



SPECIAL EVENTS PERMIT

Information & Application Packet

THIS PACKET CONTAINS

- Application Form
- Documentation & Submittal Requirements

“*Special Event*” means carnival, circus, rodeo, festival, street fair and other similar events for amusement and entertainment which are of short duration, usually held outdoors or within a temporary shelter.

Prepared by:

COMMUNITY VITALITY DEPARTMENT | OFFICE OF PLANNING AND ZONING

John D. Havens City Hall Building
719.269.9011 [Office]

PO Box 1460 · 128 Main Street
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Cañon City, CO 81215-1460
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CITY OF CAÑON CITY

Planning and Zoning

P.O. Box 1460 • 128 Main Street
Cañon City, CO 81215-1460
(719) 269-9011 • Fax: (719) 269-9017

SPECIAL EVENTS PERMIT APPLICATION

(Please submit your application at least 45 days prior to the event)

APPLICATION SUMMARY

Name of Event: _____

Applicant: _____

Date(s) of Event: _____ Hours of Event: _____

Location of Event: _____

EVENT DETAILS

Description of Event: _____

Will this Event include Liquor Sales? YES *(See Submittal Requirement #5, next page)* NO

Description of Property to be used: _____

Group or Organization Requesting Permit: _____

Contact Person & Relationship to Event: _____

Cell Phone: _____ Bus Phone: _____ Email: _____

EVENT REQUESTS

Street Closures: _____

Event Signage: _____

(Signage connected with the event should be removed no later than 24 hours after the conclusion of the event.)

Site Cleanup: _____

Other Restrictions: _____

Sales Tax License(s): _____

Liability Insurance: _____

Cash, Surety, Deposit or Bond *(if applicable)*: _____

SUBMITTAL REQUIREMENTS:

1. A professionally rendered graphic map of the layout of the premises where the event will be held, including areas for vendors, events, parking and restroom facilities. Please ensure this illustration shows that vehicular and pedestrian access and internal circulation will be maintained during the event.
2. If the group or organization requesting the permit is not the property owner, provide a letter of authorization signed by the owner specifically providing permission to hold the event on their property.
3. Proof of liability insurance naming the City as an additional insured in the amount of \$1,000,000. This proof of liability is required if the event utilizes any city-controlled property, including but not limited to sidewalks, rights-of-way, parks and/or plazas.
4. If alcohol is to be sold or served, please contact the City Clerk at 719.269.9010 for more information regarding an alcoholic beverage licensing requirements.
5. If your event location is located on Hwy 50, or has access to the Hwy 50 corridor (including Fremont Drive), you are encouraged to contact the Colorado State Patrol/CDOT at 303-239-4500 for information about a state-authorized Special Event permit.

FOR OFFICE USE ONLY BELOW THIS LINE

ZONING COMPLIANCE REVIEW:

Patrick Mulready, City Planner

Date

REFERRAL AGENCIES:

| | | | |
|-------------------|-----|----------------------------|-----|
| Police Department | [] | Sales Tax Clerk | [] |
| Planning & Zoning | [] | City Clerk (liquor events) | [] |
| Fire District | [] | | |

CITY ADMINISTRATOR APPROVAL:

In accordance with §17.20.180 of the Cañon City Municipal Code, and after considering the provisions found within the Code, the City Administrator does hereby approve and authorize the issuance of this Special Event Permit for the event known as _____, sponsored/organized by _____, to be held at _____, on _____.

Ryan Stevens, City Administrator

Date