



Special Event Application

Thank you for your interest in hosting an event in the Town of Castle Rock! We are proud to host and celebrate hundreds of events each year, from large-scale signature and sporting events to community-based music festivals and races. Your Special Events Application will be reviewed by the Town's Special Event Committee, which includes representatives from the Town Manager's Office, Castle Rock Police Department, Castle Rock Fire and Rescue, Public Works, Parks and Recreation, the Town Clerk's Office, Community Relations, and Finance. The committee is the single point of contact for all event organizers who wish to use public facilities, roadways, parks, trails, or any other public location for their event. The committee meets weekly and assists event organizers throughout the process. The success of your event relies upon you providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits, and to head off any potential problems or concerns.

Do I need to a Special Event Permit?

A permit is required for any organized event expected to draw 75 or more people, includes the use of all or any portion of a public street, sidewalk or alley, *or* if your activity meets one or more of the conditions listed below and is not regulated by a Facility Rental agreement.

Answering a few simple questions on this helpful checklist will help you determine if your event is required to obtain a Special Event Permit.

If you answer YES to any of the questions below, then you will be required to apply for and obtain a Special Event Permit for your event. Please fill out Form #1 and Form #2. The Committee will review these forms by Dec. 31, 2017 and get back to you by Jan 8, 2018 with a confirmation or request for more information.

If you answered NO to all of the questions, you may be able to hold your event without obtaining a permit, or by signing a park pavilion rental agreement. Please contact the Events Specialist for more information about holding your event.

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|--|-----|----|
| • Is the anticipated attendance 75 or more people? | Yes | No |
| • Will there be alcohol consumption or sales? | Yes | No |
| • Will you use amplified sound? | Yes | No |
| • Will there be items for sale or is there a charge for services (like a yoga class)? | Yes | No |
| • Will you be using temporary on-site structures (for example, tents, stages or bleachers)? | Yes | No |
| • Will your event change or restrict the normal use or traffic pattern of a street, parking spots, etc.? | Yes | No |
| • Will your event require scheduling to avoid conflicts with other events or activities? | Yes | No |
| • Will your event impact the public's enjoyment of natural or cultural resources? | Yes | No |
| • Will your event impact visitor expectations of a park, city resource or facility? | Yes | No |

Town of Castle Rock Events Specialist
specialevents@crgov.com (720) 724-2010



Event Name:

Event Date:

Notice of Intent to Conduct a Special Event

FORM #1

All events need to complete and submit this form

Event Name:

Event Date(s):

Advertised Time of Event:

Event Website:

Requested Location:

New Event

Repeat Event

Event Classification (if known):

Tier 1

Tier 2

Tier 3

Not Sure

Organization Name:

For Profit

Nonprofit (must provide proof of nonprofit standing)

Other

Organization Address / City, State:

Organization Phone:

Email:

Website:

Event Planner/Contact Person:

Address / City, State:

Cell Phone:

Email:

Name of Contact On-Call during the Event:

Cell Phone:

What day will SET UP begin?

What time will SET UP occur?

What day will CLEAN UP occur?

What time will CLEAN UP be complete?

Estimated Attendance for this Event:

Previous Attendance for this Event:

How many event staff will be at the event:

Divide Attendance by 3 to determine number of vehicles:

(Use this to develop your parking plan)

This form, in conjunction with **EVENT DETAILS & SUMMARY** (Form #2) must be submitted up **between November 1 and December 31 of the prior year of your event**. Any event submitted after this timeframe will be accepted on a case by case basis, remembering dates will be very limited by that point. You will receive a confirmation that the date and location of your event request during the first week of January. The complete application must be submitted **NO LATER THAN 90 DAYS** before your event. Your event is not approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. After your event is reviewed by the Special Events Committee, you may be required to submit additional information.

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature

Date



Event Name:

Event Date:

Event Details & Summary

FORM #2

All events need to complete and submit this form

This form will help us understand the details of your event, and determine which approvals are needed. Answering the following questions will guide which forms and what supporting materials you will need to submit.

Will your event require street closures?	No	Yes
Will alcohol be served or sold?	No	Yes
Will your event include food or retail sales?	No	Yes
Will your event include a park or trail?	No	Yes
Will your event include a parade?	No	Yes
Will your event include a run, race or walk?	No	Yes
Will your event use any structures, bleachers or stages?	No	Yes
Will your event use tents or canopies?	No	Yes
Will your event include fireworks?	No	Yes
Will your event include food trucks or vendors with open cooking fires?	No	Yes
Will your event benefit an organization or charity?	No	Yes
If yes, which one:		
Will your event benefit a Douglas County School?	No	Yes
If yes, which one:		
Will your event request any services from the Town of Castle Rock?	No	Yes
Will your event include amplified sound?	No	Yes
Will your event require an exemption to any Noise Ordinance?	No	Yes
Will your event, including setup and cleanup, last more than 8 hours or occur on multiple dates?	No	Yes

Event Summary: Please provide a brief summary of the Event. Include details about vendors, food or beer, parade, run or race component, live performances etc. This does not have to include specifics; just explain what a first time attendee might experience at the Event:

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature

Date