SPECIAL EVENT PERMIT

City of Grand Junction Use Only

Date Submitted: _____ ☐ Approved ☐ Denied Date : _____

Name: _____ Signature: _____

Event Name: _____ Event Date: _____

Is this a recurring event? (e.g. weekly or monthly) ☐ Yes ☐ No

Event/Location: _____

Summary Description of Event (include type of business/activity; entertainment proposed): _____

_____

Organization or Applicant Name: _____

Special Event Primary Contact Person: _____

Address: _____

Phone: _____ Fax: _____ EMAIL: _____

Contact On-Call During Event: _____ Contact's Cell Phone: _____

Event START Date: _____ Time: _____ Event END Date: _____ Time: _____

On-Site Preparation will begin: Date: _____ Time: _____

Clean-Up will be completed: Date: _____ Time: _____

Weather / Cancellation Policy: _____

How many event staff will be at the event? _____ How many spectators / attendees do you expect? _____

Divide by 3 to determine estimated number of vehicles: _____

Mark each Y for Yes or N for No.

1. Public street or parking lot closure _____

2. Will you be dispensing alcohol? Alcohol Permit-970-244-1510 _____

3. Security required _____

4. Tents, canopies, accessory structures _____

5. Parade, race or pedestrian/bicycle event _____

6. Serving / selling food _____

7. Sales requiring sales tax collection _____

8. Additional needs-portable toilets, garbage collection _____

9. Electrical or water service needed _____

10. Will you need street sweeping **before** the event? _____

Will you need street sweeping **after** the event? _____

If you answered yes to any of the above questions, please supply more information below as pertinent to each question. More information about these elements of a Special Event Permit may be found in the Special Event Guidelines at www.gjcity.org.

1. STREET OR PARKING LOT CLOSURE: All events that require street closures, have street activities or require public parking to be blocked off must provide the following information and a professional Traffic Control Plan.

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☐ The applicant requests closure of the street(s) indicated on the **event Site Plan Sketch and professional Traffic Control Plan attached** to this application. Streets or parking lots may only be barricaded for the date and hours specified below.

Date of Street or Parking Lot Closure : _____ Time(s) of Street or Parking Lot _____ to: _____

Name of Traffic Control Company: _____ Phone: _____

Name of Supervisor: _____ Cell Phone: _____

2. ALCOHOL PERMIT: If you will be serving alcohol, call the City Clerk's office at 970-244-1510.

3. SECURITY: The City of Grand Junction Police Department reserves the right to specify need for and number of security personnel required at an event. The Grand Junction Police Department will review all Special Event Permit applications for required security arrangements. The safety of the community and attendees are of primary concern at all times. Areas that will be considered include, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts. Please be sure to include this and other pertinent information in your event description summary.

By signing this Special Event Permit application I certify I have read, understand and agree to the conditions as set forth by the Police Department and any other conditions deemed appropriate.

Applicants may make their own arrangements for security or may contract directly with the City of Grand Junction to provide these services. If the latter, please contact the Special Event Coordinator; the City will estimate a cost for providing security service at your event.

☐ The applicant will provide security for the Special Event through the company listed below.

Name of Security Company: _____ Company Contact Person: _____

Security Contact Phone: _____ Security Contact Email: _____

4. TENTS, CANOPIES OR ACCESSORY STRUCTURES: Tents in excess of 400 square feet and canopies in excess of 700 square feet require a fire department permit IFC 105.6.43. The storage or use of portable outdoor gas-fired heating appliances is prohibited in inside of tents, canopies and membrane structures IFC 603.4.2.1.1.

Describe any semi-permanent, mobile or moveable buildings, structure or vehicles to be used including kiosks, carts, stands, fences and barriers and attach illustrations and indicate location of these items on the Site Plan Sketch.

_____

_____

5. PARADE, RACE OR PEDESTRIAN/BICYCLE EVENT:

Number and type of motor vehicles: _____

Number of walkers / foot racers: _____ Number of bicyclists: _____

Description of staging / pre-event gathering and finish areas and event route: _____

_____

_____

_____

6. SERVING/SELLING FOOD: All events in Mesa County that involve the service of food must submit an application and $100 application review fee or proof of non-profit status to the Mesa County Health Department at least 30 days prior to the event. Visit the Mesa County Health Department web site at **http://health.mesacounty.us/environment/foodsafety/tempeventcoordinator.cfm**.

7. SALES TAX COLLECTION: If your event includes food or retails sales or vendors, you must collect and submit sales tax and fill out a Vendor Sales Tax Remittance Form. The form is available at www.gjcity.org.

8. ADDITIONAL NEEDS: Show location of all additional items on your **Site Plan Sketch.**

Portable Toilets: You must make your own arrangements for portable toilets if needed for your event.

Name of company to be used: _____

Garbage: Garbage receptacles, dumpsters and/or roll-off dumpsters must be provided on the site of your event. You may make your own arrangements for garbage handling, or you may request the City to do so at your expense. An estimate of costs will be provided. Recycling is encouraged and is the responsibility of the permit holder. Check one:

☐ Will use City garbage service

☐ Other - Name of company to be used: _____

9. ELECTRICITY OR WATER: Refer to utility service maps for Colorado Avenue and Main Street on web site.

10. STREET SWEEPING: If needed, the City will provide.

CHECKLIST OF REQUIRED ATTACHMENTS

☐ **Site Plan Sketch:** Event-holders must attach a detailed site plan (a drawing) that shows the precise layout of the event, with measurements when necessary, and including, but not limited to the following:

- **Street Closures**: include any and all street closures proposed; parades/races indicate start/end locations
- **Stages, structures, bleacher, tents and/or canopies and bleachers**: Include location and measurements of any semi-permanent, mobile or moveable buildings or structures such as kiosks, booths, carts, stands, fences and barriers to be used at your event.
- **Location of parking areas** for event staff and attendees that accommodates the number of estimated vehicles.
- **Bathroom facilities** must be provided at every special event. Specify facility locations and whether they are gender specific and handicapped accessible.
- **Handicapped Accessibility**: Events must be ADA compliant, including handicapped parking and access to the event and ADA accessible restrooms. Note their location on the event site plan.
- **Garbage Receptacles**

☐ Professional **Traffic Control Plan** (if required)

☐ **Certificate of Insurance**

☐ **Certificate of Insurance Policy Endorsement**

☐ Electrical or water service map (mark-up City's maps)

☐ Have downloaded **Vendor Sales Tax Remittance form** and will provide a copy to each vendor to be completed following the event.

I, the undersigned, certify that I have read, understand and agree to the Special Event Permit Guidelines and the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature: _____ Application Date: _____

Please return this application and all supporting documents to:

City of Grand Junction, Community Development Office, 250 N. 5th Street, Grand Junction CO 81501

Phone: 970-244-1491 Fax: 970-256-4114

kristena@gjcity.org