



# Special Event Application Packet



Dear Event Planner,

Welcome to Timnath! We are so excited you have chosen Timnath as the location to hold your special event. In Timnath, we define a special event as having any or all of the following characteristics:

1. A gathering of 100+ people.
2. The majority use of a Town facility or park.
3. The temporary closure or modification of a public right of way.
4. A gathering that requires traffic control to maintain a safe environment.
5. Any gathering of people that may create a public safety hazard.

Examples of special events may include, but are not limited to, festivals, celebrations, carnivals, races, parades, fundraisers, fairs, camps and other similar activities. We have created this packet to help you plan for your special event and any requirements associated with hosting it.

The Town of Timnath requires your completed event application to be submitted to the Town Public Works and Parks and Recreation offices (4800 Goodman Street) or email Callie Hoppe [choppe@timnathgov.com](mailto:choppe@timnathgov.com) no later than 60 days prior to your event. Required items such as proof of insurance, obtaining a liquor permit, and staffing of medical and law enforcement personnel may be a lengthy process, so please plan accordingly. Failure to submit your special event permit application on time may result in a denial of your permit.

This packet, also available at [www.timnath.org](http://www.timnath.org), will help you plan for your event. Please note you will only need to submit the forms that are applicable to your event. Please use the planning checklist on page 3 to determine which forms are applicable for you. Please submit your completed packet along with payment for required permits to the Town Public Works and Parks and Recreation offices, located at 4800 Goodman St. in Timnath, 80547. The Town will conduct a review of your submission and contact you once it has been processed by all applicable departments. Please note, there may be additional information required from you, or modifications to your existing plans. Once your application has been approved, you will receive a Special Event Permit, along with any permits you pulled from the Town. You will need these items with you at the event as proof of authorization.

It's our goal to provide an efficient and streamlined process for reviewing and approving your event. We look forward to working with you and thank you for choosing the Town of Timnath as your event location site.

Sincerely,

Callie Hoppe  
Timnath Special Events Supervisor  
[choppe@timnathgov.com](mailto:choppe@timnathgov.com)



## SPECIAL EVENT PLANNING CHECKLIST

This checklist is intended to help you better plan your event, and to properly submit all necessary forms. It serves as a guideline only. Check off all necessary forms and include them with your completed application.

- Fees:** The Town of Timnath charges the following special event application fees. In addition, supporting agencies that are part of the review process may have additional fees. You will find complete fee information on the appropriate form in this packet. All fees should be submitted at the time of application. Please make checks payable to the Town of Timnath. To pay online, click [HERE](#) and send your receipt in with your application.
  - **Special Event Fee:** \$25 nonrefundable per day
  - **Special Event Liquor Permit:**
    - Malt, vinous and spirituous liquor: \$25 per day
    - Fermented malt beverage: \$10 per day
  - **Security/Damage Deposit** **Variable;** must submit application 1<sup>st</sup> for review
  - **ROW Permit** Variable; must submit application 1<sup>st</sup> for review.
  
- Special Event Application:** All event holders must submit a completed Special Events Application **at least 60 days prior** to the event.
  
- Site Plan:** Please attach a detailed rendering of the event layout. Hand drawn maps are not recommended but must be legible if used. Each site plan should include the following:
  - Overall boundary of entire event venue including street names, all entrances and exits.
  - Event components, including stages, platforms, seating, tents, restrooms and trash receptacles and dumpsters, food trucks, cooking area, and any other food or drink distribution areas. Please include any temporary structures.
  - Electrical including source of electricity and location of generators. Include the locations of all electrical cords and covers.
  - Restrooms and portable toilets, including location, gender specificity, and handicap accessibility. Hand wash station if applicable. To determine the appropriate amount of restrooms, please use the restroom calculator found [HERE](#)
  - Fencing/barricades location and emergency access through them (20' emergency access lane), Please include anchoring methods.
  - First Aid facility locations, ambulance/emergency services access, possible lost child station and locations of security personnel. In addition, it is strongly recommended that you have EMS services on site. To request EMS services through UHealth please contact them directly at [pvhemsspecialevents@uhealth.org](mailto:pvhemsspecialevents@uhealth.org)
  - If serving alcohol, Timnath PD or a preapproved security firm must be present, the amount of security needed will depend on the size of the event. Current rates for Timnath PD are as follows but subject to change: Patrol Officer - \$82 /hr., Sergeant \$112 /hr.
  - Supplemental water stations.



- Vendors with detailed location and set up methods (tents, booths, or trucks) of all vendors, including food vendors. Note that all vendors must be registered with the Town either with a one-time license or a regular business license; both of which are accessible on our website under “online forms”. **Food vendors must also provide a copy of their license to operate a food establishment from Larimer County.**
  - Parking Plan must be included establishing where attendees will park. Must have enough spaces to account for 1/3 of expected attendees.
  - Handicap Accessibility must be shown that are ADA compliant ways for handicapped persons to park and access the event, including restrooms.
- Special Event Rules and Indemnification Form:** All event holders are required to read and sign a Special Event Rules and Indemnification Form.
- Certificate of Insurance:** All event holders must provide the Town of Timnath with a certificate of general liability insurance policy covering claims that may arise during the event, including participant and spectator liability. The policy must have a minimum of \$1,000,000 per occurrence and name the Town of Timnath as additionally insured.
- The event organization shall indemnify and hold harmless the Town, it’s 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 cost of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from the special event.
- A copy of the policy or the appropriate insurance certificate shall be provided to the Town and approved by the Town as a condition of the special event permit approval.
- Emergency Services Plan:** A plan providing emergency access routes to fire, police, and emergency services must be provided.
- ROW (Temporary Street Closure) Form:** For events requiring street closures, have street activities that impede traffic or require public parking to be blocked off, event holders must submit for a ROW permit. Professional and / or certified traffic control personnel are required for street and intersection closures.
- Entertainment/Amplified Sound:** The Town of Timnath Amplified Music Ordinance (6.07.10) applies to all events utilizing amplified sound. All events must submit for an amplified music permit, and all amplified sound must cease by 10 p.m.
- Special Event Liquor License:** If you would like to sell or serve alcohol to attendees, you must apply for a Special Event Liquor Permit.

Please return all applications and supporting documents to:

Town of Timnath  
[www.timnath.org](http://www.timnath.org)  
4800 Goodman Timnath, CO 80547



Phone: 970-224-3211  
choppe@timnathgov.com

## SPECIAL EVENT APPLICATION

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

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

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

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

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

### APPLICANT

Organization: \_\_\_\_\_

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

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

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

Organization's Website: \_\_\_\_\_

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

### EVENT LOCATION REQUEST

Street Address or Location: \_\_\_\_\_

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

Is this event on Public or Private Property?

Public

Private

Is the event open to the public or private event?

Public

Private

Will you be serving alcohol?

Yes

No

Will you need Timnath PD?

Yes

No

Got Signs?

Yes

No



## FACILITY USE/ALCOHOL PERMIT CONTRACT

1. The undersigned has read and hereby agrees to the Town of Timnath Facility and Alcohol Permit policies and procedures, as applicable. The undersigned wishes to reserve rental space and agrees to follow and be subject to all policies in connection with the undersigned's use of the facility. The undersigned agrees to each of the conditions set forth in this Permit Agreement as applicable.
2. This permit DOES/DOES NOT include permission for the use of alcohol at the facility site. This permit agreement shall be available for inspection at the facility during the event and shall be displayed upon request to any employee of the Town or Police Department.
3. The permit includes permission for the use of alcohol at the facility site; no glass drinkware is permitted. This permit expires at 11:00 pm on that day.
4. All consumption of alcoholic beverages must take place within the rented space of the facility. Alcohol consumption and display of an open container outside of this area is illegal.
5. In consideration of the issuance of this Facility Use/Alcohol Beverage Permit, the undersigned agrees to defend, indemnify and hold the Town of Timnath, its officers, agents, and employees, individually and collectively, free and harmless from and against any claims or demands arising from any act, omission or negligence of the Applicant, its licensees, agents, servants, or employees arising from any occurrence or accident causing, or allegedly causing, bodily injury (including liability for personal injury or death) or damage to property to whomsoever belonging, arising out of, or allegedly arising out of, the use of the premises as defined in this Facility Use/Alcohol Permit or while in or about said premises.
6. The undersigned assumes personal and individual liability for himself/herself and liability on behalf of the Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant or their guests. The undersigned will leave the facility in a condition as good as, or better than, originally found. The undersigned will personally and dually, and on behalf of the Applicant, accept liability for all repair to the facility and/or repair or replacement of equipment in the event of damage.
7. Cancellations must be received by the Town at least 24 hours prior to the reservation date (in writing or by calling 970-224-3211) by the person or representative who made the original reservation, or all rental and permit fees will be forfeited in alignment with the cancelation policy. The Town may hold any/all of the deposit to apply toward the cost of cleanup/repair.

Applicant: \_\_\_\_\_ Date of Reservation: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Approved:

\_\_\_\_\_  
Town Clerk



## ROW (TEMPORARY STREET CLOSURE) APPLICATION

Applications for a Temporary Street Closure (ROW) permit shall contain, at a minimum, the following information and shall provide any additional information as may be requested by the Town. Any applicant wishing to utilize a Town road or right-of-way shall submit a detailed traffic control plan, including any alternative routes or detours, based on the current Colorado Department of Transportation Standards and the Manual on Uniform Traffic Control Devices. Installation and maintenance of the traffic control devices required on the traffic control plan shall be at the applicant's expense.

Any applicant wishing to utilize a Town road or right-of-way must notify all affected property owners a minimum of 10 days prior to such event. Said notice is subject to review by the Town and must be submitted to the Town Manager 21 days prior to the event.

### STREET CLOSURE REQUEST

Applicants are responsible for contacting residents affected by the Proposed Temporary Closure Request. Applicants must include a map of affected area with application outlining the following:

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

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

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

### APPLICANT INFORMATION

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

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

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

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

### CONDITIONS OF THE PERMIT



## SPECIAL EVENT RULES & INDEMNIFICATION FORM

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

The responsible organization, as a condition of being granted a special event license within the Town of Timnath, 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, it's officers, officials, employees and self-insurance pool from and against any and all damage and loss to person and 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 event. Such insurance shall be in addition to any other insurance requirements imposed by law. 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. The Town of Timnath must be listed as additionally insured on the policy.
4. The responsible organization, if holding the event on the Town property shall, upon conclusion of the event, return the site to its pre-event condition immediately.
5. The Town of Timnath cannot issue permits or approve activities on behalf of other nearby jurisdictions. 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 Timnath.

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

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