

Dear Applicant:

Thank you for your interest in a Special Event in the City of Rifle. (This permit is required only if you are requesting a permit that affects City Property, i.e., Parks and Traffic flow on streets.)



The following checklist and resource list will assist you in completing the application. Should you have any questions, please contact the Rifle Recreation Special Events Coordinator at (970) 665-6570.

Please note that a **Site Map** is required for every application.

We wish you the best of luck with your event!

Resources

The following resources may assist the applicant with the event. All numbers are "970" area code.

City Clerk (Liquor Licenses)	665-6405
City of Rifle Parks & Recreation Department	665-6570
City of Rifle Police Department	665-6500
City of Rifle Finance Department	665-6440
Rifle Chamber of Commerce	625-2085
Rifle Citizen Telegram/Glenwood Springs Post Independent	625-3245
Colorado River Fire Rescue (Rifle)	625-1243
Garfield County Fairgrounds	625-2514
Colorado State Parks (Rifle Gap and Rifle Falls)	625-1607
Xcel Energy (for Utility Locates)	1-800-922-1987
Portable Toilets	See yellow pages
Traffic Signs, Signals, and Equipment	See yellow pages
Rental Equipment	See yellow pages

Event Management Plan **Checklist**

This checklist should be used to assist applicants with filing all required documents:

___ Site Plan/Map (required)

___ Publicity Plan

___ Certificate of Insurance (Note: specific language is required. See item 34)

___ Traffic Control Plan (A traffic map with hours of traffic route alteration and control devices must be submitted when traffic flow is altered due to a special event.)

___ Parade Permit Application (Must be approved by Police Chief 45 days prior to event)

___ Firearms Discharge Permit (For blanks fired in re-enactments for example)

___ Sales Tax License (Finance Department)

___ Liquor License Applications (City Clerk's Office)

City of Rifle Event Management Plan Application Form



Application must be submitted to the Special Event Coordinator
at least 45 days before the event.
Please feel free to attach pages as necessary

1. Name of event: _____
2. Dates and hours of event: _____

3. Specific location(s) of event (site plan/map must be included):

4. Type of event:

5. Purpose of event:

6. Date and hours of set-up and clean-up operations:

7. Name of applicant/contact person: _____

8. Address: _____
9. Telephone #: (H) _____ (W) _____ (Cell) -__

10. Name of organization/sponsor: _____
11. Telephone Number: (H) _____ (W) _____
12. Address: _____
13. How do you plan to publicize the event? Attach a publicity plan. _____

14. Projected number of persons attending the event (include basis for projection): _____

15. Traffic Control Plan: List any streets which are requested to be closed to traffic, including specific dates and times of closure and reopening. Attach Traffic Control Plan Map and methods for handling Traffic: _____

16. Describe parking areas and available transportation modes to and from the event—include parking locations, ingress and egress points _____

17. Is a parade planned in connection with the event? ___No ___Yes. If yes, a Parade Permit Application must be submitted. State details, time, anticipated crowd, and attach a map of the route. _____

18. Do you plan a fireworks display? ___No ___Yes. Specify date, time, location, and vendor. Please note that a Fire Ban may be in place within the City or County. A permit must also be obtained from the Fire Department (625-1243). _____

19. Do you plan to have a bon fire at your event? ___No ___Yes. Please note that a Fire Ban may be in place within the City or County. A permit must also be obtained from the Fire Department (625-1243). Describe location of bon fire and safety measures that will be taken to ensure containment of the fire. _____

20. Will firearms be discharged? ___No ___Yes. If yes, a Firearms Discharge Application Permit must be completed and attached..
21. Will any temporary structures be built? ___No ___Yes. If yes, describe in detail the size and location and the length of stakes. Stake length may mandate a utility locate - the applicant is responsible for this. _____

22. Will any signs or pennants be hung? Describe in detail, and include location. If requesting a banner above Railroad Ave. please complete the Banner Request form _____

23. Will there be any entertainment or music? Describe performance, times, place (please note there are noise curfews inside city limits.) Attach a completed Sound Amplification

Permit _____

24. Will there be the sale of any items? ___No ___Yes. If yes, a City Sales Tax License must be purchased from the City of Rifle Finance Department. Describe the items to be sold: _____

25. Are any street peddlers or vendors planned? ___No ___Yes. If yes, a City Sales Tax License must be purchased from the City of Rifle Finance Department - **please include a list of vendors ' names and addresses** . Describe in detail. _____

26. Are food sales planned? ___No ___Yes. If yes, a City Sales Tax License must be purchased from the City of Rifle Finance Department. Applicant should also contact the State of Colorado Health Department for regulations governing food sales and servers. _

27. Will additional utility services be used, such as power and water beyond that which is available at the site? ___No ___Yes. Describe specific utilities and location (any additional utilities must be provided by the applicant). _____

28. How do you plan to remove refuse and garbage? Describe in detail. Applicant must also complete supplemental cleanup for special events. _____

29. Will existing bathroom facilities be adequate? ___No ___Yes. Describe plans to augment available sanitary facilities with portable restrooms. _____

30. How do you plan to provide for security, first aid and emergency planning? _____

31. Do you plan to sell any beer or wine for public consumption? ___No ___Yes. If yes, a City Sales Tax License must be purchased from the City of Rifle Finance Department, and a State and Local Liquor License Application and proof of Liquor License Liability Insurance must be included. List the locations and times of sale. _____

32. What are your proposed controls for sale of alcoholic beverages where minors may be present?

33. If patrons attending the event will be coming from out of town what are your plans in relation to sleeping accommodations? (Please note that campsites in Rifle Mountain Park are available on a first-come, first-serve basis - please contact Colorado State Parks to check camping availability at Rifle Gap State Park, Rifle Falls State Park, & Harvey Gap State Park).

34. If the event is to be held on City of Rifle property, a certificate of insurance must be provided with the following information: \$1,000,000.00 combined single coverage indemnifying the City of Rifle with a 30-day cancellation period. Insurance documents must list the City of Rifle as additionally insured as follows: **“Additionally insured, City of Rifle, its officers, officials, and employees. ”**

Applicant's Signature: _____

Date: _____

*By signing this application, the event organizer agrees to; **1. Not publicize the event until approved by the City; 2. Turn in Parade Permit request 45 days prior to event ; and 3. Return event areas to a clean and orderly condition.**

Departmental Approval

Police Department Comments and Digital Signature:

Parks & Recreation Department Comments and Digital Signature:

Public Works Department Comments and Digital Signature:

City Manager Comments and Digital Signature:

This application has been approved and the applicant has been notified on: