



PARKER
C O L O R A D O

COMMUNITY EVENT PERMIT GUIDE

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Table of Contents

Introduction.....	2
Street Closures	2
License Agreement.....	3
Tier Classification	3
Nonrefundable Permit Fees	4
Refundable Deposit.....	4
Municipal Service Fees	4
Park/Facility Rental Fees	5
Other Fees that May Apply to the Event:.....	5
Fee Payments	6
Charitable Organization Discount.....	6
Insurance	6
Events with Alcohol.....	7
Tents, Canopies and Inflatables.....	7
Food and Beverage Requirements.....	7
Events with Vendors	7
Event Planning	8
Publicity Assistance	8
Signs and Banners.....	8
Amplification and Music.....	9
Trash Management.....	9
Application.....	9
Permit Approval.....	10
Permit Denial	10
APPENDIX A.....	11

Introduction

The Town of Parker Municipal Code, Chapter 10.08, requires that a **Community Event Permit** must be obtained from the Town before any group or individual can conduct an organized event on, or directly impacting, Town property or roadways within Town limits. An organized event is defined as any parade, rally of any group of ten (10) or more persons, block party of any group of ten (10) or more persons, or community event of one hundred (100) or more persons in or upon public property and rights-of-way, or upon privately owned property where the event is likely to impact the normal flow of pedestrian or vehicular traffic on public property or rights-of-way. Parades for commercial purposes are not permitted. It is the Town's policy to regulate events involving the use of, or impact to, Town property, public facilities, sidewalks or roadways in the interest of public safety, loss control, and limiting liability.

An application for a permit may be filed **NO MORE THAN 9 MONTHS** before the event, but shall be received **NO LATER THAN FORTY-FIVE (45) DAYS BEFORE** the actual event date to ensure adequate review time by Town staff and outside agencies, unless otherwise approved by the Town Administrator's office.

Rentals involving parks and related facilities, the Schoolhouse or Parker Arts, Cultural and Events (PACE) Center are in addition to the Community Event Permit Application Process. Parks and facility rentals are made on a first-come, first-served basis and should be made as far in advance of the event rental as possible. Please contact the Parks, Recreation and Open Space Department at 303.805.6311 or visit [Park Reservations](#) for reservation information regarding parks and trails. For rental of the Schoolhouse or PACE, please contact the Cultural Department at 303.805. 6800 or [Rentals](#).

The Community Event Permit does not apply to such activities as family reunions, picnics, outings, and other similar daily and routine individual or family leisure and recreational uses, unless the proposed activities will impact the normal flow of pedestrian or vehicular traffic.

It is the Town's goal to assist event organizers in planning safe and successful events that create a minimal impact on the Town's resources and facilities. We hope that you find these instructions helpful in completing the application.

Street Closures

Generally, permits will not be granted to close collector or arterial streets. (Arterial streets would include, but are not limited to, streets such as Mainstreet, Jordan Rd., and Lincoln Ave. Collector streets would include, but are not limited to, streets such as Bradbury Dr., Clarke Farms Dr., J Morgan Blvd., and Canterbury Pkwy.) If a complete closure of a local road or cul-de-sac is requested, the applicant must obtain the written approval of the property owners within the closure. Adjoining property owners have the right to object to the permit if they feel the closure would be an unreasonable inconvenience regarding entry to their property.

If a temporary closure of a local road or cul-de-sac is approved, adequate barricades (to the Town's specifications) must be provided by the applicant. If the street closure is for a nonprofit local event, the Town will provide traffic control devices. The applicant will be responsible for placement, maintenance and retrieval of the traffic control devices. Applicants must provide a

complete detour and barricade plan, prepared by a certified Traffic Control Supervisor (TCS). Once the original detour/barricade plan is submitted, only Town-initiated changes may be made.

Applicants must maintain emergency access at all times.

License Agreement

If the event is on Town-owned property, a License Agreement is required. If the event is *not* serving alcohol, the License Agreement is contained in the Community Event Permit. If the event *is* serving alcohol, a separate License Agreement is required by state law as a part of the Special Events Permit application (see the “Events with Alcohol” section of this document). The License Agreement will be provided by the Town Attorney’s Office.

If using Cultural facilities or Recreation facilities, please contact them directly to verify availability and reserve the date and location, and obtain a use agreement for such facilities.

Please contact the Parks and Recreation Department at 303.805.6311 or view the Parker’s Parks and Field Use Policy for more information on parks and trails use. Reservations are made on a first-come, first-served basis and must be made in advance.

All facility, park and trail rentals are subject to the terms of the use agreement for each venue. Rental fees will apply.

Information provided for Tier Classification that is false or misrepresented will result in denial or revocation of the permit.

Tier Classification

The Town of Parker classifies community events as Tier 1, Tier 2, or Tier 3 events. The fees and requirements associated with each category are different, therefore, it is important to know how each event is classified.

Tier 1 Events – meet one or more criteria:

- Small, single day
- No closures of trails, arterial or collector streets or intersections
- Anticipated or recorded attendance under 1,000
- No sales or serving of alcohol

Tier 2 Events – meet one or more criteria:

- Rolling closure of trails, arterial or collector streets that will not interfere with public use
- Anticipated or recorded attendance of 1,000 to 3,000
- Selling or serving alcohol less than four (4) hours
- Majority use of a Town park, trail or other municipal facility

Tier 3 Events – meet one or more criteria:

- Large, multiple-day events

- Closure of trails, arterial or collector streets or intersections
- Anticipated or recorded attendance of 3,000 +
- Selling or serving alcohol four (4) or more hours
- Exclusive use of Town park, trail or other municipal facility

Neighborhood block parties and parades are not included in the event tiers and are charged a flat permit fee of \$25.00.

Nonrefundable Permit Fees

There is a nonrefundable permit fee due upon submittal of a completed community event permit application that is based upon the event tier classification. The permit fees are as follows:

Event Category	Permit Fee Amount
Neighborhood Block Parties/Parades	\$25.00
Tier 1 Events	\$150.00
Tier 2 Events	\$300.00
Tier 3 Events	\$500.00

Refundable Deposit

In addition to the permit fee, a refundable deposit is due upon submittal of a completed event permit application based upon the tier classification of the event. The full amount will be refunded post-event, minus any damage to Town property as a result of the event or any outstanding fees not yet remitted. The refundable deposit amounts are as follows:

Event Category	Refundable Deposit
Neighborhood Block Parties/Parades	\$0.00
Tier 1 Events	\$250.00
Tier 2 Events	\$500.00
Tier 3 Events	\$1,000.00

Municipal Service Fees

In addition to the nonrefundable permit fees, each event is responsible for associated costs incurred for municipal services or municipal resources such as:

- Additional security or patrol services provided by the Town of Parker Police Department
- On-site traffic management
- Trash and recycling during and after the event
- Park maintenance and event set-up
- Delivery, installation, breakdown and removal of traffic control devices (barricades)
- Street and/or parking lot sweeping
- Rehabilitation of damaged parks or other damaged Town facilities
- Accommodation of electricity
- Irrigation management

Event fees will be assessed by the Town on a partial cost-recovery model based upon the requirements of the event. The following flat fee hourly rates are blended rates of equipment,

various staff position rates and overtime rates that are intended to recover partial costs for the services provided.

Municipal Service Fees	Rate
Police Department Staffing: Traffic control and safety	\$65.00/hour per officer
Parks and Recreation Staffing: Trash and recycling during/after event; general park and location clean-up; park rejuvenation and on-site staffing; turning irrigation on/off	\$50.00/hour per staff
Engineering/Public Works Staffing: Delivery, installation, breakdown and removal of barricades; street and/or parking lot sweeping; traffic plan reviews	\$50.00/hour per staff

Some of the services listed in the above table may be provided by a third party or by the event organizers with approval by the appropriate Department Director and the Town Administrator.

Park/Facility Rental Fees

All facility, park and trail rentals are subject to the terms of the use agreement for each venue. Rental fees will apply. Please check with the appropriate department for availability, reservations, fees and additional details.

Other Fees that May Apply to the Event:

Special Events Permit Fee (required if alcohol will be served at the event)	\$100.00
Generator Inspection (only required for large tow-behind types), small generators require that a generator checklist be signed and submitted	\$25.00 per unit
Tent/Inflatables (Temporary Structures): Any tents intended for use during events must be clearly marked and labeled on the site map provided by the applicant. A \$25 fee will be assessed for each tent/inflatable larger than 400 square feet and will require an onsite inspection.	\$25.00 per unit
Business License	\$20.00 biennial
Amusement Ride Inspection and Generators	\$25.00 per unit
Building/Fire Event Plan Review	\$50.00 per hour
Building/Fire Inspections (outside normal business hours)	\$100.00 minimum for the first and \$50.00 for each additional

Fee Payments

The nonrefundable permit fee based upon the event tier category and the refundable damage deposit are due at the time that the completed community event application is submitted through the Town's eTRAKiT system. Within two weeks following the event, a final invoice will be sent to the event organizer with a (30) day remittance period.

Charitable Organization Discount

Established 501(c) (3) charitable not-for-profit organizations in good standing with the Colorado Secretary of State are eligible for up to a 25% discount on the nonrefundable permit fees. A current tax exempt certificate is required.

Additionally, established 501(c) (3) charitable not-for-profit organizations that are located within the Town of Parker and are in good standing with the Colorado Secretary of State are eligible for up to a 50% discount on the nonrefundable permit fees. A current tax exempt certificate is required.

Charitable organization., as defined by 26 U.S. Code § 501(c)(3), means “corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, nor part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities or which is carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided in subsection (h)), and which does not participate in, or intervene in (including publishing or distributing or statements), any political campaign on behalf of (or in opposition to) any candidate for public office.”.

Insurance

The Town requires commercial general liability insurance covering both the applicant and the Town in the minimum amount of \$2 million general aggregate/\$1 million per occurrence. Applications for a community event permit will be reviewed on a case-by-case basis by the Town's Risk Manager to determine what insurance is required. This requirement may be waived by the Town Administrator. The insurance policy must be endorsed to include the Town of Parker as additional insured and must be approved by Town staff prior to the event. License Agreements require additional insurance. The insurance requirements are attached as Appendix A.

For any insurance questions, please contact the Town of Parker Risk Manager at 303.805.3119.

Events with Alcohol

Events serving/selling alcohol to the general public require a Special Events Permit from the Town of Parker Town Clerk's Office, and require a License Agreement administered by the Town Attorney's Office, when Town-owned property is part of the licensed premises. The Special Events Permit application for the serving/selling of alcohol is deemed incomplete if the fully executed License Agreement is not included. The Town Clerk requires a minimum of **ninety (90) days** to process requests for Special Events Permits. Please contact the Town Clerk's Office at 303.805.3198 for more information concerning the Special Events Permit.

Tents, Canopies and Inflatables

Any tents, canopies and inflatables intended for use during events must be clearly marked and labeled on the site map provided by the applicant. Inflatables, canopies, and tents larger than 400 square feet require an onsite inspection.

Staking of tents and inflatables is not permitted on Town property without prior approval from the Parks and Recreation Department due to potential damage to the irrigation system.

If using inflatables at the event, it is recommended that a reputable company that can provide specifications and safety certifications for their equipment be used. The company will need to provide a copy of their insurance to the Town.

Food and Beverage Requirements

Events serving/selling food and/or beverage to the general public require approval of the Tri-County Health Department. Any applications, plan reviews, licenses, fees, or other information must be submitted to the Tri-County Health Department. For more information, please contact 303.220.9200 or visit www.tchd.org.

A list of all food vendors with their name and contact information is required as part of the permit application.

Events with Vendors

In accordance with the Parker Municipal Code, Chapter 4.03, events that include the sale of goods or services require the applicant to have a Sales Tax and Business License with the Town of Parker for and on behalf of all vendors who attend the event at least three (3) weeks prior to the event. For information regarding Licensing and Sales Tax Remittance, please contact the Town of Parker Sales Tax Department at salestax@parkeronline.org or by calling 303.805.3228. Please see the [Community Event Promoter Information](#) packet for information on the sales tax requirements.

Event Planning

Please ensure the approval of the event **BEFORE** promoting, marketing or advertising it. The Town of Parker's Communications Director must receive copies of all marketing materials promoting events that are funded or sponsored by the Town for approval of Town logo use.

Acceptance of the application **IS NOT** a guarantee of the date, location, or an automatic approval of the Community Event permit.

Applicants must maintain emergency access at all times during the event.

When planning a moving route rather than a fixed venue, consider the following; the impedance of emergency vehicles, conflict with normal public transportation and interference with people trying to reach their normal destinations at businesses, churches, and public facilities.

The applicant is responsible for complying with all Town, County, State, and Federal disability access requirements applicable to the event.

Publicity Assistance

Qualifying events may be eligible for [Community Event Publicity Assistance](#) from the Town. Nonprofit community events in Parker may qualify for limited publicity assistance from the Town. If certain criteria are met, events may qualify for a listing on the Town's electronic message boards and/or a free listing in the Town's online or *Talk of the Town* community calendars. Commercial events are not eligible for publicity assistance. The use of mobile, variable messages boards are not allowed.

For further information, please contact the Town of Parker Communications Department at 303.841.0353 or visit <http://www.parkeronline.org/publicity>.

If the applicant determines the event is eligible for either of the above services, please fill out and submit a publicity assistance request. This electronic form is inclusive of electronic message board and community calendar requests.

Signs and Banners

In some cases, the Town of Parker may permit event banners to be displayed on the street lamps positioned in our medians. Click the following link to view and complete the [Street Light Banner Program Application for Use](#). Please direct any further inquiries to the Town of Parker Engineering/Public Works Department at 303.840.9546.

The Town of Parker may allow temporary signs and/or banners. Banners for commercial events require a [Temporary Sign Permit Application](#). For further information regarding the placement of signs and/or banners, please refer to the Parker Municipal Code, Chapter 13.09. Please direct any questions to the Town of Parker Community Development Department at 303.841.2332.

Amplification and Music

Amplified sound may be allowed between the hours of 7:00 a.m. and 10:00 p.m. according to the noise regulations found in Chapter 6.03 of the Parker Municipal Code. A summons and complaint may be issued for any noise regulation violation, and your event may also be terminated. A copy of these regulations may be viewed at [noise regulations](#).

Trash Management

The management of all trash and recycling is the responsibility of the event organizer. Existing trash and recycling barrels in the Town parks and Town public spaces are not available for trash related to community events. Please ensure that the event is providing the appropriate number of trash receptacles. Large events may need to arrange for the removal of trash periodically during the event, and over-flowing trash receptacles in the parks and public spaces are not acceptable. Events not in compliance with the trash management provision will pay a \$50.00 per hour surcharge per Town employee for trash removal and/or clean-up.

Application

Complete the online community event application thoroughly at [eTRAKiT](#). An account in the Town's eTRAKiT system will need to be created. Please supply ALL the required information. The information must provide enough detail to fully explain your proposed activity or event, including a detailed site map, Certificate of Insurance naming the Town of Parker as an additional insured, and an activities plan. Incomplete applications will not be processed and may result in a delay of the application review process.

Please provide a detailed site map of your event showing the following, if applicable:

- Event location (including public property, buildings and streets that are part of or adjacent to the event)
- Event route
- Event registration
- Start/Finish points
- Stage and sound equipment
- Food and/or beverage tent (size and location)
- Tents (size and location)
- Banner and/or signage size and placement
- First aid/medical sites
- Parking location
- Generator particulars and locations
- Street closure points
- Location of any special attractions
- Electricity requirements
- Starting and ending time for the event – including set up and take down time
- Traffic control plan/method of handling traffic
- Roadway and/or parking lot closure locations

Each request for a Community Event Permit is reviewed on a case-by-case basis. The application

must be filled out completely and all supporting documentation required must be attached to the application. Incomplete applications will not be considered for approval.

Permit Approval

The application may be approved and a permit issued only after all requirements, deadlines, and conditions of the Town of Parker are met. When approved, the permit will be issued and emailed to the applicant. The applicant must return the permit with an original signature agreeing to the terms of the permit to the Town. The applicant must have the permit accessible for inspection by Town officials for the duration of the approved event.

Permit Denial

The applications may be denied for the following reasons under *Municipal Code Section 10.08*:

- The event will create a safety hazard to the participants, adjacent properties, proximate neighborhood(s), or traveling public. This determination will be made by the Parker Police Department and/or the Parker Engineering/Public Works Department.
- The time, route or size of the event will disrupt to an unreasonable extent the movement of traffic, pedestrians or bicyclists.
- The size or nature of the event requires the Town to divert so great a number of police officers that the citizens of Parker would be denied reasonable police protection.
- The event interferes with a scheduled Town of Parker event. Town events will be given priority.
- The event will interfere with another event for which a Community Event Permit has already been issued.
- False or misleading information was included on the application and/or its attachments. This shall also result in revocation of a previously issued permit.
- The applicant refuses to agree to abide by or comply with all the conditions of the permit or is not able to satisfy the requirements of the permit.
- Previous termination or violation of a community event permit by the applicant.
- The event will cause a disruption to residential quality of life that substantially impacts the quiet use and enjoyment of property and rises to the level of being a detriment to the public health, safety and welfare.

Failure to comply with any requirements, deadlines, and/or conditions set forth by the Town of Parker may terminate the event process, eliminate a segment of the event, or result in denial or revocation of the event permit. In addition, failure to meet the requirements of this permit may provide basis for denial of future permits for a given event or applicant.

If the permit is denied, the Town of Parker assumes no liability for expenses incurred by the applicant.

If during the course of the event, Town staff at the event site determines there is a public safety hazard or if there is a violation of any permit condition, the event may be terminated immediately at the request of the Town Administrator or designee. The Town of Parker is not responsible for any expenses incurred by the permit holder.

APPENDIX A

INSURANCE. Applicant shall obtain for itself, its agents, successors, assigns, lessees and licensees the minimum insurance coverages as follows:

Workers' Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of the work under this Community Event Permit and Employers' Liability Insurance with minimum limits of **Five Hundred Thousand Dollars (\$500,000)** each accident, **Five Hundred Thousand Dollars (\$500,000)** disease-policy limit, and **Five Hundred Thousand Dollars (\$500,000)** disease-each employee. Evidence of qualified self-insured status may be substituted for the workers' compensation requirements of this Paragraph.

Commercial General Liability Insurance to be written with a limit of liability of not less than **One Million Dollars (\$1,000,000)** for all damages arising out of bodily injury, personal injury (including coverage for employee and contractual acts), including death, at any time resulting therefrom, arising out of any one occurrence, and not less than **Two Million Dollars (\$2,000,000) general aggregate** for all damages arising out of bodily injury, including death, at any time resulting therefrom, during the policy period. This policy shall also include coverage for blanket contractual and independent contractor risks.

The limits of Commercial General Liability Insurance for broad-form property damage (including products and completed operations) shall be not less than One Million Dollars (\$1,000,000) for all damages arising out of injury to or destruction of property in any one occurrence, and not less than Two Million Dollars (\$2,000,000) for all damages arising out of injury to or destruction of property, including the Town's property, during the policy period. The policy shall contain a severability of interests' provision.

Liquor Liability Insurance to be written with a limit of liability of not less than **One Million Dollars (\$1,000,000 Common Cause Limit)** and not less than **One Million Dollars (\$1,000,000 Aggregate)** for all damages arising out of injury including bodily injury and property damage, including damages for care, loss of services or loss of support as a result of the selling, serving or furnishing of any alcoholic beverages.

The Commercial General Liability Insurance policy required above shall be endorsed to include the Town, its officers, employees and consultants as additional insureds. Every policy required above shall be primary insurance, with the exception of Workers' Compensation, and any insurance carried by the Town, its officers, its employees or its consultants shall be excess and not contributory insurance to that provided by the Applicant. No additional insured endorsement to the required Commercial General Liability Insurance policy above shall contain any exclusion for bodily injury or property damage arising from completed operations. The Applicant shall be solely responsible for any deductible losses under any policy required above.

Neither Applicant nor its agents, successors, assigns, lessees and licensees shall occupy the Licensed Property, until it has obtained all insurance required under this section and shall have filed a certificate of insurance or a certified copy of the insurance policy with the Town. **The certificate of insurance must be on file with the Town thirty (30) days prior to the event.** Each insurance policy shall list the Town as an additional named insured.

The certificate of insurance provided by the Applicant shall be completed by the Applicant's insurance agent as evidence that policies providing the required coverages, conditions and minimum limits are in full force and effect, and **shall be reviewed and approved by the Town prior to commencement of the Community Event Permit**. No other form of certificate shall be used. The certificate shall identify this Community Event Permit and the coverages afforded under the policies. The completed certificate of insurance shall be sent to:

Town of Parker
Attn: Risk Manager
20120 E. Mainstreet
Parker, Colorado 80138

It is the affirmative obligation of the Applicant to notify the Town's Risk Manager, as provided in this Community Event Permit, including faxing (fax no. 303-841-4814) or e-mailing (sbedard@parkeronline.org) a copy of the notice to the Risk Manager, within two (2) business days of the cancellation or substantive change to any insurance policy required under this Community Event Permit, and failure to do so shall constitute a breach of this Community Event Permit.

Failure on the part of the Applicant to procure or maintain policies providing the required coverages, conditions and minimum limits shall constitute a material breach of contract upon which the Town may immediately terminate this Community Event Permit or, at its discretion, the Town may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by Applicant to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Applicant from the Town.

The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

The parties hereto understand and agree that the Town, its officers and employees, are relying on and do not waive or intend to waive by any provision of this Community Event Permit the monetary limitations (presently Three Hundred Eighty-Seven Thousand Dollars (\$387,000) for any injury to one person in any single occurrence, and One Million Ninety-Three Thousand Dollars (\$1,093,000) per occurrence) for any injury to two or more persons in any single occurrence; except that, in such instance, no person may recover in excess of Three Hundred Eighty-Seven Thousand Dollars (\$387,000)), which amounts shall be adjusted by an amount reflecting the percentage change over a four-year period in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Boulder-Greeley, All Items, All Urban Consumers, or its successor index, or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as from time to time amended, or otherwise available to the Town, its officers or employees.