APPLICATION AND PERMIT FOR SPECIAL EVENT

TOWN OF MORRISON

321 Highway 8
Morrison, Colorado 80465
Phone: 303-697-8749

Fax: 303-697-8752

APPLICATION FEE: $225.00 (Please note that this fee covers processing costs and is non-refundable if the application is denied.)

Request to hold: ☐Event ☐Competitive/Non-competitive Athletic Event
☐Demonstration ☐Filming Project ☐Other

PLEASE PRINT OR TYPE

1. Name of Applicant (person): _____

  Company/Organization seeking permit: _____

 Address: _____

 City: _____ State: _____ Zip Code: _____

 Work phone: _____ Home Phone_____ Cell phone: _____

 FAX_____ Email: _____

2. Is the event owner/proprietor a registered 501-(c) (3) Non-Profit? ☐Yes ☐No

3. Title of Event:_____

4. Purpose/Description of the event:_____

_____

_____

5. Estimated attendance: Participants_____ Spectators _____
   Event Staff_____

6. Event Dates: FROM: Date   /   /20   Time: ☐A.M.☐P.M.

               TO: Date   /   /20   Time: ☐A.M.☐P.M.

7. Describe any parking areas to be used and the locations of the start and finish lines (if applicable):

_____

_____

_____

8. Describe in detail the plans for the proposed event. Please use separate sheets if necessary:

   a) Activities:

            _____

            _____

            _____

   b) Vendors:

            _____

            _____

            _____

   c) Booths:

            _____

            _____

   d) Speakers/Sound System:

            _____

            _____

e) Entertainment

_____

_____

_____

9. Describe event equipment to be used: (include staging/platforms, scaffolding, vehicles, tents/canopies, booths, etc.):

_____

_____

_____

10. Describe electrical power source to be used if applicable:

_____

_____

_____

11. List the number of portable toilets the event will be providing. (A copy of agreement with company is required.) Also specify the number of trash barrels needed.
Portable Toilets_____   Existing Permanent Facilities _____ Trash Barrels_____ will be used

12. Is there any need for security over night/at night: Yes_____   No_____

_____

_____

_____

(If yes, arrangements must be made with Morrison Police Department)

13. Will the event require other Town staff: ☐Yes ☐No

14. Describe the event emergency plan: _____

_____

_____

_____

*Event site diagram: Attach a diagram/sketch of the proposed event site showing, as applicable, placement of staging, sound systems, participant and spectator parking areas, booths, portable toilets, trash containers, etc.

*Race/Tour Routes: Please include a brief written description and a map of the course, if applicable.

*Users are required to provide a Certificate of Insurance for Commercial General Liability Insurance in the amount of $1,000,000 indemnifying the Town of Morrison with not less than a 30-day cancellation period. The Certificate of Insurance must list the following: Additionally Insured, Town of Morrison, Colorado, Its Officers, Officials and Employees. A copy of the Certificate must be received no later than 30 days prior to the event, as specified on facility invoice.

*All participants will be required to complete a Town of Morrison Release form. A copy of this form will be provided to the event organizer. Original forms must be turned in to the Town of Morrison.

16. Describe in detail the event advertising/promotion plan for this event. Include draft copies of ads, event brochures, flyers, copy for electronic media information (including projected duration and frequency of advertising). Please use separate sheet if necessary.

17. If this or similar event produced by applicant has taken place in the past, please provide the following contact information.

Name of Event: _____

Immediate past date and location of event:_____

_____

Facility/agency contact name:_____

Telephone:_____ Fax:_____

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors, participants and spectators associated with the event and to see that they comply with all policies, rules and regulations of the Town of Morrison and all other relevant and applicable procedures and laws. I understand that any violations may result in the immediate cancellation of the reservation and/or the revocation of the permit. Violations of the terms and conditions of this special event permit, or any relevant rules, regulations or laws shall also be grounds for denial of future permit applications. I further understand that the permit and fee are non-refundable and non-transferable.

Signature:_____ Date:_____

For further information, please contact:
Courtney Christensen, Town Clerk
321 Highway 8
Morrison, CO 80465

Telephone: 303-697-8749
cchristensen@morrisonco.us

FEE COLLECTED:_____'

APPLICATION APPROVED BY:_____ DATE:_____

APPLICATION DENIED (STATE REASON)_____