

The Town of Georgetown

P.O. Box 426
Georgetown, Colorado 80444-0426
(303) 569-2555

SPECIAL EVENT APPLICATION

NAME OF EVENT _____

DESCRIPTION OF EVENT (Type / Location/Scope of Activities) _____

DATE OF EVENT _____

TIME(s) of EVENT _____

SET-UP/TAKE-DOWN TIMES _____

ATTENDANCE (Include participants, spectators, and staff) _____

APPLICANT (S) _____

ORGANIZATION NAME _____ WEBSITE _____

MAILING ADDRESS _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS (S) _____

PRIMARY CONTACT FOR DAY OF EVENT _____

Cell phone _____

SECONDARY CONTACT FOR DAY OF EVENT _____

Cell phone _____

ALCOHOL SERVED AT EVENT? YES NO Please note that alcohol is not allowed in Town Parks /Trails

WILL ALCOHOL BE FOR SALE OR DONATIONS ACCEPTED? YES NO

If Yes, contact the Town Clerk for a Special Events Liquor Permit

SPECIAL EVENT SUBMITTAL REQUIREMENTS CHECKLIST

- Completed Application
- Narrative describing the event and how it is beneficial to Georgetown
- Vicinity – include start/finish areas and event routes
- Site Maps- these will relay the following information and illustrate the following:
 - Roadways, sidewalks and walkways indicating event participant/automobile flow
 - Parking for participants, spectators, and staff/volunteers
 - Locations and numbers of (if needed):
 - First aid stations
 - Potable water stations
 - Sanitation facilities
 - Trash receptacles
 - Electrical hookups and generator locations
 - Food & Beverage Vendors () include refrigerated trucks and commissary kitchens)
- Event Operation / Management Plan – This will be subject to approval by Georgetown Police Department / Georgetown Road & Bridge / EMS / Clear Creek Fire Authority / Clear Creek Environmental Health. This plan should contain the following information / sub-plans (if needed):
 - Traffic Control Plan (include site plans as applicable)
 - Parking Plan (include site plans as applicable)
 - Emergency Services Plan
 - Security Plan
 - Communications Plan
 - Trash Control & Removal Plan
 - Sanitation Plan
 - Food & Beverage Plan – Will there be open-flame cooking? If so, Clear Creek Fire Authority will need to review
 - Signage Plan

Additional items which WILL be required during the permitting process:

- Insurance Certificate:** Must name the Town of Georgetown as an additional insured on the applicant's insurance policy, must be specific to the event, and must cover the following:
 - Property damage in the amount of \$55,000
 - Death and injury to one person in the amount of \$200,000
 - Death and injury to more than one individual in the amount of \$600,000This certificate must be provided a minimum of ten days prior to the event.

Additional items which MAY be required during the permitting process:

- Any additional fees required by Town/County permitting agencies (e.g. -Sheriff, EMS, etc.)
- Permits from other jurisdictions impacted by the event (e.g. – Forest Service, CO State Patrol, etc.)