



# Town of Monument SPECIAL EVENT APPLICATION PACKET

Dear Event Planner,

Welcome to Monument! We are excited you have chosen Monument for your special event. A special event permit is required if your event meets any of the criteria below:

1. The event requires a street closure, or significantly interrupts the flow of traffic in public rights-of-way, or access to private commercial property.
2. The event is estimated to have 100 or more people in attendance and is to take place in a public park or at Monument Lake.
3. The event is an outdoor event that includes the sale or consumption of alcoholic beverages to or by the public. (A special event liquor permit is also required for this purpose)

To make the event application experience as smooth and efficient as possible, we have created this packet of information to help you plan your event and understand the requirements associated with hosting a special event in the Town of Monument.

The Communications and Events Specialist will act as your single point of contact and can answer questions you may have about conducting a special event in our community. The success of your event relies upon your event planner 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 applications, and help mitigate potential problems.

The Town of Monument requires your completed event application to be submitted to the Town within the timeframes outlined below:

1. 30 days prior to the event for events with estimated attendance of under 1,000 people.
2. 45 days prior to the event for events with an associated request for a Special Event Liquor Permit.
3. 120 days prior to the event for events with estimated attendance of over 1,000 people.

**Events with estimated attendance of over 1,000 people will require approval from the Board of Trustees.**

The following packet will help you plan for your event accordingly. You only need to submit the forms applicable to your event. We encourage you to utilize the planning checklist to help you determine which forms you need to fill out and submit with your application. Once you have completed the appropriate applications and forms, submit them with applicable fees to Town Hall at 645 Beacon Lite Road or email [events@tomgov.org](mailto:events@tomgov.org). The Town of Monument will conduct a review process upon receipt of the application and will contact you when your application has been completely processed by the appropriate departments, or if additional information or plan modification is required.

Once your application has been approved, you will receive a Special Event Permit from the Town. You will need to have the permit with you at the event as proof of authorization.

It is our goal to provide an efficient process for reviewing and approving your event. We look forward to working with you to obtain approval for your event and thank you for choosing the Town of Monument as your preferred location.

Regards,

Portia Hermann  
Communications and Events Specialist  
Town of Monument  
Address: 645 Beacon Lite Rd., Monument, CO 80132  
719-352-1259 | [events@tomgov.org](mailto:events@tomgov.org)

# SPECIAL EVENT PLANNING CHECKLIST

This checklist is intended to help you plan your special event, and to properly submit all necessary forms. It serves as a guide only. Prior to planning your event, the Town of Monument asks that you consider issues related to the following areas and your event's impact on the Town's general functions, including emergency responders' access to roads, neighbors affected by ongoing noise and street closure impacts on businesses. The Town may suggest alternatives to decrease any negative impacts. Feel free to email [events@tomgov.org](mailto:events@tomgov.org) and discuss your plans prior to reserving a location and applying for a permit.

**Fees:** The Town of Monument charges the following Special Event Application fees. Not all fees listed may be applicable to your event. The Communications and Events Specialist will be able to assist you in determining which fees will be applicable to your event.

		<b>Total</b>
<b>Application Fee:</b>		
<input type="checkbox"/> <b>Special Event Permit Fee:</b>	\$100 For-Profit Org. (No Fee for Non-Profits)	
<b>Park Usage Rental Fees:</b>		
<input type="checkbox"/> <b>Maintenance Fee:</b> Event holder must supply staff to empty the garbage cans and remove as part of Sanitation and Waste Management Plan.	\$35	
<input type="checkbox"/> <b>Damage Deposit (Refundable):</b> Please provide a separate check.	\$100	
<input type="checkbox"/> <b>Public Works Department Service Fee:</b> Event holder must supply staff to be present for fencing set up and take down	\$500	
<b>Reservation Fees:</b> <input type="checkbox"/> Dirty Woman Creek Park Pavilion & Grills (North end) <input type="checkbox"/> Dirty Woman Creek Park Sports Field (South end) <input type="checkbox"/> Limbach Park Bandshell <input type="checkbox"/> Santa Fe Trail Baseball Fields (North Field) <input type="checkbox"/> Santa Fe Trail Baseball Fields (South Field)	\$50 for the first 4 hours plus \$15 per each additional hour	
<b>Other Fees:</b>		
<input type="checkbox"/> <b>Special Event Liquor Permit:</b> If you are a non-profit organization and would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor Permit with the Town Clerk.	\$100 application fee plus \$25/day Liquor permit or \$10/day 3.2% permit	
<input type="checkbox"/> <b>Monument Police Department Patrol:</b> Event holders may be required to hire police officers to provide security at special events. Separate charges will be determined and invoiced by the Monument Police Department.	\$64 per officer, per hour. Minimum of 2 hours. (Use shaded chart below to determine requirement.)	
<b>Estimated Participants</b>	<b># of Officers Required Event w/Liquor License</b>	<b># Officers required Event without Alcohol</b>
Up to 500	2	0
501 to 999	Determined by Chief of Police	1
1000 or more	Determined by Board of Trustees	
Total Fees Due at Application Submission:		

**Special Event Application (FORM 1):** All event holders are required to submit the Special Event Application.

**Site Plan:** Please attach a detailed drawing that shows the layout of the event as close to scale as possible. The site plan should include:

- **Overall Plan:** An outline of the entire event venue including the names of all streets or areas that are part of the event.
- **Event Components:** Identification of all event components including stages, platforms, bleachers, canopies, tents, beer gardens, cooking areas, trash containers and dumpsters, temporary structures, and entrance and exit locations.
- **Electrical:** Include generator locations and/or electricity sources.
- **Restrooms/Portable Toilets:** Event holders must provide bathroom access. You must specify where these restroom facilities will be located on your event site plan and whether they are gender specific and handicap accessible. If you are hosting an event at a Town park that has restrooms, please also mark those on your site plan.
- **Fencing/Barricades:** The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. Remember to provide for a minimum of 20-foot emergency access lanes throughout the event venue.
- **First Aid/Medical:** The location of first aid facilities, ambulances and lost child station, if applicable.
- **Vendors:** Detailed location of all vendor booths, including food vendors.
- **Parking:** Attach a parking plan that establishes where attendees will be directed to park their vehicles.
- **Handicapped Accessibility:** Event holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan.

**Special Event Rules & Regulations (FORM 2):** All event holders are required to read and sign a Rules & Regulations form.

**Use of Town or Recreational Facility/Sports Field Release and Indemnification Agreement (FORM 3A):** All event holders using a town park or facility must read and sign the agreement. **Participant/Parent of Participant Signature Form (Form 3B)** may also be required.

**Certificate of Insurance:** All event holders must provide the Town of Monument with a certificate of general liability insurance policy covering claims that may arise during to the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and must name the Town of Monument as additionally insured. Because this often is a lengthy process, the Town will accept your application and begin the review process pending receipt of proof of insurance no later than 30 days prior to the event.

The responsible organization/individual shall indemnify and hold harmless the Town, its officers, officials, employees and insurance pool from and against any and all damage and loss to person or property and shall defend the Town from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the special event.

A copy of the policy or appropriate insurance certificate shall be provided to and approved by the Town as a condition of the special event being approved. Send certificates of insurance and copies of policy endorsement to certificate holder:

Town of Monument - 645 Beacon Lite Rd. - Monument, CO 80132

Fax: 719-884-8011 - Email: [events@tomgov.org](mailto:events@tomgov.org)

**Sanitation and Waste Management Plan (FORM 4):** The Town of Monument recommends two (2) chemical or portable toilets for every 250 people. This figure is based upon the maximum number of attendees at your event during peak time. We are requiring a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

**Emergency Services Plan (FORM 5):** All applicants must provide a plan highlighting emergency access routes and a plan to mitigate fire, weather and medical emergencies. The Tri-Lakes Monument Fire Protection District is available for hire for all special events within the Town of Monument. For more information, call 719-484-0911.

**Parade or Race (FORM 6):** All events that include a parade or race (foot, bike or any other) must submit a Parade or Race form.

**Temporary Street Closure (FORM 7A & 7B):** For events requiring street closures, planning street activities or requiring

public parking to be blocked off, applicants must submit a Temporary Street Closure Request form (FORM 7A) and a completed Special Event Street Closure Petition (FORM 7B).

**Buildings, Temporary Structures and Power Sources (FORM 8):** Any event involving the placement of any temporary structure (including stages or bleachers) or installing any power-generation source (generator) may require a permit from the Tri-Lakes Monument Fire Protection District.

**Entertainment and Vendors (FORM 9A):** All events that include vendors, entertainment or amplified sound must submit an Entertainment and Vendors form.

**Food Vendors:** The event holder is responsible to make sure all food vendors are properly licensed through El Paso County Public Health. For information on obtaining a license, call 719-578-3199 or visit [www.elpasohounthyhealth.org](http://www.elpasohounthyhealth.org)

**Amplified Sound - Noise Ordinance (Monument Municipal Code 8.20):** The Town of Monument's noise ordinance applies to all events utilizing amplified sound. During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The Special Event Application shall reflect whether amplified sound will be used during the event. The approval of a Special Event Application is not an authorization to violate the Town's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the special event organizer. Event holders are cautioned to use amplified sound responsibly.

**Entertainment Petition (FORM 9B):** The event holder is responsible for having this form completed if they request the 11 p.m. park hours to be extended or waived based on event logistics.

**Security (FORM 10):** The police department reserves the right to specify the need for and number of security personnel required at an event. The police department will review all special events applications for required security arrangements. The safety of the community and attendees are always of primary concern. Additional fees may apply and will be invoiced by the police department.

**Banner Board (FORM 11):** Event planner may apply to place banners on the Town of Monument banner boards. An application must be received with the special event application for approval and processing.

**Hazardous Conditions (FORM 12):** Special events that include firearms or weapons, open burning or other hazardous conditions must include a Hazardous Conditions form with the application

**Special Event Liquor Permit:** If you are a non-profit organization and would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor Permit with the Town Clerk.

**Sales Tax License – Retail Vendor Sales:** The Town of Monument and the State of Colorado mandate full tax license compliance prior to approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax licenses and provide them with the application to remit all sales tax to the State of Colorado. The Town of Monument is a statutory Town with the State of Colorado, meaning that all sales tax for both the Town of Monument (3%), El Paso County (1.23%), and the State of Colorado (2.9%) must be remitted to the state.

**Property Use Permission/Agreement:** If your event includes the use of facilities or property that belongs to another individual, entity, municipality, county or business, please attach a copy of your permission letter or agreement for said use.

**Americans with Disabilities Act (ADA) Requirements:** Applicants are expected to make every effort to follow ADA guidelines to accommodate and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb-cuts and restrooms; as well as maintaining already designated parking and accessibility to portable restrooms. The following resources are available for more information regarding ADA requirements:

Rocky Mountain ADA Center - [ADAInformation.org](http://ADAInformation.org) - 800.949.4232

**Please return all applications and supporting documents to Portia Hermann, Communications and Events Specialist at:  
645 Beacon Lite Rd., Monument, CO 80132 | 719-352-1259 | Fax 719-884-8011 | [events@tomgov.org](mailto:events@tomgov.org)**

# SPECIAL EVENT APPLICATION – Form 1

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

Event Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT:

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization and/or Event Website: \_\_\_\_\_

Contact On-Call During Event: \_\_\_\_\_ Cell: \_\_\_\_\_

**EVENT LOCATION:** \_\_\_\_\_

\_\_\_\_\_

The applicant requests to reserve exclusive use of the following Town of Monument park or facility if available, fees apply:

Dirty Woman Creek Park Pavilion & Grills (North end)

Dirty Woman Creek Park Sports Field (South end)

Limback Park Bandshell

Santa Fe Trail Baseball Fields (North Field)

Santa Fe Trail Baseball Fields (South Field)

With your park rental, the following items are included. Any additional items will be at the expense of the event holder.

- Use of existing park trash cans. Event holder must supply staff to empty any additional garbage cans and/or dumpsters rented by the event holder.
- Use of Town picnic tables, if applicable.
- Use of Town restrooms, if applicable. Town restrooms will be maintained and cleaned by Town staff. Additional portable restroom units, if required, are the event holder's responsibility and will not be maintained by Town staff.
- Use of electrical outlets, if applicable. Any needed power boxes or cords must be rented through a rental company and will be the expense of the event holder.

Event holder requests the Town of Monument to turn off the park sprinkler system for this event.

## EVENT DETAILS:

What time will set up for the event begin? \_\_\_\_\_ What time will tear down be complete? \_\_\_\_\_

Number of event/volunteer staff: \_\_\_\_\_ Number of attendees expected: \_\_\_\_\_

Parking spaces recommended (total attendance divided by 3): \_\_\_\_\_

**COMMUNITY/NEIGHBORHOOD NOTICE:**

Please outline your plan for notifying the community, neighborhoods and media for your event.

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**REQUIRED DOCUMENTS, FORMS AND/OR FEES:**

- All applications must sign the Special Event Rules & Regulations ..... FORM 2
- All applications must submit Site Plan with required information ..... Site Plan
- All applications must submit a Certificate of Insurance naming the ..... Certificate of Insurance  
Town of Monument as Additionally Insured
- All applications must submit appropriate fees made payable to the Town of Monument ..... Application fee
- All applications must submit Sanitation and Waste Management Plan ..... FORM 4
- All applications must submit Emergency Services Plan..... FORM 5

**REQUIRED SUPPLEMENTAL INFORMATION** *(For all YES responses, please submit the corresponding forms listed)*

- Will your event be held at a town park? .....  No  Yes FORM 3
- Will your event include a parade or race? .....  No  Yes FORM 6
- Will your event require street closures? .....  No  Yes FORM 7
- Will your event use tents/canopies/electricity/stage? .....  No  Yes FORM 8
- Will there be any amusement equipment? (climbing wall, bounce house, etc.) .....  No  Yes FORM 8
- Will your event include food or retail vendor sales? .....  No  Yes FORM 9
- Will amplified sound be used during the event? .....  No  Yes FORM 9
- Will your event require police officer patrol? .....  No  Yes FORM 10
- Will you be applying to reserve town banner boards for your event? .....  No  Yes FORM 11
- Will your event include fireworks, open fires or hazardous materials? .....  No  Yes FORM 12

**APPLICATION FEES**

Please refer to page 1 of the Special Event Planning Checklist for a list of fees the Town of Monument Special Event Application fees. Not all fees may be applicable to your event. All fees should be submitted at the time of application. Please make checks payable to the Town of Monument.

**SIGNATURE**

By signing this application, I agree that I have read and under the conditions of the Special Events Application from the Town of Monument. I understand that I must respond in a timely manner to requests for additional information and be available to meet with staff regarding any questions surrounding my special event application. Failure to meet any requirements set forth by Town staff may result in the delay of approval or the denial of this application. I acknowledge that the information contained in this application is true, correct and complete to the best of my knowledge.

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

# SPECIAL EVENT RULES & REGULATIONS – Form 2

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

The responsible organization, as a condition of being granted a special event license within the Town of Monument, agrees to abide by the following rules, regulations and conditions established by the Town as follows:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the Town.
2. The responsible organization shall indemnify and hold harmless the Town, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall defend the Town from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Government Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The responsible organization shall procure and maintain, at its own costs, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The Town of Monument must be listed as additionally insured on the policy. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 2 of these "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. A copy of the policy shall be provided to the Town and approved by the Town as a condition of the event being approved.
4. The responsible organization, if holding the special event on Town property shall, upon conclusion of the event, return the site to its pre-event condition immediately.
5. The Town of Monument cannot guarantee availability of public property for special events. If two or more special events plan to use the same Town property on the same date, Town staff will strive to accommodate each event by working with the organizers to find alternative locations or dates.
6. The Town of Monument cannot issue permits or approve activities on behalf of other jurisdictions, such as the El Paso County Health Department, Palmer Lake, El Paso County, or Monument Tri-Lakes Fire Protection District. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the Town of Monument.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# USE OF TOWN OF RECREATIONAL FACILITY / SPORTS FIELD

## RELEASE/INDEMNIFICATION – Form 3

### I. RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT: PARTICIPANT MUST READ CAREFULLY BEFORE SIGNING

In consideration for being permitted to utilize the Town of Monument 's recreation facility/sports field, I hereby acknowledge, represent, and agree as follows:

A. I understand that the above-described activities are or may be dangerous and do or may involve risks of injury, loss, or damage. I further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage. I acknowledge that such risks may arise from a variety of foreseeable and unforeseeable circumstances connected with the use of the recreation facility/sports field.

B. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I hereby expressly assume all such risks of injury, loss, or damage to me or to any third party arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

C. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I further hereby waive, and exempt, release, and discharge the Town of Monument, its officers, and its employees from, any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

D. I further agree to defend, indemnify and hold harmless the Town of Monument, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, including any third party claim asserted against the Town of Monument, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by my act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I hereby acknowledge and agree that said **AGREEMENT** extends to all acts, omissions, negligence, or other fault of the Town of Monument, its officers, and/or its employees, and that said **AGREEMENT** is intended to be as broad and inclusive as is permitted by the laws of the State of Colorado. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

F. I understand and acknowledge that the Town of Monument, its officers, and its employees are relying on, and do not waive or intend to waive by any provision of this **RELEASE AND INDEMNIFICATION AGREEMENT**, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-10-101 et seq., as amended, or otherwise available to the Town of Monument, its officers, or its employees.

G. I understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Colorado, and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts of El Paso County, Colorado.

**II. PARTICIPANT SIGNATURE AND DATE:** Participant's Printed Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

### III. IF PARTICIPANT IS UNDER 18 YEARS OLD, PARENT SIGNATURE AND DATE:

By initialing above and signing below, I acknowledge that I am the parent of the above-named Participant as the term "parent" is defined in C.R.S. Section 13-22-107(2)(b), and I hereby waive and release any prospective claim of the Participant against the Town of Monument, its officers, and its employees for negligence, to the extent provided in C.R.S. Section 13-22-107(3), in connection with the above-described activities.

Parent/Guardian's Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

H. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date set forth below and shall be binding upon me, my successors, representatives, heirs, executors, assigns, and transferees.





# SANITATION & WASTE MANAGEMENT PLAN – Form 4

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

All special event applications must include a sanitation and waste management plan that identifies contractors utilized for portable restrooms and trash removal as a condition of the approval of the event.

## RESTROOMS

The Town of Monument recommends two (2) chemical or portable toilets for every 250 people. This figure is based upon the maximum number of attendees at your event during peak time. We are requiring a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

How many portable restrooms will be needed? \_\_\_\_\_ When will they be delivered? \_\_\_\_\_

When will they be picked up? \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## TRASH

How many trash containers will be used? \_\_\_\_\_ How often do you plan to empty them? \_\_\_\_\_

Where will trash be deposited when containers are emptied? \_\_\_\_\_

How do you plan to manage trash for this event?  Staff and/or volunteers  Contract with a company

Name of Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Describe your plan for cleanup and removal of waste during and after your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my sanitation and waste management plan for the event I am organizing.

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

# EMERGENCY SERVICES PLAN – Form 5

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

All special events must provide a plan highlighting emergency access routes and a plan to mitigate fire, weather and medical emergencies. Emergency access routes must be noted on the site plan.

**The Tri-Lakes Monument Fire Protection District may be available for hire for all special events within the Town of Monument. Additional fees will be determined and invoiced by the District and will be the responsibility of the event holder. For more information, call 719-484-0911.**

Have you provided access for emergency responders in your site plan drawing?  Yes  No

Have you hired a professional emergency medical services provider to manage your event?  Yes  No

If yes, please provide company information.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Will there be any on-site first aid or ambulances?  Yes  No

If yes, please note location on your site plan.

Describe your plan for handling an emergency (attached additional pages if needed).

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## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my emergency services plan for the event I am organizing.

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

# PARADE & RACE – Form 6

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Parade and/or race route maps must be included with this application, including the start and ending locations. Hand drawn maps are not recommended but must be legible if used.**

## PARADE

Participants: Number and type of motor vehicles/floats: \_\_\_\_\_

Number and type of mounted animals: \_\_\_\_\_

Number of total entries: \_\_\_\_\_

- Vehicles towing trailers are not considered floats.
- No vehicles or floats can exceed a height of 12 feet or length of 45 feet.
- The Town of Monument encourages parade entries to be careful if they wish to throw candy or handouts from vehicles or floats. This creates dangerous situations for children running into the middle of the parade route with motorized vehicles. If entries want to distribute candy or other items to spectators, the Town encourages participants walk candy or handouts to children and spectators, or walkers can throw candy along the street edge.
- No shooting Silly String or water guns from vehicles or floats.
- Alcoholic beverages, drugs and tobacco are forbidden on any float, in any vehicle or by any participant. Participants consuming these prior to or during the parade will be removed from the lineup. All Town, county and Colorado state statues concerning the consumption of alcoholic beverages will be strictly enforced by the police before, during and after the parade.
- Drivers of any and all vehicles in the parade areas must possess a valid driver’s license and possess all liability vehicle insurance.
- Exhibitions of speed or reckless driving, (wheelies, peeling out, burnouts, etc.) are not permitted.

## RACE

Participants: Number of pedestrian/foot racers: \_\_\_\_\_

Number of bicyclists: \_\_\_\_\_

Number of total participants: \_\_\_\_\_

Please describe the details of the race: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my parade and race plans for the event I am organizing.

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

# TEMPORARY STREET CLOSURE REQUEST – Form 7A

Applications for a Temporary Street Closure permit shall contain, at a minimum, the following information and shall provide such additional information and materials as may be requested or required.

## STREET CLOSURE REQUEST

- Applicant(s) are responsible for contacting residents affected by the proposed Temporary Street Closure request. A petition (FORM 7B) shall be circulated to all residents and 80% of the affected residents, at a minimum, shall favor the Temporary Street Closure. The circulated petition shall be submitted with the Temporary Street Closure request.
- Applicant must include a map of affected area with application outlining the following:
  - Identify the entire venue including the names of all streets or areas to be closed.
  - The map must indicate the route and direction of proposed event.
  - Identify the location and type of all temporary traffic control devices and personnel.
  - Allow 20-foot emergency access lanes throughout the event venue.

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Affected Intersection(s) of Street Closure Request (attach map of affected area): \_\_\_\_\_

Describe Request: \_\_\_\_\_

Start Time \_\_\_\_\_ Finish Time (no later than 10 p.m.): \_\_\_\_\_

Name of Barricade Company: \_\_\_\_\_

Barricade Company Contact: \_\_\_\_\_ Phone of Barricade Company: \_\_\_\_\_

## APPLICANT

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## CONDITIONS

1. Applicant(s) are responsible for contacting residents affected by the Temporary Street Closure request. A Petition (FORM 7B) shall be circulated to all affected residents and/or businesses and 80%, at a minimum, shall favor the Temporary Street Closure. The circulated Petition submitted with the Temporary Street Closure request shall be attached to the permit.

2. A barricade with "Road Closed" signs shall be used to close the street. Applicant(s) are responsible for renting barricades. Barricades must be staffed at all times to answer questions and maintain barricades. Barricades must be movable to accommodate emergency access for police, fire and emergency medical services.
3. Advance notice signs shall be placed at the locations of the street closure shown on the site plan one week prior to the event. Signs should be "H" type frame and secured. Tripod frames not allowed. Placement, maintenance and pickup of the sign(s) are the responsibility of the event holder.
4. A drive aisle of 20 feet shall be kept clear and open at all times for the entire length of the Temporary Street Closure for use of emergency personnel. The Town of Monument requires all related event set-ups (tables, chairs, toys, etc.) be placed on one side of the street only to allow access for emergency vehicles in the event of an emergency.
5. Applicant(s) are responsible for cleanup after the Temporary Street Closure or related event.
6. Town of Monument's Noise Ordinance will be enforced. If during the Temporary Street Closure or related event, the Town of Monument determines there is a public safety hazard, law enforcement officers respond on more than one occasion to noise or any complaint related to this event, or if there is a violation of any permit condition, the Special Event permit will be revoked immediately. Additionally, a ticket may be issued for any nuisance complaints. Upon revocation of this permit, the applicant(s) will be responsible for closing down any related event immediately, ensuring participants vacate the premises, removing barricades and thoroughly removing any related event supplies and trash. The Town of Monument is not responsible for any expenses incurred by the permit holder(s).
7. Applicant(s) understands that this is a revocable permit, which can be canceled at any time if complaints are received or Town or State laws are violated.
8. If law enforcement officers respond to a complaint of noise, or any complaint related to this event, the applicant(s) must immediately identify themselves to the responding officers as the responsible parties. The applicant(s) must cooperate in helping resolve complaints.
9. All applicable Town of Monument Ordinances and regulations have been or will be complied with, in accordance with this Revocable Temporary Street Closure permit. The applicant(s) will take responsibility for any violation of Town of Monument laws that occur in relation to the Temporary Street Closure or related event.

**SIGNATURE**

As an applicant requesting a temporary street closure, I certify that I have read and understand all of the conditions and procedures that are required in order to obtain permission and I agree to comply with each of those conditions and procedures. I agree to indemnify and hold harmless the Town of Monument, and all Town of Monument officers, employees, agents and representatives, from any claims, liability, court awards, or damages, including the costs of defending such claims, and including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to any person, firm, partnership, or corporation that may arise from the occurrence of the temporary street closure or from any event related to the temporary street closure.

I understand that a Special Event permit does not authorize violation of Town or State laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a temporary street closure does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, a temporary street closure or from related events.

I affirm, under penalty of per jury, that the statements and representations made in connection with this application are true to the best of my knowledge. I have read, understand and agree to the temporary street closure requirements.

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



# BUILDING, STRUCTURES & POWER SOURCES – Form 8

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Additional fees may be applicable based on review by the Tri-Lakes Monument Fire Protection District and will be invoiced directly by the district.**

Building permits and/or inspections also may be required whenever the Tri-Lakes Monument Fire Protection District deems it necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems in accordance with the Regional building code.

Tents and other equipment may not be staked into the ground to prevent damage to sprinkler lines. Any damage is the responsibility of the permit holder.

Fire extinguishers are required for each tent.

Will your event include any site-built structure/tent/canopies greater than 400 square feet?  Yes  No

What size is the tent(s) you plan to use? \_\_\_\_\_

Will your event include any site-build structure/tent/canopies open to the public?  Yes  No

Will your event include any stages, platforms and/or bleachers?  Yes  No

Name of Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Will your event include any electrical work utilizing site-construction equipment or wiring?  Yes  No

Will your event include any electrical equipment or work utilizing in excess of 120 volts?  Yes  No

Will your event include any amusement equipment, ie. carnival, bounce houses, climbing wall?  Yes  No

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of any conditions that may cause need for a Building Inspection by checking off all of the conditions above that apply to the event I am organizing.

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



# ENTERTAINMENT & VENDORS – Form 9A

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

## ENTERTAINMENT

The Town of Monument's noise ordinance applies to all events utilizing amplified sound. During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The Special Event Application form shall reflect whether amplified sound will be used during the event. The approval of a Special Event Application is not an authorization to violate the Town's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the special event organizer. Event participants are cautioned to use amplified sound responsibly.

Will amplified sound be used at the event?      Yes    No

If yes, start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Are there any musical entertainment features to the event?      Yes    No

Number of performers/bands: \_\_\_\_\_

Describe your plan for maintaining acceptable decibel/sound levels: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VENDORS

The Town of Monument and the State of Colorado mandate full tax license compliance prior to final approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax license and provide them with the information to remit all sales tax to the State of Colorado. The Town of Monument is a statutory Town with the State of Colorado, meaning that all sales tax for both the Town of Monument of 3.5%, El Paso County of 1.23%, and the State of Colorado of 2.9% must be remitted to the state.

Will there be business/retail vendors at the event?      Yes    No

Will there be food or beverage vendors at the event?      Yes    No

**The event holder is responsible to make sure all food vendors are properly licensed through the El Paso County Health Department. For information on obtaining a license, call 719-578-3199 or visit [www.elpasocountyhealth.org](http://www.elpasocountyhealth.org).**

## SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my entertainment and vendor plans for the event I am organizing.

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



# EVENT SECURITY – Form 10

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

The Town of Monument Police Department reserves the right to specify need for and number of Monument Police Officers required at an event based on the chart below.

The safety of the community and attendees are always of primary concern. Additional factors such as: time of day, anticipated crowd size, availability of alcohol, traffic impacts, and others, may require additional officers beyond the suggested minimum.

The Monument Police Department requires the use of Monument Police Officers for special events taking place in the Town of Monument.

Estimated Participants	# of Officers Required Event w/Liquor License	# Officers Required Event without Alcohol
Up to 500	2	0
501 to 999	Determined by Chief of Police	1
1000 or more	Determined by Board of Trustees	

If you intend to sell or provide alcoholic beverages to attendees, you must obtain a Special Event Liquor License.

To make a decision about event security, it is important that the Monument Police Department have the following information.

A map showing in detail the boundaries of the area you are requesting be part of the permitted area for alcohol possession and service. This can be a copy of the map or site plan being submitted for the Special Event Liquor License, but it must be submitted as an additional attachment.

Provide a detailed description of how you as the event holder plan to delineate the boundary of the permitted area so that those in possession of alcohol are aware of the boundaries.

Provide a detailed description of how you as the event holder will prevent those in possession of alcohol from leaving the permitted area while in possession of alcohol, as well as how you will otherwise prevent the transfer of alcohol to areas outside the boundary.

## SIGNATURE

I, the undersigned, understand and agree to the conditions as set forth by the police department any other conditions deemed appropriate.

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



## TOWN OF MONUMENT BANNERS FOR COMMUNITY EVENTS REGISTRATION

**Please read conditions & fill in all of the required information then  
email to [bannerboards@tomgov.org](mailto:bannerboards@tomgov.org)**

- Use of the Town of Monument banner boards which are located within Town right-of-way, is for community events.
- The maximum banner size is 3 ft X 10 ft and must be securely attached with removable zip ties.
- Banner boards can be reserved 6 months in advance of the event and installed no more than 14 days prior to the event
- Banners shall be removed within one day after event ends; all trash and zip ties removed as well.
- For questions, please call the Town of Monument at 719-481-2954 or email [communitybannerboards@tomgov.org](mailto:communitybannerboards@tomgov.org).

*The large Banner Board located at the Chamber of Commerce Building on Highway 105 is through the Chamber only. You may call or email Julie, 719-481-3282, [Julie@TriLakesChamber.com](mailto:Julie@TriLakesChamber.com). (See last page for more information)*

Organization/Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of event \_\_\_\_\_

Date(s) banner to be displayed: \_\_\_\_\_

Choose Banner Board location(s): *Note that each of your choices will include both sides of the Banner Board*

**Banner Board 1**  (Located on east side of Old Denver Highway, north of Baptist Road)

**Banner Board 2**  (Located on east side of Jackson Creek Parkway, north of Lewis-Palmer High School)

**Banner Board 3**  (Located on Santa Fe Trailhead on Third Street)

**APPLICANT ATTESTMENT AND SIGNATURE**

*I have filled out the application in its entirety and have verified that everything is accurate. If my Banner is not removed, I understand it may be removed by Town staff or by the next registrant. I understand that if the application is submitted for the wrong banner board, I am subject to use of the banner board reserved and that switching my reservation to a different banner board may not be approved as the desired banner board may be reserved for a different event.*

<b>Applicant signature:</b>		<b>Date:</b>		<b>Print your name:</b>	
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*As the above responsible party, I affirm the information contained in this application is accurate.*

<b>Town signed approval:</b>		<b>Date:</b>		<b>Town approver's name</b>	
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**The Town of Monument reserves the right to decline an application or the banner board program at any time.**

# HAZARDOUS CONDITIONS APPLICATION – Form 12

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

The [Tri-Lakes Monument Fire Protection District](#) is part of the Town of Monument special event review process. All special events applications are reviewed for overall public safety in accordance with the requirements of the 2012 International Fire Code adopted as amended, as the fire code of the Town of Monument. Additional fees may be determined and invoiced by the Tri-Lakes Monument Fire Protection District.

## APPLICANT

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Do you plan to use, install, operate or conduct any of the following at your event?

- Erect and use a temporary tent greater than 400 square feet
- Open burning (bonfires, cooking, etc.)
- Using open flame torches or candles

Attach an event site plan with dimensions to this application. The Tri-Lakes Monument Fire Protection District will contact you to go over additional paperwork that may be required.

## SIGNATURE

I, the undersigned, have provided the correct information above for the event in which I am planning.

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

## Tri-Lakes Monument Fire Protection District provisions:

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