



# Garden Spot of Colorado

807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | O: 970.532.2643 | F: 970.532.0640 | [Berthoud.org](http://Berthoud.org)

## COMMUNITY EVENT APPLICATION

### APPLICANT INFORMATION

Applicant Name:	Title (If Applicable):
Name of Organization (If Applicable):	Tax ID Number:
Physical Address (Street Address, City, State, ZIP Code):	
Mailing Address (Street Address, City, State, ZIP Code) <b>IF DIFFERENT FROM PHYSICAL ADDRESS:</b>	
Phone Number:	Mobile Phone Number:
Fax Number:	Email Address:
Is the applicant a non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If a Non-Profit, What Type (e.g. 507(c)(3), Other)?	

### EVENT INFORMATION

Event Name:		
Event Location:	Event Date(s):	
Event Time:	Event Set-up (Date and Time):	Clean-up (Date and Time):

**Please Note: Event Set-up and Clean-up Times must be within the desired time(s) requested.**

Event Type (Check All That Apply):	<input type="checkbox"/> Concert / Entertainment Performance	<input type="checkbox"/> Block Party
<input type="checkbox"/> Fair / Festival	<input type="checkbox"/> Parade / Rally	<input type="checkbox"/> Race / Walk
<input type="checkbox"/> Sports / Recreation	<input type="checkbox"/> Wedding / Reunion / Party	<input type="checkbox"/> Other:

### How Do I Submit My Special Event Application?

- All fees are due at the time of application.
- Checks or money orders should be made payable to the Town of Berthoud.
- Special Events Liquor Applications require additional applications to be completed. Special Events Liquor Applications must be submitted at least 45 days prior to the event.
- Ensure all applicable items on checklist are included with your application.
- Include copy of neighborhood notice for all events. The neighborhood notice is to ensure that residents and business owners in the vicinity of your event are aware of the event. Notice should be given to all properties adjacent to the event and all properties along proposed street closures. The event applicant is responsible for disseminating the neighborhood notice.
- Applications may be submitted to Berthoud Town Hall, 807 Mountain Avenue, Berthoud, Colorado 80513.

EVENT DETAILS				
Is this a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, who will benefit?		Percentage of proceeds to be donated?	
Is the event open to the general public? <input type="checkbox"/> YES <input type="checkbox"/> NO		By invitation only? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Will admission be charged? <input type="checkbox"/> YES <input type="checkbox"/> NO		If YES, what is the cost of admission?		
How will admission and event access be controlled?				
Estimated Number of Attendees:		Of the total estimated attendees, please estimate how many will be under the age of 21:		
Is this an annual event? <input type="checkbox"/> YES <input type="checkbox"/> NO		If YES, how many years has the event been held?		
Does your event include alcohol (sales, tastings, service, etc.)? <input type="checkbox"/> YES <input type="checkbox"/> NO			If YES, you must submit a complete DR8439 at least 45 days prior to event.	
EMERGENCY CONTACT INFORMATION				
In case of an emergency during the event, a contact person must be available throughout all hours of the event.				
Name:	Mobile Phone Number:		Additional Phone Number:	
TOWN OF BERTHOUD - EVENT FEES AND FILING DEADLINES				
Type of Event and Attendance	Fee	Filing Deadline	Qty	Total Fee
<b>Residential Block Parties</b>				
<b>*One Day Only*</b>				
Residential Block Parties	\$50.00	7 Days		
<b>1-500</b>				
Special Event - 1st Day	\$200.00	30 Days		
Special Event - Additional Day	\$100.00	30 Days		
<b>500 - 2,000</b>				
Special Event - 1st Day	\$250.00	30 Days		
Special Event - Additional Day	\$150.00	30 Days		
<b>2,000 - 5,000</b>				
Special Event - 1st Day - Over 2,000	\$350.00	45 Days		
Special Event - Additional Day - Over 2,000 Attending	\$250.00	45 Days		
<b>5,000 +</b>				
Special Event - 1st Day - Over 2,000	\$450.00	60 Days		
Special Event - Additional Day - Over 2,000 Attending	\$350.00	60 Days		
Special Event Liquor Permit - Per Event	\$100.00	45-60 Days		
Park Pavilions, Per Pavilion, Per Day	\$80.00			
Athletic Fields, Per Field, Per Hour	\$45.00			
Total Fees				
Applicant is responsible for providing event fencing/barricades for control of liquor premises.				
Applicant may request barricades for road closures. Road barricades may not be used to enclose a liquor premises.				
A DR8439 must be completed for all events that include a liquor and must be submitted with this application with any required attachments.				
A Special Event Liquor Addendum form must be completed and submitted with DR8439 at the time of application.				

## A. ENTERTAINMENT AND RELATED ACTIVITIES

**Note:** Any amplified sound must be approved by the Town of Berthoud prior to the event.

### Types of Entertainment (Check All That Apply):

Live Music    DJ (Live)    DJ (Pre-Recorded)    Voice Only    Other:

Number of Bands/Performers:	Number of Stages:	Number of Tables:	Number of Chairs:
Performer Name:			Type of Performance:
Performer Name:			Type of Performance:
Performer Name:			Type of Performance:
Performer Name:			Type of Performance:

FOR ADDITIONAL PERFORMERS, PLEASE INCLUDE A LIST WITH THE APPLICATION.

Times of Performance(s):

Time(s) of Amplified Sound:

Will sound checks be conducted prior to the event?   YES    NO

If YES, please provide Start and End times.      Start Time:      End Time:

Please describe any amplified music or announcements that will take place and the sound equipment that will be used for the event:

Will generators be used? YES    NO       If YES, complete the following and show location(s) on the site plan.

Type:      How Many?

Number of tents, canopies, and/or booths (show location(s) on Site Plan / Route Map):

Number of Tents:      Number of Canopies:      Number of Booths:

Size of tents, canopies, and/or booths (note size on Site Plan / Route Map):

Size of Tents:      Size of Canopies:      Size of Booths:

## B. FOOD CONCESSIONS OR PREPARATION

Check All That Apply:    On-Site Food Concession(s)    On-Site Food Preparation    Caterer

What types of heating or cooking devices will be used? What type of fuel?

Will tents or canopies be used? Yes    NO

Will a caterer or food vendor be preparing and/or serving food on-site?   YES    NO

If YES, contact the Berthoud Fire Protection District at 970-532-2264 a minimum of 30 days prior to the event date.

## C. MERCHANDISE / SELLING OF GOODS OR SERVICES

Describe the goods / services to be sold:

Notes:

## D. RESTROOMS

Who will be providing this service (Name and Contact Information):

Total number of portable toilets:      Total number of ADA accessible portable toilets:

Total number of handwashing stations:      Total number of ADA accessible handwashing stations:

Delivery Date:      Delivery Time:      Pick-Up Date:      Pick-Up Time:

For multi-day events, provide service schedule:

Note: Restrooms are available in community parks, but may not be serviced during your event. Electricity and bathrooms are not guaranteed. Winterizing of bathroom will take place from October through May. Bathrooms will be de-winterized around Mother's Day of each year, weather permitting. Please contact the Berthoud Recreation Center to ensure your location can accommodate electricity and restroom requests.

## E. UTILITIES

Electrical:       YES    NO    110v    220v      Location(s):

Hose Bibs:      If YES, explain:

Gray Water Disposal:      If YES, explain:

## F. SECURITY INFORMATION

All events with alcohol require security. Security may be required for any event based on Berthoud Sheriffs Department's review of the event. Private security may be required and rates vary depending on the company. **If using private security, a copy of the security contract must be provided to the Town within a minimum of 45 days of the event date.**

### Type of Security Provided (Check All That Apply):

Town of Berthoud Sheriffs Department       Private Security (Licensed and Bonded)

Number of Town of Berthoud Officers:	Time (From):	Time (To):
Number of Private Security:	Time (From):	Time (To):
Name of Private Security Company:	Business Phone Number:	
Street Address:	Mobile Phone Number:	
City/State/ZIP Code:	Fax Number:	
Private Patrol Operators' License Number:	License to Carry Fire Arms: YES <input type="checkbox"/> NO <input type="checkbox"/>	

## H. STREET CLOSURE

(Show the location of the street closure(s) on the Site Plan / Route Map.)

Type of Closure Requested (Check All That Apply):       Complete Closure       Rolling Closure

### COMPLETE CLOSURE

Name of Street:	Date of Closure:	Time of Closure (Start):	Time of Closure (End):
Name of Street:	Date of Closure:	Time of Closure (Start):	Time of Closure (End):
Name of Street:	Date of Closure:	Time of Closure (Start):	Time of Closure (End):
Name of Street:	Date of Closure:	Time of Closure (Start):	Time of Closure (End):

### ROLLING CLOSURE

Name of Street:	Date of Closure:	Time of Closure (Start):	Time of Closure (End):
Name of Street:	Date of Closure:	Time of Closure (Start):	Time of Closure (End):
Name of Street:	Date of Closure:	Time of Closure (Start):	Time of Closure (End):
Name of Street:	Date of Closure:	Time of Closure (Start):	Time of Closure (End):

**Note:** Events that include road closures are required to provide written notification of the event and associated closures to businesses and residences along the approved

## I. USE OF PUBLIC PARKING

(Show the location of the public parking on the Site Plan / Route Map.)

Name of Street:	Date of Use:	Time of Use (Start and End):	Number of Spaces:
Name of Street:	Date of Use:	Time of Use (Start and End):	Number of Spaces:
Name of Street:	Date of Use:	Time of Use (Start and End):	Number of Spaces:

## J. OFF-SITE PARKING

(Show the location of the proposed off-site parking on the Site Plan / Route Map.)

**Will there be shuttles to transport participants to/from the event to the off-site parking?** YES  NO

Name of Shuttle Company:	Company Phone Number:	Company Email:
Number of Shuttles/Busses:	Shuttle/Bus Parking Location (Show on Site Plan):	
Shuttle/Bus Times:		
Shuttle/Bus Pick-Up and Drop-Off Locations (Show on Site Plan):		

## RENTAL VENUES AGREEMENTS & ACKNOWLEDGEMENTS

Rental Venues are reserved as is, additional requests will require special event permit approval.

## RENTAL VENUES CANCELLATION POLICY

All cancellations of reservation will be subject to a \$20.00 fee.

Refunds for special events or park / pavilion rentals will NOT be issued due to inclement weather.

## RENTAL VENUES POLICIES AND REGULATIONS

- Parks and Recreation Office is open Monday through Friday from 8:00a.m. until 4:30p.m. Please contact 970-532-1600 for additional information. **If assistance is needed outside of business hours, please contact 970-556-0473.**
- Parks are available from 9:00a.m. until 8:00p.m.
- Cancellations must be made at least seven (7) days prior to event in order to receive a refund.
- Refunds will not be issued for inclement weather on event day.
- Parks are still open to the public during reservations.
- Special permit required for consumption of alcohol beverages during reservation—permit can be obtained from Town of Berthoud at Town Hall.
- All permits obtained for reservation must be available to park site during time of use by patron.
- Smoking of any kind is prohibited on the premises of all public parks.
- Noise ordinance strictly enforced.
- No vehicles are to be driven or parked on turf at any time.
- No stakes are to be driven into the ground for any reason without prior markings of irrigation line locations from Parks and Recreation staff.
- Decoration(s) or signage may only be placed upon the premises if no markings or adhesive residue are left behind.

## APPLICANT ACKNOWLEDGEMENT

In consideration of the issuance of the requested RENTAL VENUE(S), the applicant agrees to defend, indemnify and hold the Town of Berthoud and members of the Town Board, individually and collectively, and the Officers, Agents and Employees of the Town, individually and collectively, free and harmless from and against all claims or demands arising from any act, omissions or negligence of the applicant, and applicant use of the premises, arising from any occurrence or accident causing, or allegedly causing, bodily injury (including liability for personal injury or death) or damage to property to whomsoever belonging arises out of, or allegedly arising out of the use of premises as defined in this RENTAL VENUES AGREEMENT - SPECIAL EVENT PERMIT APPLICATION or while in, or about said premises.

The undersigned hereby assumes personal and individual liability for themselves and on behalf of the applicant for any damages to said RENTAL VENUE(S) or equipment occurring through or during the occupancy or use of said RENTAL VENUE(S) by the applicant. **The undersigned will leave said RENTAL VENUE(S) in condition as good as, or better than, originally found—including but not limited to the removal of any waste, debris, trash, decorations, etc. Failure to comply is subject to a \$250.00 CLEANING FEE.**

**A \$250.00 DEPOSIT is required for all events of 50 or more people.** The undersigned personally and individually and on behalf of the applicant accepts liability for all repairs to the RENTAL VENUE(S) and/or repair or replacement of equipment in the event of damage.

## INSURANCE REQUIREMENTS

Applicant shall procure and maintain for the duration of this event, contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the applicant's operation and use of the leased premises, or the operation and use by the applicant's vendors, consultants, agents, representatives, employees, or subcontractors. The cost of the insurance shall be borne by the applicant. Limits of the insurance requirements vary depending on the type of event. A one-million (\$1,000,000.00) dollar Liability Policy for the event, with the Town of Berthoud listed as the additional insurer is required. Following the submission of the application, you will be provided with the specific insurance requirements which will also be included as part of the permit.

## INDEMNIFICATION AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the Town of Berthoud, its agents, officers, council members, employees, boards, commissions, and Council from any claim, action, or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Town, its agents, officers, council members, employees, boards, commissions, and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

## APPLICANT ACKNOWLEDGEMENT

I/we have read, understood, and agree to all acknowledgements and agreements contained within this application. I/we understand that after review of our application package additional information may be requested and/or conditions and requirements may be imposed. I/we understand that certain aspects of the event may require permits from the Larimer County Department of Public Health or other outside agencies, and I/we are responsible for obtaining those permits, separate from any of Town of Berthoud requirements.

Applicant Name:	Organization Name:
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Applicant Signature:	Date:
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## **SUBMITTAL REQUIREMENTS CHECKLIST**

- Application Form** — Completed and Signed.
- Application Fee** — Check made payable to the Town of Berthoud.
- Property Owner Authorization Form** — Completed and Signed.  
(Required if event is held on private property that is owned by someone other than the applicant for the Special Event Permit.)
- Insurance** — With appropriate limits and endorsements. Contact [clerk@berthoud.org](mailto:clerk@berthoud.org) for information.
- Detailed Written Event Description, including schedule of events and list of event volunteers/personnel, and list of vendors** (attach separate document)
- Detailed Site Plan / Route Map**
- Parking Plan** — Required for events using parking spaces for the event rather than vehicle parking.
- Street Closure Plan** — Required for events with complete or rolling street closure(s).
- Traffic Control Plan** — Required for events that use public streets, sidewalks, or other public right-of-ways.
- Security Plan / Emergency Plan**
- Copy of IRS 501(c)3 Tax Exemption Letter** — Required for non-profit applicants.
- Copy of Permits from Other Agencies** — Such as Liquor License(s), Environmental Health, etc.
- Copy of Agreement with Private Security Firm** — Required for events with private security.

## **SITE PLAN / ROUTE MAP CHECKLIST**

A complete Site Plan / Route Map is required with your application.  
The Site Plan / Route Map is required to include the information listed below.

- Perimeter of the entire event venue, including the names of adjacent streets.
- Route of the event (such as a parade), including the direction and time of travel.
- Use of streets, parking spaces, or public sidewalks (i.e. street closures, blocking off parking spaces, tables on sidewalks, electric cords crossing sidewalks, etc.).
- Location of all parking spaces to be closed and posted "No Parking".
- Location of temporary structures (i.e. stages, bleachers, other seating areas, tables, tents, canopies, portable toilets, vendor or activity booths, cooking / food services areas, alcohol service areas, trash and recycling).
- Location of portable toilets.
- Location of power source(s) (i.e. generator(s), electrical plug(s), etc.), portable lighting, propane, water, grey water disposal, irrigation.
- Location of first aid facility, information booth, vendor spaces, event spaces (rides, activities, etc.), and entertainment (i.e. bands, performers, etc.).
- Location of vehicles and trailers.
- Location of entrances / exits for outdoor fenced events or within tents or temporary structures.
- Parking Plan — Show the location of off-site parking, public parking proposed to be used for the event, and parking spaces to be posted "No Parking".
- Trash and Recycling Plan.
- For events open to the public, Americans with Disabilities accessibility requirements (i.e. accessible parking, passenger loading / unloading areas, restrooms, seating, paths of travel, etc.).