required unless stakes are approved in advance in writing by the Parks department.

- To schedule Fire Department inspections and review address labeling of all tents, please contact the City Event Coordinator.

### **TRANSPORTATION PLAN**

Based on the location and scope of the Event, a Transportation Plan may be required. An important part of the preparing an event concept includes planning and defining a transportation plan that includes:

- all event activities held in the public right-of-way, including footprints for any structures or devices placed in the right-of-way and/or on-street parking;
- a set-up / tear-down plan with defined ingress/egress for all deliveries that plan to use or impact the public right of way and/or on-street parking;
- a detour/access plan for normal traffic that may be impacted or diverted due to the event.
- an arrival/departure/parking plan for all event staff, vendors, deliveries, loading zones, shuttles, bikes, ADA, drop-offs, emergency vehicles and participants.

Transportation plans should address all traffic associated with an event and all traffic expected to be impacted by an event. They describe how traffic, parking, bicycle, and



pedestrian operations will be managed before, during and after the event. They also include operational strategies for managing background traffic within the local or regional area impacted. After the initial Transportation Plan is reviewed, the Event Organizer may also be required to submit a Traffic Control Plan (TCP) to properly close or manage public right of ways and/or facilitate vehicle and pedestrian traffic through a temporary traffic control zone. Proper delivery, set-up, activation and removal of event signage, barricades, cones, safety equipment, traffic control devices and staffing must be supervised by a certified traffic control supervisor at all times. The event will not start until all required TCP requirements are onsite and/or in place

### **TRASH DISPOSAL/ZERO WASTE**

Although it is not currently required, the City of Manitou Springs is moving towards requiring events to be zero-waste. Please see the below information and if possible, integrate some components into your event.

#### **Due with the initial Event Application submittal:**

- Provide the proposed site and route maps for all planned and promoted activities including location and sizes of all zero waste three-bin collection systems and roll-off containers.

#### **Due at least 60 days in advance of event start date:**

- On the final event site or route map provide locations and sizes for all zero waste three-bin collection systems and roll-off containers.
- Provide a production schedule for all deliveries, set-up and load-out.

#### **Due at least 30 days in advance of event start date:**

- A comprehensive zero waste plan, including any zero-waste vendor and services.

Event Organizers must properly dispose of all waste throughout the term of the event and immediately upon conclusion of the event. All venues, routes, and areas (including event signage) must be returned to a clean condition equal to or better than it was found prior to the event. The event organizer is responsible for leaving the event site better than the original condition creating a beneficial impact on the Manitou Springs community and establish a good reputation for future events. The City of Manitou Springs requires all city-permitted events to be zero waste. The goal of a zero-waste event is to plan ahead and distribute only materials that are recyclable or compostable (no materials that will be sent to the landfill). The only trash at the event should be personal items brought in by the attendees which is why trash receptacles still need to be provided. The goal is to divert as much waste as possible, which is easily achievable if you plan the materials you will be providing to the public ahead of time.

Event plans must meet the following requirements:



- Three-bin collection systems with signage, for recycling, compost, and trash at every location where there is a waste receptacle and have proper signage for each waste receptacle. Event Organizers must identify these zero waste locations on the site map.
- Dedicated zero waste staff on site during the event to monitor waste stations.
- Vendors are prohibited from distributing any non-recyclable or non-compostable materials without advance written approval and must have a signed Vendor Agreement with them during the event.

Events not in compliance may be subject to the immediate cancellation of the event, penalty fees, denial of future special event permit applications or the requirement of a cash deposit.

#### **VENDORS**

- 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 the 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.

#### **Appendix A: Memorial Hall Public Event Application**

Name of Event: \_\_\_\_\_

Applicant First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Organization Address (Street, City, State, Zip): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Set-Up & Clean-Up Times: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

List prior dates/years of same event, if applicable: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Is this for an organization that is governmental, quasi-governmental, religious, charitable, fraternal, or non-profit?

- No
- Yes

Will alcohol be served?

- No
- Yes (A Special Events Permit Liquor Application Permit must be filled out with the City Clerk's office at least 30 days prior to the event. Please call 719-685-2554 for more information)

Will food be served?

- No
- Yes (The City requires food temporary establishment licenses as well as current health inspections and liability insurance certificates for food vendors. All food served to the public must be prepared in accordance with the El Paso County Department of Health and Environment. The Health Department's phone number is 719-578-3199)

Will anything be sold at the event?

- No
- Yes (A vendor permit is required- \$11 per permit must be paid 10 days before the event)

Will there be an admission, entrance, participant or user fee, cover charge or door charge?

- No



- Yes (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.)

Will promotional materials be used?

- No
- Yes (The City Event Coordinator must approve materials prior to distribution)

Will you be hanging a banner?

- No
- Yes (Please fill out a Banner Application form and submit to the City Event Coordinator)

What is your security plan? \_\_\_\_\_

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**Memorial Hall Fee Schedule:**

\$50 Minor Special Event Application Fee (A public event with 199 or less participants OR one that does not require a liquor permit)

\$150 Major Special Event Application Fee (A public event with over 200 participants OR an event that requires a permit pursuant to the City's liquor licensing requirements)

\$500 Fully Refundable Security Deposit

Resident Fees:

\$375 9am-11:59pm Saturday

12pm-11:59pm Sunday

\$60/2 hours 5pm-11:59pm Monday-Friday

Non-Resident Fees:

\$625 9am-11:59pm Saturday

12pm-11:59pm Sunday

\$125/2 hours 5pm-11:59pm Monday-Friday

\$150 Additional day for set up or clean up

**Total Fees Due:**

Application Fee: \_\_\_\_\_

Use Fee: \_\_\_\_\_



Security Deposit: \_\_\_\_\_  
Total: \_\_\_\_\_

### APPLICANT'S INDEMNITY AND WAIVER

Please Initial:

\_\_\_\_\_ In consideration of the City of Manitou Springs granting to the applicant permission to use certain City facilities as per the application, the applicant hereby indemnifies the City and agrees to hold the City harmless from all liability, claim or demand for any damage, injury or other loss arising from the Applicant's use of said facilities, and the Applicant will defend the City against any and all such claims and demands and will pay any and all judgments rendered in favor of any such claimants.

\_\_\_\_\_ The Applicant further acknowledges that the Applicant has assumed the risk of any and all damage, injury or other loss arising from the Applicant's use of said City facilities, and the applicant hereby waives and relinquishes any and all claims for any such damage, injury or loss.

\_\_\_\_\_ The Applicant will, at the Applicant's cost, furnish such liability insurance as may be required or requested by the City, in advance of the time of the scheduled use of said City facilities. Such insurance shall either name the City as the primary insurance or as an additional named insured.

\_\_\_\_\_ The Applicant has read and understands the Ordinance as outlined in the Municipal code regarding Noise Nuisance and acknowledges that the Applicant will be held responsible for any violations. 6.08.020 - Unnecessary sound prohibited.

\_\_\_\_\_ I have read and understand the Policy for Use of Pavilions and Parks within the City of Manitou Springs and agree to comply with all the provisions set forth therein.

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.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 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 at a public 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.
- Available are 19 rectangle tables measuring 95” long x 29” wide, 11 round tables measuring 60” across, and a minimum of 200 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.

6. Smoking in City Hall in its entirety is prohibited.

7. 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 returned until all taxes have been received by the City of Manitou Springs Finance Department.

8. 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.

9. Special event producers must submit a certificate of liability insurance to the Event Coordinator’s office with application.

10. 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.



11. 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 the event.
12. Vendor permits must be obtained for each vendor. Vendor fees are \$11 per day per exhibit, payable by event sponsor (\$385 max per day).
13. Vending permits must be displayed on the booth in public view.
14. 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.
15. Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.
16. 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.
17. 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.
18. Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.
19. 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.
20. All public events are subject to ERIG (Event Review and Impact Group) Review.
21. 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 liquor license result in the applicant forfeiting the security deposit in its entirety. Contact the City Clerk for the Liquor License at 719-685-2554. The liquor license must be submitted a minimum of 30 days' prior of the event.
22. 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.
23. 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.



24. 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.

25. Deposits and Application Fees 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.

26. Any supplies, decorations, equipment or food left behind will be discarded at the cost of the applicant.

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

#### **Memorial Hall Rules Clean-up Checklist**

Failure to comply with any of the following 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 the Event Coordinator at 719-492-2353.

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.

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 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 the 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

#### Kitchen:

- ✓ Clean sinks including faucets using commercial cleaner
- ✓ Clean counters using commercial cleaner
- ✓ If used, clean stove using commercial cleaner
- ✓ Clean burner tops, grill, front, and sides of stove
- ✓ If used, clean oven using commercial cleaner
- ✓ If used, clean inside of microwave using commercial cleaner
- ✓ Clean windows
- ✓ Clean walls
- ✓ Clean inside of refrigerator and 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 the 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. Please 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
- ✓ 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

Questions? Please contact the City's Event Coordinator, Meghan Weiss at 719-492-2353

**Appendix B: Park Rental and /or Street Closure Public Event Application**

Name of Event: \_\_\_\_\_

Proposed Location of Event: \_\_\_\_\_

Applicant First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_



Organization Address (Street, City, State, Zip): \_\_\_\_\_

Is this for an organization that is governmental, quasi-governmental, religious, charitable, fraternal, or non-profit?

- No
- Yes

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Set-Up & Clean-Up Times: \_\_\_\_\_

Est. Number of Participants: \_\_\_\_\_ Est. Number of Spectators: \_\_\_\_\_

List prior dates/years of same event, if applicable: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Staging Area: \_\_\_\_\_ Starting Location: \_\_\_\_\_

Proposed Route: \_\_\_\_\_ (Please also  
attach map)

Will there be animals or vehicles in the event?

- No
- Yes

Will the event require reserved parking spaces?

- No
- Yes (Please list where and how many: \_\_\_\_\_)

What is your security plan? \_\_\_\_\_

Will there be portable restrooms?

- No
- Yes

Will medical/first aid coverage be provided?

- No
- Yes

Is electricity or water required?

- No



- Yes

Will alcohol be served?

- No
- Yes (A Special Events Permit Liquor Application Permit must be filled out with the City Clerk's office at least 30 days prior to the event. Please call 719-685-2554 for more information)

Will food be served?

- No
- Yes (The City requires food temporary establishment licenses as well as current health inspections and liability insurance certificates for food vendors. All food served to the public must be prepared in accordance with the El Paso County Department of Health and Environment. The Health Department's phone number is 719-578-3199)

Will anything be sold at the event?

- No
- Yes (A vendor permit is required- \$11 per permit must be paid 10 days before the event)

Will there be an admission, entrance, participant or user fee, cover charge or door charge?

- No
- Yes (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.)

Will promotional materials be used?

- No
- Yes (The City Event Coordinator must approve materials prior to distribution)

Will you be hanging a banner?

- No
- Yes (Please fill out a Banner Application form and submit to the City Event Coordinator)



### **Park Rental Fee Schedule:**

\$50 Minor Special Event Application Fee (A public event with 199 or less participants OR one that does not require a liquor permit)

\$150 Major Special Event Application Fee (A public event with over 200 participants OR an event that requires a permit pursuant to the City's liquor licensing requirements)

\$100 Fully Refundable Security Deposit

**The Fields:** Resident Use Fee- \$132 per day; plus \$55 for 100-200 people; plus \$110 for 201-500 people

Non-Resident Use Fee- \$198 per day; plus \$55 for 100-200 people; plus \$110 for 201-500 people

**Seven Minute Gazebo and Amphitheater:** Resident Use Fee- \$264/3 hours' usage; \$396 all day

Non-Resident Use Fee- \$330/3 hours' usage; \$462 all day

**Mansions Pavilion (max 200 people):** Resident Use Fee- \$100 per day plus \$55 for 100-200 people

Non-Resident Use Fee- \$132 per day plus \$55 for 100-200 people

**Memorial Park:** \$500 refundable security deposit

Resident Use Fee- \$132 per day, plus \$55 for 100-200 people, plus \$132 for 500+ people

Non-Resident Use Fee- \$198 per day, plus \$55 for 100-200 people, plus \$198 for 500+ people

**Soda Springs Park with Bud Ford Pavilion:** \$150 Refundable Security Deposit

Resident Use Fee- \$132 per day; plus \$55 for 100-200 people; plus \$110 for 500+ people

Non-Resident Use Fee- \$198 per day; plus \$55 for 100-200 people; plus \$110 for 500+ people

**Bud Ford Pavilion:** Resident Use Fee- \$100

Non-Resident Use Fee- \$165



**Schryver Park:** Resident Use Fee- \$132 per day up to 99 people; plus \$55 per 100 people

Non-Resident Use Fee- \$198 per day up to 99 people; plus \$55 per 100 people

**Total Fees Due:**

Application Fee: \_\_\_\_\_

Use Fee: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

**Total:** \_\_\_\_\_

**APPLICANT'S INDEMNITY AND WAIVER**

Please Initial:

\_\_\_\_\_ In consideration of the City of Manitou Springs granting to the applicant permission to use certain City facilities as per the application, the applicant hereby indemnifies the City and agrees to hold the City harmless from all liability, claim or demand for any damage, injury or other loss arising from the Applicant's use of said facilities, and the Applicant will defend the City against any and all such claims and demands and will pay any and all judgments rendered in favor of any such claimants.

\_\_\_\_\_ The Applicant further acknowledges that the Applicant has assumed the risk of any and all damage, injury or other loss arising from the Applicant's use of said City facilities, and the applicant hereby waives and relinquishes any and all claims for any such damage, injury or loss.

\_\_\_\_\_ The Applicant will, at the Applicant's cost, furnish such liability insurance as may be required or requested by the City, in advance of the time of the scheduled use of said City facilities. Such insurance shall either name the City as the primary insurance or as an additional named insured.

\_\_\_\_\_ The Applicant has read and understands the Ordinance as outlined in the Municipal code regarding Noise Nuisance and acknowledges that the Applicant will be held responsible for any violations. 6.08.020 - Unnecessary sound prohibited.

\_\_\_\_\_ I have read and understand the Policy for Use of Pavilions and Parks within the City of Manitou Springs and agree to comply with all the provisions set forth therein.

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.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Event 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. 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 returned until all taxes have been received by the City of Manitou Springs Finance Department.

5. The applicant and all persons using the park in conjunction with the approved activity shall be bound by the Memorial Hall’s policy and **all** applicable ordinances of the City.

6. Special event producers must submit a certificate of liability insurance to the Event Coordinator’s office with application.

7. 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.



8. 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 the event.
9. Vendor permits must be obtained for each vendor. Vendor fees are **\$11 per day** per exhibit, payable by event sponsor (**\$385 max per day**).
10. Vending permits must be displayed on the booth in public view.
11. 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.
12. Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.
13. 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.
14. 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.**
15. Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.
16. 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.
17. All public events are subject to ERIG (Event Review and Impact Group) Review.
18. Alcoholic beverages are prohibited in City Parks without pre-approval by the City Clerk's Office. The use of alcohol in City Parks without a properly submitted and approved liquor license result in the applicant forfeiting the security deposit in its entirety. Contact the City Clerk for the Liquor License at 719-685-2554. **The liquor license must be submitted a minimum of 30 days' prior of the event.**
19. 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 a City Park. If there are any questions regarding clean-up, please contact the Event Coordinator during business hours 719-685-2601.



20. 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.

21. Groups requesting City sponsorship or waiving of **any** fees must submit the proper application along with the Public Event 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 the City's Event Coordinator.

22. **Deposits and Application Fees 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.

23. Any supplies, decorations, equipment or food left behind will be **discarded at the cost of the applicant.**

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

## Appendix C: Special Event Fee Waiver Application



## 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):	
<b>Attach Event Application and necessary supporting documents [e.g.: 501(c)(3) Certificate, etc...]</b>			
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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## Application for Special Event Fee Waiver

Applicant is requesting (check all that applies): <input type="checkbox"/> Service Fee Amount _____ <input type="checkbox"/> Rental Fee Amount _____ <input type="checkbox"/> Other Fees (Specify) _____  <b>Total amount requesting to be Waived:</b> _____  <b>**If Fee Reduction or Waiver is denied or partially granted, payment in full is required within 10 days or reservation will be forfeited.</b>	
<b>By signing this document, I have read and agree to the terms, policies, and ordinances specified, in the Manitou Springs Municipal Code.</b>	
Applicant Signature:	Date:

<b>For City Use Only:</b>	Rental Fee Waiver: <input type="checkbox"/> Denied <input type="checkbox"/> Granted <input type="checkbox"/> Partially Granted  Service Fee Waiver: <input type="checkbox"/> Denied <input type="checkbox"/> Granted <input type="checkbox"/> Partially Granted  <b>Total amount Waived:</b>  <small>*The City does <b>NOT</b> waive Insurance Requirements, Security Deposits, Excise Taxes, Special Event Permits etc...</small>
Signature of City representative:	Date:



## **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**

The ERIG team is regularly approached to waive fees for events with the City. Sponsorship is an important part of meeting the City's 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 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 Event Coordinator. 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.



- 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.

### **Evaluation Criteria**

The following criteria must be addressed and will be taken into account by the City Event Coordinator 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
- 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 the City'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.
- 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.



## Appendix D: Special Event Use Guide Acknowledgment Form

**By signing this form, the applicant agrees to abide by all rules and regulations set forth in the Special Event Use Guide. City staff reserves the right to deny approval for future events based on whether the applicant complies with the Special Event Use Guide.**

**Event Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_