



WESTMINSTER

Special Event – Temporary Use Permit Application Application Requirements – How to Complete the Application

Welcome to the City of Westminster! We are happy that you have chosen Westminster for your special event – temporary use. This “how to” guide should answer any questions you have about the City’s Special Event – Temporary Use Permit application.

Your City liaison in this process will be Kate Cooke, please contact her at kcooke@cityofwestminster.us with any questions or if you need assistance your application.

Application Process

- Applications must be submitted at least 45 days in advance of your special event – temporary use. Applications submitted less than 45 days in advance of the special event – temporary use permit may not receive approval in time for your special event – temporary use.
- If you are using City property (park, pavilion, street, or right-of-way), contact your City liaison prior to starting your application to ensure availability of the City-owned property.
- The City of Westminster uses eTRAKiT for the submission of applications for special events-temporary uses. You will need to register for a free eTRAKiT account.
- If you are unable to complete the application online, contact the City liaison.
- Please complete the application requirements noted below **before** starting the eTRAKiT application process.
- To start your application, click the green “Apply Here” button on the City’s Special Event – Temporary Use Permit Application page, and scroll down to select “Get a Planning Permit”.
- On the eTRAKiT permit site, you will:
 - Enter information about your special event – temporary use.
 - Upload your written description, site plan and any other documents related to your special event – temporary use. These can be uploaded separately or as a single pdf.
 - Pay the application fee.
- Once your application is received, you will be contacted and the review process will begin. The review period typically takes 3 – 5 days. You will be notified by your liaison as to any requirements and/or modifications and/or additional fees during the review process.

If you have any questions, please contact your City Liaison, Kate Cooke at kcooke@cityofwestminster.us

Application Requirements:

- **Written Description**
 - ***Required for all Special Event – Temporary User Permit Applications***
 - Provide a written description that includes the following information:
 - Expected attendance and number of staff and volunteers onsite for the special event - temporary use.
 - Fee for attendance, if any.
 - Expected age group attending event-temporary use.
 - Trash and recycling provisions.
 - Security provisions.
 - Description of plan to clean site upon completion of the special event – temporary use.

- Description of how restrooms/bathrooms will be provided. Include delivery and pick up times.
 - Description of any special lighting, sound amplification, noise or music.
 - A safety and emergency plan that addresses:
 - How you will communicate with staff/volunteers/attendees in the event of an emergency.
 - How you will respond to weather events and communicate with staff/volunteers/attendees in the event of a weather event. Weather events include extreme heat, extreme cold, high winds, tornados, heavy rain, heavy snow, thunder/lightning. Please note how you will address the safety of the elements of your event/temporary use (e.g., tents, banners, PA systems, etc) and the safety of staff/volunteers/attendees of your event (e.g., shelter, etc.)
 - How you will handle any medical emergency events.
 - How you will handle any separations of children from parents/guardians and how you will reunite them with the correct parent/guardian.
 - Any other information relevant to your special event – temporary use.
- **Site Plan**
 - ***Required for all Special Event – Temporary Use Permit Applications***
 - Provide a detailed site plan that includes the following information:
 - Location with cross streets and north arrow.
 - Overall site layout with dimensions.
 - Streets and any impact on streets.
 - Park use, if any.
 - Parking plan that provides a minimum of 1/3 the number of attendees expected at the event, ADA accessible parking, and any parking spaces affected by use of temporary structures.
 - Vehicle ingress/egress.
 - Adjacent land uses.
 - Restrooms/Bathrooms: Access to restrooms/bathrooms must be provided. Specify locations on your site plan. Note whether they are gender specific and handicapped accessible.
 - Garbage and Recycling: Garbage and recycling receptacles must be provided. Specify where the receptacles are to be located. If dumpsters are provided, note this on your site plan.
 - Fire Exits: Note location of fire exits and smoke detection devices, if applicable.
 - Structures: Note location of all permanent and proposed temporary structures including tents, canopies, bleachers, stages, carts, restrooms, barriers, etc. Indicate any door locations and setbacks from property lines.
 - Handicapped Accessibility: You must ensure ADA compliance for handicapped persons to park, access the venue area, and have access to ADA accessible restrooms. Note these accommodations the site plan.
- **Route Map**
 - Required for all special events – temporary uses using City trails, sidewalks, roads, and right-of-way.
- **Certificate of Insurance**
 - Please do not wait for proof of insurance to submit your application. Proof of insurance can be a lengthy process; the City will accept your application pending receipt of proof of insurance.
 - **Special Events – Temporary Uses on City Owned Property**

- A Certificate of Insurance and an Additional Insureds Form is REQUIRED for all uses which will utilize all or part of any City-owned property.
 - For special events – temporary uses on City-owned property, the applicant must furnish a Certificate of Insurance showing general liability insurance covering claims that may arise due to the special event – temporary use, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and must be endorsed to name the City of Westminster and its employees as additional insured. In addition to the Certificate of Insurance, the applicant will need to provide an “Additional Insureds” form. You can contact your City liaison for an example of this form if needed.
 - **Special Events – Temporary Uses on Private Property**
 - Insurance for special events – temporary uses located on private property is the responsibility of the applicant. A copy of this proof of insurance may be provided as part of your application but is not required.
- **Rules and Regulations**
 - Acknowledgment and acceptance of the City’s Rules and Regulations for Special Events – Temporary Uses is required for all Special Event and Temporary Use applications.
 - The Rules and Regulations are posted on the Special Event – Temporary Use Permit webpage. You can read the regulations at that link and/or download a copy for your personal use.
 - You will accept and acknowledge these requirements as part of the permit process when you enter the eTRAKIT system.
- **Private Property Owner Approval**
 - Required for all special events – temporary uses which will use privately owned property.
 - The applicant must obtain written approval. This can be an email or letter.
 - A copy of the written approval must be included with your application.
- **Street Lane Closure – City Requirements**
 - Required for all block parties and other uses which are asking to use a portion of a City street and/or City right-of-way.
 - Acknowledgment and acceptance of the City’s requirements for travel lane closures is required for block parties and other uses which are asking to use a portion of a City street and/or right-of-way.
 - The City’s Travel Lane Rules and Regulations are posted on the Special Event – Temporary Use Permit webpage. You can read the regulations at that link and/or download a copy for your personal use.
 - You will accept and acknowledge these requirements as part of the permit process when you enter the eTRAKIT system.
- **Street Lane Closure Petition**
 - If you are closing a travel lane for a block party or similar special event – temporary use, you will need signatures from those directly impacted by the closure.
 - This form is available on the Special Event – Temporary Use Permit webpage. You can download the form from that link.
 - You will need to include this completed form with your application.



WESTMINSTER

Application to Conduct a Special Event – Temporary Use

Event Name: _____

Event Date(s): _____

Start/End Times: _____

Event Location: _____

New Event Repeat Event

Organization/Applicant Name: _____

Address of Applicant: _____

Phone: _____

Email: _____

Contact Name during Event – Temporary Use: _____

Contact Phone during Event – Temporary Use: _____

What time will set up for the event begin? _____

What time will tear down be complete? _____

How many event staff will be at the event? _____

How many spectators/attendees do you expect will attend? _____

Total Attendees: _____

Divide by 3 to determine estimated number of vehicles and associated parking need: _____

EVENT DETAILS

Alcohol to be Served/Sold No Yes

Event Insurance No Yes

Fire Pits/Open Flame/Grills/Fireworks No Yes

Food Trucks No Yes

Sales – Food and/or Retail No Yes

Tent(s) <400 or <700 aggregate No Yes

Number All tents/canopies regardless of size must be shown on your site map.

Tent(s) >400 or >700 aggregate No Yes Tents of this size require a Fire Department permit and inspection.

Travel Lane Closure No Yes

Travel Lane Closure Petition No Yes

Venue (circle one) Private Public

You have attached the required:

- Written description of the proposed event (see instructions provided in this packet)
- Site plan sketch (see instructions provided in this packet)
- Parking plan that accommodates the number of estimated vehicles above
- Certificate of Insurance and Additional Insureds Form
- Application Processing Fee of \$100
- A signed copy of the Rules & Regulations form
- All other forms that apply to your 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



WESTMINSTER

Special Event – Temporary Use Permit Rules and Regulations

As a condition of being granted a Special Event – Temporary Use Permit by the City of Westminster, the applicant/responsible organization acknowledges they have read and reviewed these rules and regulations agrees to abide by the following rules, regulations and conditions established by the City as follows:

1. The services and activities provided by the applicant/responsible organization for the Special Event – Temporary Use are those of an independent entity and not as an employee, officer, official or agent of the City.
2. By accepting these rules and regulations, the applicant/responsible organization agrees to indemnify and hold harmless the City, its officers, officials, employees, insurance carrier or insurance pool from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and attorney fees incurred by the City in any way resulting from or arising out of the special 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 Governmental Immunity Act, § 24-10-101 et seq., C.R.S., the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. For events held on City-owned property:
 - a. The applicant/responsible organization shall procure and maintain, at its own cost, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the applicant/responsible organization in its performance of the Special Event – Temporary Use. Such insurance shall be in addition to any other insurance requirements imposed by law. The applicant/responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to these Rules and Regulations by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types. The applicant/responsible organization must provide an additional document entitled “Additional Insureds” that specifically names City of Westminster and its employees as additional insureds on the policy. The additional insured coverage shall be primary over any other insurance the City may have in place with respect to claims made against the City related to the Special Event – Temporary Use.
 - b. The applicant/responsible organization hereby assumes personal and individual liability for themselves and on behalf of applicant/organization for any damages to parks, trails, open spaces, facilities or equipment occurring through or during the occupancy of the Special Event – Temporary Use by the applicant/responsible organization.
 - c. It is the responsibility of the applicant/responsible organization to obtain reservations and make payment for use of City-owned facilities. Reservations must be made prior to the approval of a Special Event – Temporary Use. Payments must be made prior to the Special Event – Temporary Use.
 - d. The applicant/responsible organization will leave parks, trails or open spaces litter-free and in a condition as good as, or better than, originally found.

- e. The applicant/responsible organization accepts liability for all repairs to the park, trails or open space and/or repair or replacement of equipment in the event of damage occurring as part of the Special Event – Temporary Use.
 - f. The use of paint to mark routes or courses is prohibited. Only flour, signs or humans may be used to direct the flow of participants.
 - g. No alcoholic beverages are allowed in park pavilions without proper approval.
 - h. Motorized vehicles are restricted to hard surface parking lots and streets.
 - i. Destruction, damage, or removal of any vegetation or defacement of any public property is prohibited.
 - j. Climbing on park buildings, roofs, shelters, trees, and fences is prohibited.
 - k. All Parks Rules and Regulations and Chapter 1, Title XIII of the Municipal Code shall apply.
4. All Special Events - Temporary Uses must comply with the Westminster Municipal Code Section 11-4-17. By accepting these rules and regulations, the applicant/responsible organization acknowledges they have reviewed these provisions and agrees to comply with them.
 5. For Special Events – Temporary Uses on private property, it is the responsibility of the applicant/responsible organization to obtain approval from the property owner for the Special Event – Temporary Use. A copy of this approval must be provided as part of the Special Event – Temporary Use permit application.
 6. If applicable, the applicant/responsible shall obtain required permits and meet licensing requirements associated with the sale and/or provision of alcoholic beverages.
 7. If applicable, the applicant/responsible organization shall collect and pay all applicable sales taxes related to the sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the Special Event – Temporary Use.
 8. The City of Westminster cannot issue permits or approve activities on behalf of other jurisdictions, such as the County Health Departments, Sheriff's Office, or State Patrol. It is the responsibility of the applicant/organization to secure the necessary approval from other entities.
 9. Upon conclusion of the Special Event – Temporary Use, the applicant/responsible organization shall return the site to its pre-event condition immediately.
 10. Disorderly conduct and/or abusive language are prohibited.
 11. The applicant/responsible organization is responsible for their own actions and the actions of parties in attendance as a result of this permit.
 12. A copy of the permit and associated approval form must be in the possession of the applicant/responsible organization at all times during the Special Event – Temporary Use.

I, the undersigned, certify that I agree and will uphold these Rules and Regulations.

Applicant Signature

Date