



# SPECIAL EVENTS PERMIT

## Information & Application Packet

### THIS PACKET CONTAINS

- Application Form
- Documentation & Submittal Requirements

*"Special Event"* means carnival, circus, rodeo, festival, street fair and other similar events for amusement and entertainment which are of short duration, usually held outdoors or within a temporary shelter.

*Prepared by:*

COMMUNITY VITALITY DEPARTMENT | OFFICE OF PLANNING AND ZONING

John D. Havens City Hall Building  
719.269.9011 [Office]

PO Box 1460 · 128 Main Street  
719.269.9017 [Fax]

Cañon City, CO 81215-1460  
[www.canoncity.org](http://www.canoncity.org) [Web]



# CITY OF CAÑON CITY

## Planning and Zoning

P.O. Box 1460 • 128 Main Street  
Cañon City, CO 81215-1460  
(719) 269-9011 • Fax: (719) 269-9017

## SPECIAL EVENTS PERMIT APPLICATION

*(Please submit your application at least 45 days prior to the event)*

### APPLICATION SUMMARY

**Name of Event:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Hours of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_  
\_\_\_\_\_

### EVENT DETAILS

**Description of Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will this Event include Liquor Sales?** **YES** *(See Submittal Requirement #5, next page)*

**NO**

**Description of Property to be used:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Group or Organization Requesting Permit:** \_\_\_\_\_

**Contact Person & Relationship to Event:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Bus Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### EVENT REQUESTS

**Street Closures:** \_\_\_\_\_

**Event Signage:** \_\_\_\_\_

*(Signage connected with the event should be removed no later than 24 hours after the conclusion of the event.)*

**Site Cleanup:** \_\_\_\_\_

**Other Restrictions:** \_\_\_\_\_

**Sales Tax License(s):** \_\_\_\_\_

**Liability Insurance:** \_\_\_\_\_

**Cash, Surety, Deposit or Bond (if applicable):** \_\_\_\_\_

## SUBMITTAL REQUIREMENTS:

1. A professionally rendered graphic map of the layout of the premises where the event will be held, including areas for vendors, events, parking and restroom facilities. Please ensure this illustration shows that vehicular and pedestrian access and internal circulation will be maintained during the event.
2. If the group or organization requesting the permit is not the property owner, provide a letter of authorization signed by the owner specifically providing permission to hold the event on their property.
3. Proof of liability insurance naming the City as an additional insured in the amount of \$1,000,000. This proof of liability is required if the event utilizes any city-controlled property, including but not limited to sidewalks, rights-of-way, parks and/or plazas.
4. If alcohol is to be sold or served, please contact the City Clerk at 719.269.9010 for more information regarding an alcoholic beverage licensing requirements.
5. If your event location is located on Hwy 50, or has access to the Hwy 50 corridor (including Fremont Drive), you are encouraged to contact the Colorado State Patrol/CDOT at 303-239-4500 for information about a state-authorized Special Event permit.

## FOR OFFICE USE ONLY BELOW THIS LINE

### ZONING COMPLIANCE REVIEW:

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Patrick Mulready, City Planner

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Date

### REFERRAL AGENCIES:

|                   |                          |                            |                          |
|-------------------|--------------------------|----------------------------|--------------------------|
| Police Department | <input type="checkbox"/> | Sales Tax Clerk            | <input type="checkbox"/> |
| Planning & Zoning | <input type="checkbox"/> | City Clerk (liquor events) | <input type="checkbox"/> |
| Fire District     | <input type="checkbox"/> |                            |                          |

### CITY ADMINISTRATOR APPROVAL:

In accordance with §17.20.180 of the Cañon City Municipal Code, and after considering the provisions found within the Code, the City Administrator does hereby approve and authorize the issuance of this Special Event Permit for the event known as \_\_\_\_\_, sponsored/organized by \_\_\_\_\_, to be held at \_\_\_\_\_, on \_\_\_\_\_.

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Ryan Stevens, City Administrator

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Date