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**CITY OF CAÑON CITY PARK/PUBLIC PROPERTY USE PERMIT  
FOR SPONSORED EVENTS/ACTIVITIES (719) 269-9011**

PARK OR PUBLIC PROPERTY TO BE USED: \_\_\_\_\_

DATE & TIME OF SET UP: \_\_\_\_\_

BREAKDOWN DATE & TIME: \_\_\_\_\_

NAME OF EVENT ACTIVITY: \_\_\_\_\_ ESTIMATED NUMBER OF PERSONS \_\_\_\_\_

DESCRIPTION OF EVENT OR ACTIVITY:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AGENCY/SPONSOR: \_\_\_\_\_

CONTACT PERSON (please print): \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_

CHECK TYPE OF FACILITIES TO BE INCLUDED WITH THIS REQUEST:  SHELTER# \_\_\_\_\_

- Stage (Veterans Park only)     Baseball     Volleyball     Soccer     Tennis     Basketball
- Trail     Bridge     Lawn     Camp Site     Roads/Parking Lots     Carnival Grounds
- Other Facility \_\_\_\_\_

CATEGORY OF ORGANIZATION/SPONSOR

- A.  INDIVIDUALS, SPECIAL INTEREST GROUPS
- B.  NON-PROFITS/CHURCHES
- C.  COMMERCIAL ACTIVITY OR SALES (Council approval, Municipal Code 9.44.060, B thru G, 90 days in advance)

- I (we) have read and understand all statements, requirements and have answered all questions contained in this Park Use Permit for Sponsored Events/Activities. I (we) understand and agree to all requirements contained herein including payment of fees.

- Indemnification:  
By signing below, Applicant hereby expressly exempts and releases the City, its officers, employees, and insurers from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

\_\_\_\_\_  
Signature of Sponsor/Organization Representative

\_\_\_\_\_  
Date of submittal

(Permit not valid until requirements are met and a signed copy is in the possession of sponsor at Event/Activity site.)

**PLEASE ANSWER FOLLOWING QUESTIONS:** (Attach additional supporting pages as necessary for descriptions)

Questions to be answered by Sponsor:

Requirements of Sponsor:  
(For City Use Only)

1. Category of sponsor: A  B  C  \_\_\_\_\_
2. Site plan of event in park attached? Yes  no  \_\_\_\_\_
3. Have you scheduled an "on-site" pre-event meeting?  
When? \_\_\_\_\_ yes  no  \_\_\_\_\_
4. Insurance Cert. naming City additional insured attached? yes  no  \_\_\_\_\_
5. Advance set up time indicated on permit form? yes  no  \_\_\_\_\_
6. Will event sell food, goods or services? yes  no  \_\_\_\_\_
7. Will you solicit donations or conduct a fund-raiser? yes  no  \_\_\_\_\_
8. Will there be an entrance or use fee? How much? \_\_\_\_\_ yes  no  \_\_\_\_\_
9. Will alcohol be sold or served? yes  no  \_\_\_\_\_
- If yes for the next two questions, have you contacted the  
    Utility Notification Center 3 days in advance of event? yes  no  \_\_\_\_\_
10. Will you erect tent(s) or canopy's . Sq. Ft. \_\_\_\_\_ yes  no  \_\_\_\_\_
11. Will there be temporary fencing? yes  no  \_\_\_\_\_
12. Electricity needs? Describe in detail. yes  no  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Water needs? Describe in detail. yes  no  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Will event require banners or signs? yes  no  \_\_\_\_\_
15. Do you need to drive vehicles on park lawns?  
Describe in detail. yes  no  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Do you anticipate adjacent road closures to park? yes  no  \_\_\_\_\_  
Describe & attach "Right of Way Permit".  
\_\_\_\_\_  
\_\_\_\_\_
17. If you are using the D&RGW Park at 9<sup>th</sup> & RGB,  
Did you obtain a permission letter from Cañon Natl Bank? yes  no  \_\_\_\_\_
18. Do you need the use of the trails or pedestrian bridge? yes  no  \_\_\_\_\_  
Describe location.  
\_\_\_\_\_  
\_\_\_\_\_
19. Are you going to provide security or supervision? yes  no  \_\_\_\_\_  
Who shall you be using? \_\_\_\_\_
20. Do you want to use Carnival grounds? yes  no  \_\_\_\_\_  
Did you contact County Planning & Zoning for a CUP? yes  no  \_\_\_\_\_
21. Have you arranged for trash & sanitation control? yes  no  \_\_\_\_\_
22. Will your event produce loud noise? yes  no  \_\_\_\_\_  
Describe in detail.  
\_\_\_\_\_  
\_\_\_\_\_
23. The Park Permit Fee is \$\_\_\_\_\_ yes  no  \_\_\_\_\_  
Upon review, the City may require a damage deposit.
24. Have you attached the Park Use Permit Fee? yes  no  \_\_\_\_\_
25. Have you signed the INDEMNIFICATION clause? yes  no  \_\_\_\_\_

**FOR CITY USE ONLY: Required review and signatures will be obtained by City.  
Additional requirements may result from reviews.**

\_\_\_\_\_  
Fremont County Health/Planning & Zoning

\_\_\_\_\_  
Cañon City Fire Protection District

\_\_\_\_\_  
City Sales & Use Tax

\_\_\_\_\_  
City Clerk-Date

\_\_\_\_\_  
Request Reviewed by Park Department Official

\_\_\_\_\_  
Date of approval

## CITY OF CAÑON CITY

### INSTRUCTIONS AND REQUIREMENTS FOR APPLICATION FOR A PARK/PUBLIC PROPERTY USE PERMIT FOR SPONSORED EVENTS/ACTIVITIES

All requirements must be met before permit is approved. In most cases, permit application should be submitted no less than 60 days prior to event. Additional lead time may be necessary as indicated below.

#### 1. CATEGORY OF SPONSOR:

A. INDIVIDUALS, SPECIAL INTEREST GROUPS: If you or your group have no intention of raising funds, soliciting donations or selling products or services and everything you do is free to the public, you may use this category, OR your choice is you must comply with Non-Profit requirements in the category "B" below.

B. NON-PROFITS/CHURCHES: If your organization or church is a registered non-profit, you must provide a copy of the certificate with this permit application. You may go to [www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do](http://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do), for State of Colorado and <http://apps.irs.gov> for the Federal government 501-C-3 or 6 certificate, follow the instructions to locate your status and print out the letter or certificate and submit with permit application. Make sure you use the legal name of your non-profit to search your records.

C. COMMERCIAL ACTIVITY OR SALES: If you are a private business, corporation, LLC, or vendor of any products or services, all for a profit, you must use this category. The Park Use Permit will require Council approval, Municipal Code 9.44.060, B thru G. Please make request 90 days in advance.

**2. SITE PLAN:** A site plan shall be required indicating every activity to take place in the park, public place or on any adjacent road. Plan shall include any temporary fencing, gates or ticket sales areas, temporary structures, portable cooking or eating facilities, portable restrooms, showers, alcohol dispensing equipment, play or recreational equipment, trucks, cars, trailers, first-aid or emergency vehicles, etc. The site plan shall also include any "traffic control plan" required by the "Request for Road or Street Closure" permit as specified below in this document. Sponsors may request a park map with this permit application.

**3. SITE MEETING:** A site meeting in advance of the proposed event may be necessary to avoid last minute problems or issues. Call the Park Department at 269-9028 to schedule a meeting.

**4. INSURANCE:** Events that will sponsor any type of competitive activity for a fee or club dues to it's participants, sell unpackaged food or beverage including approved alcoholic beverages, provide or make use of large animals such as horses, set up large tents or canopy's, make use of legal fireworks, fireworks displays conducted by professional companies for hire (and approved by the Cañon City Fire Protection District), cannons, firearms, etc., shall be required to provide a minimum of \$600,000 Combined Single Limit liability insurance naming the City of Cañon City as a "Certificate Holder" and as "Additional Insured", before the permit is approved. Provide the insurance Certificate with this permit submittal. The standard insurance certificate form shall be used (see example).

**5. ADVANCE SET UP TIME:** If your event needs advance set-up time or extra days for your proposed event or activity, then please indicate the total beginning and ending date(s) of your proposed event or activity.

**6. SELLING GOODS, SERVICES OR FOOD:** Please list on the permit request the type of food, goods or services to be sold. Please contact the Sales & Use Tax specialist at 276-5252 for determination of a license and applicable fees and the Fremont County Environmental Health Department at 276-7460 to determine if a facility inspection is needed.

**7. SOLICITING DONATIONS OR CONDUCTING A FUND-RAISER:** If your event or activity includes soliciting donations or conducting a fund-raiser, please indicate so on the permit form. If you do not have a 501-C-3 status as a non-profit, then you must find a non-profit organization to sponsor your proposed event or activity.

**8. ENTRANCE OR USE FEE:** If your event will charge an entrance or use fee, how much and what will the fee be and what will it be used for?

**9. SELL OR SERVE ALCOHOL:** If you plan to sell or serve alcohol, you must contact the City Clerk at 719-269-9011, 90 days in advance to start "Liquor License" proceedings. Approved liquor licenses require temporary fencing.

**10. TENTS & ANCHOR STAKES:** Tents larger than 200 sq. ft. or canopies larger than 400 sq. ft. must have an inspection performed by the Cañon City Fire Protection District by calling 275-8666. Before you pound any stake into the ground, you must obtain underground utility clearance from the UTILITY NOTIFICATION CENTER at 1-800-922-1987 AND the PARK DEPARTMENT at 719-269-9028 so you do not hit electric, gas, water or other utility lines. If you hit any underground utility line, you will be responsible for the cost of any damages.

**11. TEMPORARY FENCING & SUPPORT POSTS:** If you plan to install any type of fencing requiring posts, you must obtain underground utility clearance from the UTILITY NOTIFICATION CENTER at 1-800-922-1987 AND the PARK DEPARTMENT at 719-269-9028 so you do not hit electric, gas, water or other utility lines. If you hit any underground utility line, you will be responsible for the cost of any damages. It is highly recommended that self-supporting temporary fence stands be used in lieu of driven t-posts.

**12. ELECTRICITY NEEDS:** The City of Cañon City provides power at Veterans and Centennial Park for large events at select locations. Rudd, D & RGW Parks has limited power and may require the Sponsor to provide a generator(s). All other parks require the SPONSOR to provide their own power source.

**13. WATER NEEDS:** Special water keys or "quick-coupler" connectors are required for a standard ¾" water hose thread connection. Contact the Park Department at 269-9028 for water sources with in a park. A deposit may be required for the quick-coupler. Universal 4-way water keys may be purchased at local hardware stores.

**14. BANNERS & SIGNS:** Banners are prohibited over public roads. Banners and signs may be hung in public parks for the day of the event only and at "sponsor expense". Banners or signs may not nailed to any public facility or tree, only tied with rope. Only non-profit or public agencies may place signs or banners in public areas. Installation of any sign or banner requires a permit from the City. Contact City Hall for a sign permit at 269-9011.

**15. VEHICLES ON PARK LAWNS:** A limited number of vehicles are permitted on park lawns for setup purposes only. Please describe any vehicles to be driven on lawns including location and size. Under no circumstances shall any vehicles be parked on lawns due to lack of available parking space or for convenience

**16. REQUEST FOR ROAD OR STREET CLOSURE PERMIT:** If you plan to request the closure of any adjacent road to a park, then a separate permit must be obtained from the City of Cañon City. A traffic control plan must be provided with this park use permit and the “Request for Road or Street Closure” Permit. Road closure requests shall require the “sponsor” to rent or lease proper barricades and signs from an authorized dealer or supplier. The City of Cañon City shall not provide any barricades or signs

**17. USE OF SPECIFIC PARKS RESTRICTED:** The park located at 9<sup>th</sup> & Royal Gorge Blvd. is referred to as “D & RGW” Park. You must obtain written permission from the Cañon National Bank to use the park and parking lot. Please attach a written permission letter to this application. Also, Veterans Park is reserved to the Chamber of Commerce on July 4<sup>th</sup> from 4 PM until 11 PM for fireworks and community events. Any use of Veterans Park during this time period must be cleared with the Chamber of Commerce.

**18. TRAIL & PEDESTRIAN BRIDGES:** The pedestrian bridges may be used for specific activities such as wedding ceremonies. Sponsors MAY NOT close the bridges to public use during their activity. One lane of foot or bicycle traffic must be kept open at all times. Receptions and picnics are prohibited on the bridges. The sponsor may be required to provide temporary fencing of the area. The Arkansas River Trail east of Black Bridge or Tunnel Drive Trail, is managed by the Cañon City Area Recreation & Park District. Direct all calls to 719-275-1578 for information or permits.

**19. EVENT OR ACTIVITY SECURITY:** Each sponsor is required to provide security for their proposed event or activity. Security guard services must be licensed through the City Clerks Office. At a minimum, sponsors shall provide security, surveillance, volunteers or staff members to control crowd activities or movements.

**20. USE OF PUBLIC GROUNDS OUTSIDE CITY LIMITS:** If you plan to use the carnival/fair grounds or any other public area for a large event, you must secure a “Conditional Use Permit” (CUP) from the Fremont County Planning & Zoning Office at 615 Macon Avenue, 90 days in advance of proposed event. Call Fremont County Planning & Zoning at 719-276-7360.

**21. TRASH AND SANITATION REQUIREMENTS:** Sponsors shall provide trash removal services and portable toilet services at their own expense. Any sponsored event that serves food and drink shall use the following table to calculate requirements. If only one dumpster is provided, then the sponsor is required to have their trash service empty the device several times a day or when full. In most cases, portable toilets shall be placed adjacent to existing park restroom facilities.

	<u>Portable Toilets</u>	<u>Trash Dumpsters</u>
1. Less than 500 people per day	2 portable toilets	4-yard capacity
2. 501 to 1000 people per day	3 portable toilets	8-yard capacity
3. 1001 to 2000 people per day	4 portable toilets	16-yard capacity
4. 2001 to 5000 people per day (and/or any bike race)	TBD by City	TBD by City

**22. NOISE CONTROL:** Sponsors are required to declare in the permit what type and the level of noise they will create by their proposed activity. Each sponsor is responsible for the control of noise generated at their activity. Special attention must be given to the use of sound or public address systems. Each sponsor must insure that sound levels will not unnecessarily disturb the “peace and tranquility” of surrounding neighborhoods. All forms of profane or offensive language that is transmitted over sound systems are prohibited. All forms of sound system use or loud music shall cease after 9 PM at night in public parks or other public places. The sponsor shall make every effort to minimize the impact of the event to the surrounding neighborhood. It shall be the sole discretion of the City of Cañon City to determine if appropriate controls are placed on the levels of noise.

**23. PERMIT FEES & DAMAGE DEPOSITS:** The FEE for this permit shall be \$\_\_\_\_\_. Certain types of activities may require a “damage deposit” to be paid by the sponsor in addition to the “Permit” fee. Each permit will be reviewed and the sponsor will be notified if a corresponding damage deposit is to be assessed. Any damage occurring as a direct result of the applicant activity to City property will be deducted from the damage deposit.

**24. Have you attached the Park Use Permit fee with this application?**

**25. INDEMNIFICATION:** By signing the permit application, Applicant or Sponsor hereby expressly exempts and releases the City, its officers, employees, and insurers from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

*SPONSORED EVENT REQUIREMENTS – 01/01/2019*