



Thank you for choosing one of the Town of Castle Rock's parks or facilities as a site for your special event. In order to expedite this permitting process, please review the list below. Please keep in mind that not all items apply to each event.

- ❑ Liquor Permits-If your event involves alcohol, a Special Event Liquor Permit Application should be submitted 30 days prior to your event. Contact Lisa Anderson, landerson@CRgov.com with any questions.
- ❑ Security Plan-If an Off-Duty Police contract has been required/requested by the Special Events Committee, a signed contract with Castle Rock Police Department is due 30 days prior to event. Contact Sgt. McCann at kmccann@crgov.com with any questions.
- ❑ Street Closures/Lane Control/Traffic Control- Completed Application and ALL required street closure signatures are due 30 days prior to event. Contact Megan Bednar, mbednar@crgov.com with any questions.
- ❑ Parking and Shuttle Plan-If streets will be closing for your event, please install "No Parking" notices 7 days prior to your event. Shuttle routes are due 30 days prior to the event. Send a copy of your "No Parking" notice and/or shuttle plans to events@crgov.com for approval.
- ❑ Sanitation/Recycling Plan-Please send restroom and waste management contract/plan 30 days prior to event for confirmation at events@CRgov.com.
- ❑ Event Site Plan-Please send an event site plan that includes all elements of the event including tents, canopies, bounce house, vendors, emergency exits, alcohol barriers, etc. This site plan should include ADA Compliance information. Contact the Special Events Division at events@crgov.com with any questions.
- ❑ Food and Beverage-A list of Mobile Food Vendors (MFV) must be submitted 30 days prior to your event. Email your list of MFVs to cfrdspecialevents@crgov.com All MFVs will need to be inspected by the Fire Department.
- ❑ Certificate of Insurance –Please submit 4 weeks prior to event. Email proof of insurance to events@crgov.com . Minimum Coverage: \$1,000,000 General Liability. Please have your insurance add the Town of Castle Rock, its officers, officials, agents and employees as additionally insured.
- ❑ Business and tax license (if selling goods) License should be obtained 30 days prior to event. For more information please visit crgov.com/bizlicense or call 303-660-1397.
- ❑ Emergency Action Plan/Medical Plan/Emergency Response- **All events** are required to submit an outline of the emergency protocols and/or staffing preparations event organizers will implement if someone is to become sick or injured at your event or should there be inclement weather. Email this outline to events@crgov.com.

- Fees- The following fees are due at the time of request: Special Event Application Fee \$20, Business License \$10, Liquor Permit Application \$25 for Malt, Vinous, and Spiritous Liquor/\$10 for 3.2% Beer, Facility Rental (Amount will Vary)