

Resolution No. 2022 - 8328

Crowley County Special Events Permit

PERMIT FEE: \$200.00

EVENT SUMMARY

Please provide the following information:

1. A brief description of the proposed activities and whether the event is open to the public and if there is a fee; if the number of participants will be limited and how the limit will be maintained; whether there will be amplified music; how volunteers will be trained and who is the coordinator.
2. Approximate expected attendance numbers.
3. Personnel numbers: staff, volunteers, independent contractors, security, vendors, etc.

EVENT SITE PLAN

The site plan/map shall depict the physical layout of the event. Provide an accurate detailed drawing or map that includes, but is not limited to, the following elements.

1. Boundaries
 - a. Delineate the boundary for the entire event venue.
 - b. If the event involves a moving route of any kind, show the particular route(s).
 - c. Locate fencing, barriers and barricades, points of ingress and egress. Show removable fencing for emergency access.
2. Site Improvements
 - a. Locate all stages, platforms, bleachers, tents, booths, and any other temporary structures.
 - b. Placement of generators and electric sources.
 - c. Locate areas for RVs, buses, trailers, and tech trucks.
 - d. Identify start and finish areas.
3. Security, Medical and Safety
 - a. Show security checkpoints and stations.
 - b. Location of first aid facilities
4. Transportation and Parking
 - a. Identify all parking areas.
 - b. Identify disabled parking areas.
5. Sanitation and Solid Waste
 - a. Locate and identify the number of restrooms and/or portable toilets and hand washing stations.
 - b. Placement of trash dumpsters.
6. Alcohol, Food Service, Vending and Tech Areas
 - a. Placement of bar areas and/or beer gardens including security fencing,

COMMUNICATIONS PLAN

Please provide the following information in this plan

1. STAFF

- a. Staff contact list with designated responsibility.
- b. Include all phone numbers.
- c. Be prepared to provide Law Enforcement and/or Emergency Medical Services with one of your radios.

2. Emergency Medical Service Provider

- a. Provide an Emergency Point of Contact.

SAFETY/SECURITY PLAN

- 1. Detail your proposed event attendee capacity.
- 2. Provide a Safety/Security Contact with a phone number.
- 3. Provide event liability insurance to cover medical expenses resulting from injury while participating in your event.
- 4. Should you fail to perform adequate cleanup, or if damage occurs to public property due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair.
- 5. A special event liquor from the State of Colorado will be required if you plan to sell, distribute, or consume alcoholic beverages at your event. An application shall be submitted to the Crowley County Clerk.
- 6. You must submit your special events liquor license application to the Crowley County Clerk at least 30 days prior to the event.
- 7. All county disability access requirements applicable to your event need to be addressed. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.

FOOD PERMIT

If your event will be preparing, selling, distributing, or giving away food to the public, you may be required to obtain a permit from the Crowley/Otero County Health Department.

ADOPTED this 8th day of April 2022, in Ordway, Crowley County, Colorado.



Melinda Carter, Crowley County Clerk
And Recorder

**Board of Crowley County Commissioners
Crowley County, Colorado**


Blaine Arbuthnot, Chairman