



# ***SPECIAL EVENT APPLICATION PACKET***

Dear Event Planner:

Welcome to the City of Fruita and we are excited that you have chosen Fruita as the location to host your special event. In an effort to make your event application process as efficient and smooth as possible, we have developed this Special Event Application Packet to help you plan your event in Fruita. ***Do Not Be Intimidated by the size of this packet*** – most likely you will not need to complete every form. We have included all the directions and forms you may possibly need.

The Fruita Parks and Recreation Department will act as your main point of contact. Once we receive your Special Events Application, we will coordinate with the Public Works Department, Lower Valley Fire Department, the Fruita Police Department, and other City Departments that may be affected to ensure all of their concerns are addressed and all permits are properly processed.

***The City of Fruita requires that we receive a minimum of 90 days notice prior to your special event – this means we need your Special Events Application.*** This will allow us time to process the application and communicate with other affect departments and agencies. Please be advised that certain application procedures may be lengthy and require you to plan ahead, such as liquor licenses, proof of insurance, etc. – Please plan accordingly. Under certain circumstances and depending on the size of your event we may be able to process your application in an abbreviated manner.

Once the Fruita Parks and Recreation Department has received comments back from the appropriate departments, you will be contacted as to the status of your application. Depending on the event size and impacts on the community, we may ask that a meeting be held to discuss the special event in detail – reviewing traffic control plans, security, emergency response, or other issues affecting the community.

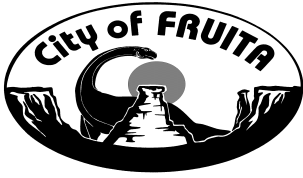
In the event you are requesting services from the City of Fruita (traffic control, electrical needs), you will be provided an estimate of costs and bill for these services. Also depending on the size and community impact of the event, we may request a clean-up / damage deposit.

After your event, we would appreciate it if you would complete and return the Post Event Evaluation Form. This will help us evaluate our service to you and provide enhanced services in the future.

Again, our desire is to make your special event application process as efficient and helpful as possible. Please do not hesitate contacting our office, if you have questions or concerns regarding any of the forms or the process in general. We look forward to you holding a successful event and we thank you for choosing our community as your event location.

Sincerely,

Ture Nycum  
Parks and Recreation Director  
City of Fruita



## Special Event Checklist & Planning Matrix

### How do you know if this the right application to fill out?

If you are planning an event that is open to the general public and/or will be held on public property, you likely need to fill out this application. The following matrix is intended to help you better plan your special event, and to properly fill out all necessary forms from the City of Fruita. It serves as a guide only. If the matrix directs you to fill out only one of the attached forms, you may be able to skip this process and go directly to the department responsible for that form. If your event appears to require more than one of these forms, it is best to turn them in together as a special event application. When in doubt, or if you have any questions, please contact the Parks and Recreation Department at 970-858-0360. Check boxes are located on the matrix for your convenience. All event holders must include pre-checked items with their application.

Prior to planning your event, the City asks that you consider issues related to the following areas and your event's impact on the City's general functions, including everything from emergency responders' access to roads, to neighbors affected by ongoing noise, to street closures' impacts on businesses, etc. If your event will cause inconveniences or disturbances, the City respectfully requests that you consider a range of alternatives to decrease those negative impacts as much as possible. Again, please contact the Parks and Recreation Department at 970-858-0360 for more information.

- Notice of Intent:** All special event-holders are required to fill out a Notice of Intent to Conduct a Special Event form. **See FORM 1.**
- Application Fee:** The City of Fruita charges a \$25 non-refundable fee to review special events applications. A deposit of \$100 per 1,000 attendees is required.
  - **Local Nonprofits:** The application fee will be waived for one event each calendar year for Fruita-based nonprofits that provide the City with a certificate of good standing from the Secretary of State's office.
- Rules and Regulations:** All event-holders are required to read and sign a Rules and Regulations form. **See FORM 2.**
- Certificate of Insurance:** All special event holders must furnish a certificate of general liability insurance policy covering claims that may arise due to the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and \$500,000 per person and **must name the City of Fruita as additional insured and have date(s) of the event.** *The City cannot approve your application until receipt of proof of insurance. The request to your insurance carrier many times may be only a phone call and can be faxed to the City same day by your carrier.* You may request a quote from the City's insurance carrier, CIRSA, by requesting the application from Parks and Recreation Staff.
- Event Summary Description:** A brief written description of your event to assist City staff in better understanding the scope of its impacts.
- Recycling Plan:** All events must include a recycling component. Please attach a detailed plan for review.
- Site Plan:** Event-holders must attach a detailed site plan sketch that shows the precise layout of the event, with measurements when possible, and including, but not limited to the following:
  - **Traffic Control Plan showing Street Closures (See Forms 4A and 4B)**
  - **Park use (See Form 5)**
  - **Tents and Canopies (See Form 6C)**
  - **Parking:** Event-holders must attach a parking plan that establishes where attendees will be directed to park their vehicles, and that will cover a minimum of 1/3 the number of attendees expected at the event.
  - **Bathrooms:** Event-holders must provide bathroom access. You must specify where these restroom facilities are located on your event site plan sketch and whether they are gender specific and handicapped accessible.
  - **Garbage:** Event-holders must provide garbage receptacles and roll-off dumpsters on site. You must specify where the receptacles and dumpsters will be located on your event site plan sketch.
  - **Handicapped Accessibility:** Event-holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan sketch.
  - **Electrical Needs Plan:** Event-holders must specify where electricity will be needed.Please ask to see an example if necessary.

**A blank site plan for the Civic Center can be obtained from the City of Fruita Parks and Recreation Department.**



# Notice of Intent to Conduct a Special Event

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Event Location: \_\_\_\_\_

Organization or Applicant Name: \_\_\_\_\_  Profit  Nonprofit

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Contact on-call during event: \_\_\_\_\_ Contact's Cell Phone: \_\_\_\_\_

What time will set up for the event begin? \_\_\_\_\_ What time will tear down be complete? \_\_\_\_\_

How many event staff will be at the event? \_\_\_\_\_

How many spectators/attendees do you expect will attend? \_\_\_\_\_

Total: \_\_\_\_\_

Divide by 3 to determine estimated number of vehicles: \_\_\_\_\_

Will your event require street closures?  No  Yes (see Forms 4A and 4B)

Will your event include a park or trail?  No  Yes (see Form 5)

Will your event include fireworks or open fires?  No  Yes (see Form 6A)

Will your event include a parade or race?  No  Yes (see Form 6B)

Will your event use tents/canopies?  No  Yes (see Form 6C)

Will alcohol be served?  No  Yes (see Form 8)

Will your event include a City Facility?  
(a room in the Civic Center or the Community Room)  No  Yes (see Forms 9 and 10)

Will your event include food or retail sales?  No  Yes (see Business License Application)

You have attached the required:

- Site plan sketch (*parades/races should include start/end points*)
- Parking plan that accommodates the number of estimated vehicles above
- Certificate of Insurance (*must have a minimum liability limit of \$1 million per occurrence and name the City of Fruita and its employees as an additional insured*)
- Application Processing Fee make payable to the City of Fruita
- A signed copy of the Rules & Regulations form
- All other necessary forms that apply to your event (*see matrix or call with questions*)

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this application and all supporting documents to:

**City of Fruita Parks and Recreation Office, 325 E Aspen Avenue, Fruita, CO 81521**  
Phone: 970-858-0360 Fax: 970-858-0210 email:recreation@fruita.org

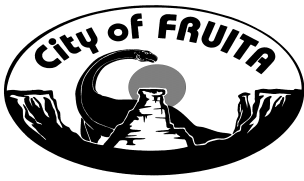
**City of Fruita Use Only**

**Permit Request Reviewed by:**

Parks and Recreation \_\_\_\_\_ Police Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_ Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Form 2**

**Special Event Rules and Regulations**

The responsible organization, as a condition of being granted a special event permit within the City, agrees to abide by the following rules, regulations and conditions established by the City of Fruita as follows:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City.
2. The responsible organization shall indemnify and hold harmless the City, its officers, officials, employees and self-insurance pool from and against any and all loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, The Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The responsible organization shall procure and maintain, at its own cost, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. **A copy of the policy shall be provided to the City and approved by the City as a condition of the community event being approved. The City of Fruita and its employees must be listed as additional insured on the policy.**
4. The responsible organization, if holding the special event on City property shall, upon conclusion of the event, return the site to its pre-event condition immediately, a deposit may be required.
5. The responsible organization shall collect and pay all sales tax applicable to the sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event.
6. If two or more special events plan to use the same City property on the same date, the first event receiving all necessary approvals shall have precedence.
7. The **90-day** timeline requirements for approval of each permit are mandatory. Failure to submit completed applications may cause your event to be cancelled.
8. The City of Fruita cannot issue permits or approve activities on behalf of other jurisdictions, such as the County Health Department, Sheriff's Office, or State Patrol. It is the responsibility of the organization or event planner to secure the necessary approval from other entities.
9. The City of Fruita cannot guarantee availability of public property for special events.

\_\_\_\_\_  
Responsible Party's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party's Signature

\_\_\_\_\_  
Date

**City of Fruita Use Only**

**Permit Request Reviewed by:**

Parks and Recreation \_\_\_\_\_

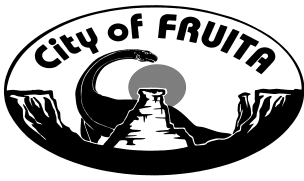
Police Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Form 3**

**Banner Request**

The banners hung across Aspen Avenue at the entrance to the circle are placed only for Fruita specific events. These events must be special events permitted by the City of Fruita or held on private property by a nonprofit. The City of Fruita is the only authorized entity to suspend materials across Aspen Avenue. The suspension poles are owned by the City of Fruita and, as such, the City reserves the right to deny any banner request. **The City of Fruita does not permit any other signs or banners to be displayed on public property. Any unauthorized banners and signs will be removed and destroyed.**

Banners will be reserved on a first-come, first served basis by written application only. Special event holders may reserve banners for the week of or week preceding their event when they notify the City of their event. Nonprofits holding events on private property may apply for a banner. Once approval is granted, the banner should be delivered to the City one week prior to its display. All banners will be displayed for one week only (Monday morning through the following Monday morning). Banners must be picked up within two weeks following the event. Banners not picked up after two weeks will be discarded. Banners must be double-faced for viewing from both directions of traffic.

**Banner Specifications**

Any substantial deviations from these specifications deem the banner unsatisfactory for display and it will be returned to the responsible organization:

- Hemmed overall size must be 3 feet tall by 30 feet long.
- Perimeter reinforcement of 1/4" rope, stitched into material hem.
- Material: sturdy cloth or vinyl to withstand weather. Air cut-outs for banners are required. The City reserves the right to place additional cut-outs if deemed necessary and is not responsible for rips, tears or damages due to inclement weather or high winds. **Banners that are damaged due to weather will be removed and discarded.**
- Grommets: 3/8" brass grommets installed within 10" of edges of four corners, and grommets evenly spaced every 2 feet along top and bottom edge of banner, beneath perimeter reinforcement.
- Lower tag lines: one piece of 1/4" rope 80 feet in total length (banner included) to be attached to each lower corner grommet, or included as lower banner reinforcement.

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Week desired for display: First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_

*Message of banner to be displayed:*

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I have read, understand and agree to the regulations concerning the display of banners across Aspen Avenue at the entrance to the circle.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**City of Fruita Use Only**

**Permit Request Reviewed by:**

Parks and Recreation \_\_\_\_\_

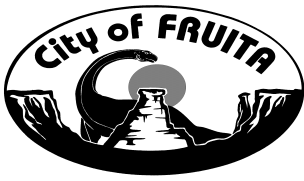
Police Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Form 4A**

### Streets Activity/Closure Request (TCP)

The applicant requests closure of the street(s) indicated on the **event site plan sketch and professional traffic control plan attached** to this application.\* Barricades and other traffic control devices are indicated on the sketch. The City of Fruita's Public Works Department will review the requests and make changes as it deems necessary. Applicant will be notified of any changes upon approval of the application. **The applicant is required to provide a traffic control plan as part of this application and must obtain their own traffic control devices.** All traffic control must meet the "Manual on Uniform Traffic Control Devices Standards."

Name of Barricade Company: \_\_\_\_\_

Name of Traffic Control Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

*\*Street closures must emphasize access for any emergency vehicle access.* You must note on your event site plan sketch minimum 20-foot clearances which emergency vehicles can get through the street if necessary.

Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider, unless the City notes otherwise in the event approval. The city reserves the right to stop any activity if proper traffic control devices are not in place during the event.

Event-holders who wish to close a road must petition surrounding neighbors and businesses prior to their application submission AND flier the neighborhood as a reminder of the event and closure details one to two weeks in advance of the event. **Form 4B has been completed and is attached.** A draft of the notification to be disseminated one to two weeks in advance of the event is also attached for review.

I have read, understand and agree to the Street Activity and Closure requirements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**City of Fruita Use Only**

**Permit Request Reviewed by:**

Parks and Recreation \_\_\_\_\_

Police Department: \_\_\_\_\_

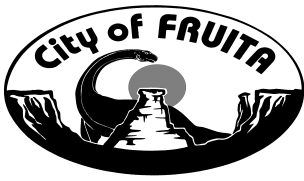
Public Works Department: \_\_\_\_\_

Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_





Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Form 5

### Parks & Trails Permit

You must apply for use of a City park or trail, even if you are not formally setting up in the park, but expect crowds from your event to overflow into a park or onto a trail.

The applicant requests use of the following City of Fruita park:

- Circle Park       Civic Center Pavilion       Heritage Park       Little Salt Wash Park
- Olga Anson Park       Orr Park       Prospector Park       Raptor Skate Park
- Reed Park       Dan Williams Memorial Park       Triangle Park       Snooks Bottom Park
- Other: \_\_\_\_\_       Trail: \_\_\_\_\_

Please attach an event site plan sketch to this application that shows what areas of the park will be in use and for what purpose. **\*If you only need use of a park pavilion for a private event, call the Parks and Recreation Department at 970-858-0360.**

Set up will begin at: \_\_\_\_\_ Tear down will be complete at: \_\_\_\_\_

The applicant requests the following public facilities or City utilities **if they are available** at the site for a flat fee of **\$25.00**: \_\_\_\_\_

- Electric outlets       Potable water       Restroom facilities       Other: \_\_\_\_\_

The event-holder must provide:

The event

- Additional portable restrooms: Qty: \_\_\_\_\_
- Trash removal and cleanup of site at end of event
- Trash receptacles and on site dumpsters: Qty: \_\_\_\_\_
- Special fencing (note where on site diagram)
- Hand washing facilities (note where on site diagram)
- Supplemental electricity generator as necessary

The City of Fruita will automatically turn off park sprinkler systems for permitted special events. The curfew in all City parks is 10 p.m., and this applies to special event holders. Crowds spilling over from parks cannot block access to public streets that have not been closed by permit through the City of Fruita.

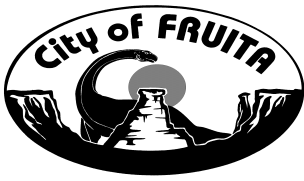
Event-holders who fail to return City parks to the condition in which they were prior to the event will be charged for trash removal and cleanup of the site, and may forfeit their chances of obtaining future event approval. *All event apparatus must be removed by 5 p.m. the day after the event.*

I have read, understand and agree to the requirements concerning the use of City of Fruita Parks.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<b>City of Fruita Use Only</b>	
<b>Permit Request Reviewed by:</b>	
Parks and Recreation _____	Police Department: _____
Public Works Department: _____	Lower Valley Fire Protection District: _____
Other: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied    Date: _____



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Form 6A**

## Permit to Create Potentially Hazardous Conditions

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The applicant hereby requests to use, install, operate or conduct the following:

- Parade (see **Form 6B**)
- Tent, canopy or more than 200-square-feet of adjacent tents/canopies (see **Form 6C**)
- Open burning (bonfires, cooking, etc.)
- Other (please describe) \_\_\_\_\_

An event site plan sketch with dimensions is attached to this application. The Lower Valley Fire Protection District will contact you to go over additional paperwork that may be required. Conditions, surroundings and arrangements must be in compliance with the City of Fruita Fire Code, and additional requirements may be established by the Lower Valley Fire Protection District as deemed necessary.

The applicant agrees to indemnify and hold harmless the City of Fruita, its officers, officials, representatives, agents and employees from and against all liability, claims, demands and expenses including court costs and attorney fees, on account of any injury, loss or damage which arises out of or are in any manner connected with the event from which the applicant has obtained a Firearm Permit from the City of Fruita.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Permit specific provisions established by the Lower Valley Fire Protection District include:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City of Fruita Use Only**

**Permit Request Reviewed by:**

Parks and Recreation \_\_\_\_\_

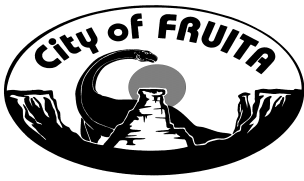
Police Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Form 6B**

## Parade and Race Application

Parade route must be included in event site plan sketch, including parade staging area, start and end.

### Participants:

Number and type of motor vehicles: \_\_\_\_\_

Number and type of mounted animals: \_\_\_\_\_

Number of pedestrians/foot racers: \_\_\_\_\_ Number of bicyclists: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

TOTAL estimated number of participants: \_\_\_\_\_

Live entertainment type, location, times: \_\_\_\_\_

As a condition to being granted the permission to hold an event deemed potentially hazardous, the applicant agrees to abide by the rules, regulations and conditions set forth. The City reserves unto itself all police power it has with respect to the regulation and control of its rights-of-way. Any permission to use the rights-of-way shall be subject to the City's exercise of police power and the granting of permission to use the rights-of-way shall not entitle the user to any compensation from the City by virtue of the exercise of its police power. Conditions, surroundings and arrangements must be in accordance with the Uniform Fire Code. The Fire Marshal may modify the event plan as he deems necessary. **No vehicles or floats can exceed a height of 13 feet or a length of 45 feet.**

If your parade includes floats, the parade supervisor is required to provide all parade participants a copy of the following provisions prior to any floats being built. The organizer and each float participant must keep a signed copy of the provision available for inspection.

- Decorative materials on parade floats are required to be non-combustible or flame retardant/resistive. If decorative materials are purchased as flame resistant material or treated with flame retardant, the material packaging or containers and application directions of such are to be kept on file along with a declaration that retardant was applied as applicable.
- No smoking, flames or other sources of ignition are allowed on floats using flammable or readily combustible materials.
- Motorized floats or towing apparatus are required to be equipped with at least one portable fire extinguisher with a 2A10BC-rating that is readily accessible to the operator.
- Children may not walk along side parade entries.
- Parades must include parade marshals to keep pace and prevent gaps.

I have read, understand and agree to the conditions as set forth by the fire marshal and any other conditions deemed appropriate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Permit specific provisions established by the Lower Valley Fire Protection District include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### *City of Fruita Use Only*

#### Permit Request Reviewed by:

Parks and Recreation \_\_\_\_\_

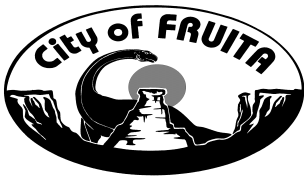
Police Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Form 6C

## Tents, Canopies and Membranous Structure Permit

The following provisions are required to erect and use tents or temporary structures in excess of 200-square-feet and canopies in excess of 400-square-feet for a period of 180 days or less in a 12 month period on a single premise:

- The structure shall be adequately roped, braced and anchored to withstand the elements of weather against collapse. A certificate of structure stability may be required upon request.
- No tents or canopies shall be staked into ground in any park without parks approval and supervision.
- Materials are required to be flame retardant or made flame retardant in an approved manner. This is to include any flammable decorative material used in or within 30-feet of the structure. A certificate of flame retardancy is required to be on premise and includes: structure size, fabric type, date material was last treated, trade name and type of flame retardant solution, name of person and firm treating the material, and name and address of tent supplier.
- No smoking, open flame or heating devices are allowed in structures or adjacent areas within 30-feet, where readily combustible materials are stored or used. "No Smoking" signs are required.
- Fireworks, open flames, flame-emitting or heating devices are not allowed in or adjacent to structures unless approved.
- Portable fire extinguishers are required to be a minimum rating of 2-A; 10BC, with one for structures 500-square feet or less, two for 500- to 1,000-square-feet, and one for each additional 2,000 square feet of floor area or fraction thereof. A 40-BC rated extinguisher is required for power generators and cooking areas. **Number required:** \_\_\_\_\_
- Exits shall be provided and distributed equally so that all areas are within 100-feet of an exit. Exits are to remain unobstructed and be a minimum of 8-feet tall. The number of exits will depend on the occupant capacity.  
 Number of exits required: \_\_\_\_\_ Width required for each exit: \_\_\_\_\_  
 Exit signs required?  Yes  No  
 Illumination required?  Yes  No (capacity over 100)  
 Exit illumination required?  Yes  No (capacity over 100)
- Aisles accessing exits are to be a minimum of 44-inches wide with a maximum dead end of 20-feet.
- Occupant load: \_\_\_\_\_ To be posted?  Yes  No
- Minimum separation from property lines, buildings or other structures: \_\_\_\_\_ feet  
 Minimum fire access width: \_\_\_\_\_ feet Minimum distance for vehicle parking: \_\_\_\_\_ feet
- Flammable or combustible liquids are not to be stored within 50-feet of the structure, weeds and flammable vegetation within 30-feet of the structure.
- An electrical inspection and approval by the electrical inspector is required prior to final approval by the Lower Valley Fire Protection District for tents, canopies and temporary membranous structure using or requiring electricity. To arrange for an inspection, call 970-858-3133.
- Attach a site plan of the structure and include all outlying areas. Show exits, parking areas, extinguisher location(s), and any buildings or other structures in proximity. Include square footage of each structure.

I have read, understand and agree to the conditions as set forth by the fire marshal and any other conditions deemed appropriate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**City of Fruita Use Only**

**Permit Request Reviewed by:**

Parks and Recreation \_\_\_\_\_

Police Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Form 7

## Event Security Application

The Fruita Police Department reserves the right to specify the need for and number of off-duty police officers or security personnel required to be in attendance at any event. The Fruita Police Department will review all special event applications for required security arrangements. The safety of the community and attendees are of primary concern at all times. Areas that will be considered include, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts. Please be sure to include this and other pertinent information in your event description summary.

**If you know you will be hiring security, please fill in the information below. Otherwise, the Fruita Police Department will indicate any additional requirements at the bottom of this page.**

The applicant has hired its own independent, licensed security staff for the event.

Security Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

The location of event security personnel must be noted on the event site plan sketch, which is attached to this application.

Permit specific provisions established by the Fruita Police Department include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read, understand and agree to the conditions as set forth by the police department and any other conditions deemed appropriate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**City of Fruita Use Only**

**Permit Request Reviewed by:**

Parks and Recreation \_\_\_\_\_

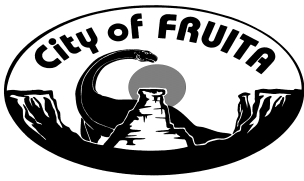
Police Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Form 8

## Special Event Liquor/3.2% Beer Permit Application

*ONLY nonprofit organizations are eligible to apply for this permit.*

If you would like to sell alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License. By State Law, CRS 12-48-102 (1)(a), applicants for a Special Event Liquor License must meet the following criteria:

“A special event permit issued under this article may be issued to an organization, whether or not presently licensed under articles 46 and 47 of this title, which has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain, or which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1, C.R.S.”

As part of the Special Event Application, at least 60 days in advance of the event, the applicant must submit to the City Clerk’s office **two (2) copies of each of the following** supporting documents:

- A completed DR8439 Special Event Application Form (see State FORM #DR8439 attached)
- Copy of Certificate of Corporation in Good Standing (nonprofit) issued by the Secretary of State within last two years **or** if not incorporated, a nonprofit charter, **or** if a political candidate, attach copies of reports and statements that were filed with the Secretary of the State of Colorado
- Event site plan sketch reflecting bars, walls, partitions, ingress, egress and dimensions (*If the event is to be held outside, you must submit evidence of intended control, i.e., fencing, ropes, barriers, arm bands, etc.*)
- Copy of deed, lease or written permission from owner for use of the premises in the applicant’s name
- Submit \$10 per day for a 3.2% Beer permit or \$25 per day for a Malt Spirituous & Vinous liquor permit, payable to the **Colorado Department of Revenue**, and
- Submit \$50 per day for either a 3.2% Beer permit or Malt Spirituous & Vinous liquor permit, payable to the **City of Fruita**

Incomplete applications will be rejected and returned to the applicant for completion. There are no refunds under any circumstances. The event must be held on the **date, time and location** specified in the application and may not be changed. Applicant is limited to 10 days of special events per calendar year. These may be grouped in any manner the applicant wishes. The Fruita City Clerk’s office must post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received, as a result of posting, a hearing may be held before the Local Authority for approval before submitting the application to the State. During the event *age warning signs*, supplied by the City’s Clerk’s office, must be conspicuously displayed.

As a condition of being granted this permit, I hereby comply with City, County and State regulation related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless the City of Fruita, its officers, officials, employees and agents for all liability claims arising from the event, and have attached a certificate of insurance for the event to guarantee indemnification.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**City of Fruita Use Only**

**Permit Request Reviewed by:**

Parks and Recreation \_\_\_\_\_

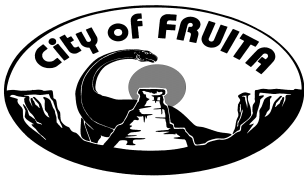
Police Department: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Lower Valley Fire Protection District: \_\_\_\_\_

Other: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Form 9

## Civic Center Room Rental Agreement and Application

858-0360 – 325 E. Aspen - Permit # \_\_\_\_\_

Name/Organization Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City ZIP

Phone: \_\_\_\_\_ Date(s) of Rental: \_\_\_\_\_

Time(s) of Rental: \_\_\_\_\_ (am/pm) No. of People Expected: \_\_\_\_\_

The renter is required to sign for a key on the last working day before the event and the key must be returned to the Recreation office on the next business day. If no key is signed out, the renter forfeits the key deposit fee paid. The event set-up and clean-up is also the responsibility of the renter. Payment for rental use begins upon entering the room for set-up and the time the door is locked after clean-up. A Cancellation fee of \$5.00 is charged for requested cancelled reservations. If event is not cancelled in the 48 hours before event, there will be no fees refunded.

Type of function: \_\_\_\_\_

Note: If additional chairs, tables or special equipment are required it will be the renter's responsibility to make their own arrangements.

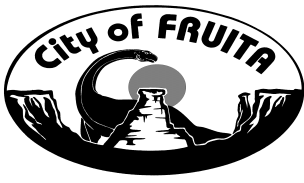
<input type="checkbox"/> Multi-Purpose Activity (not for meetings) (max. capacity 24)	<input type="checkbox"/> Rotary Room (max. capacity 49)
<input type="checkbox"/> Old Chamber Room (no tables or chairs available) (max. capacity 49)	<input type="checkbox"/> Lions Room (max. capacity 44)
<input type="checkbox"/> North Council (max. capacity 49)	

### Civic Center Room use fees:

<input type="checkbox"/> First 2 hours <i>without food and drinks</i> .....	\$20.00	\$ _____
<input type="checkbox"/> each additional hour.....	\$10.00	_____ hours × \$10 = \$ _____
<input type="checkbox"/> First 2 hours <i>with food and/or drinks</i> .....	\$50.00	\$ _____
<input type="checkbox"/> each additional hour.....	\$20.00	_____ hours × \$20 = \$ _____
<input type="checkbox"/> Refundable Room Deposit.....	\$50.00	\$ _____
<input type="checkbox"/> Refundable Key Deposit.....	\$25.00	\$ _____
<input type="checkbox"/> Cleaning if necessary.....	\$20.00/hour	_____ hours × \$20 = \$ _____
<b>Total</b>		\$ _____

## TERMS AND CONDITIONS

- All rules, regulations and ordinances of the City of Fruita shall be strictly-complied with by all person(s) in attendance for the use noted above.
- Upon arrival, during regular office hours (M-F 7:30am to 6:00pm), renter(s) is required to check in with a staff member who will unlock the room for renter. On departure, during regular office hours, renter(s) is required to check out with the office staff.
- Smoking is prohibited within the building. Receptacles can be found at each entrance.



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Form 9(continued)

## Civic Center Room Rental Agreement and Application (continued)

4. All person(s) in attendance for the use noted above will confine themselves strictly to the use of the designated room(s). The entrances and halls are used for access only to the rooms and restrooms.
  
5. No damage of any kind or description will be done to the building or any of its contents by any person(s) in attendance for the use noted above, and that the undersigned person(s) will hold harmless and indemnify the City of Fruita for any person(s), whose property may be within the building, for loss or damage to such property caused by any person(s) in attendance for the use noted above, or for any damage or injury arising for any reason for the use noted above.
  
6. Renter(s) shall be responsible for the setting up of the rooms and leaving the room and contents in the same condition as found in. Spills in rooms must be cleaned up. Check the condition of the restrooms before leaving. When food items are left in the trash, or over-filled trash can; trash should be carried out to the dumpster (north of the building) and a new liner placed in can.
  
7. There may be someone using the room immediately following you, so be sure to leave it ready for their use. Please secure all doors upon conclusion of your building use. If additional cleaning time is required, you will be charged a cleaning fee for rooms.

***Payment must be made in full when the application is submitted at the City of Fruita Recreation office in the Fruita Civic Center, 325 E. Aspen, Fruita, CO 81521. We do not guarantee use of room until full payment has been received. The City reserves the right to use any City facility at any time. Upon any un-for-seen circumstances of the City requiring use of a previously rented facility, we will provide a 48-hour advance, verbal notice to the undersigned person(s) and refund any prepaid fees.***

**Refunds will be made to original payer of deposit.**

**After hours emergency phone number is 911.**

**After hours non-emergency phone number is 250-7835 (ONLY for Facility Use Problems such as power loss, clogged toilets, etc.)**

**I/We have read, and understand the above rental terms and conditions and agree to comply with all rules and regulations as previously stated. I also acknowledge that I am solely responsible for all person(s) in attendance of the above function and shall be held accountable for their action(s) as well as my own.**

\_\_\_\_\_  
Signature

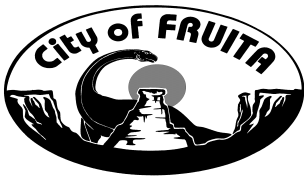
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date Key Out:	Key #:	Date Key In:
Calendar Amended:		Date Walk Through: _____ Initials: ____
Comments by Staff:		Date Deposit Refunded:



Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Form 10

## Community Room Rental Agreement and Application

858-0360 – 101 W McCune Ave - Permit # \_\_\_\_\_

Name/Organization Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City ZIP

Phone: \_\_\_\_\_ Date(s) of Rental: \_\_\_\_\_

Time(s) of Rental: \_\_\_\_\_ (am/pm) No. of People Expected: \_\_\_\_\_

The renter is required to sign for a key on the last working day before the event and the key must be returned to the Recreation office on the next business day. If no key is signed out, the renter forfeits the key deposit fee paid. The event set-up and clean-up is also the responsibility of the renter. Payment for rental use begins upon entering the room for set-up and the time the door is locked after clean-up. *A Cancellation fee of \$5.00 is charged for requested cancelled reservations. If event is not cancelled in the 48 hours before event, there will not be fees refunded.* Helium balloons may cause damage to the ceiling fans if they get loose. Please be aware that the repair/service fee will be withheld from room deposit and costs for labor invoiced, to remove the balloons.

The kitchen facilities and equipment are available only if reserved. Tables (\_\_\_\_) *Initial* \_\_\_\_\_, and chairs (approximately 64) are located in the storage area for your use. The renter will be responsible for obtaining, at their own expense, more tables and chairs if needed. Fire Code capacity is (180) for this room with no furniture or equipment. **THIS CAPACITY IS AFFECTED BY GYMNAS TIC EQUIPMENT CURRENTLY IN THE ROOM.** Please make your plans accordingly.

*The renter is also responsible for:*

1. Taking the trash out to the dumpster located in the northwest corner of the north parking lot;
2. Cleaning all parts of the kitchen area (if used) including stove, oven, refrigerator, counters, dishes, and floor area if part of reservation;
3. Bringing all cleaning supplies needed;
4. Sweeping and mopping entire Community Room floor (all linoleum);
5. Making sure room is left set up exactly the way it was found upon entry (i.e., stacking chairs, cleaning and stacking tables away, gymnastic equipment);
6. Making sure all restrooms are clean, including sinks, toilets, and floors;
7. Check that all doors are locked and secure before leaving the premises. (Police Services Building office hours are M-F 8:00am to 7:00pm. Lock Community Room doors upon leaving and all doors (inside and outside) must be locked when you leave the building after business hours.)
8. Return keys to the Fruita Recreation office Monday - Friday 7:30am-6:00pm, the next business day after the event and City staff will verify the condition of the room during business hours before a deposit will be refunded.

*Initial/Date:* \_\_\_\_\_

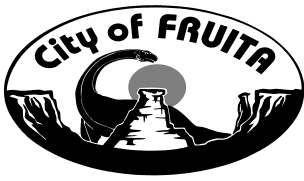
*In consideration of the permission to use the Community Room, the Renter also agrees:*

1. To abide by all rules, regulations, and ordinances of the City of Fruita, as well as those in attendance for the use noted above;
2. To NOT allow smoking inside the building in any area by any person in attendance;
3. To make sure all attendees confine their use to the Community Room and restrooms ONLY; Hallways are for walk-through use and not part of the rental area;
4. To be responsible for all setting up of the room and returning it to its original condition;
5. To limit food and drink use to the Community Room only;
6. To cancel at least one (1) week in advance in order to have portion of fees reimbursed;
7. No damage of any kind or description will be committed upon the building or any of its contents by any person(s) in attendance, and that the undersigned person(s) will hold harmless and indemnify the City of Fruita for any person(s), whose property may be within the building, for loss or damage to such property caused by any person(s) in attendance for the use noted above, or for any damage or injury arising by reasons for the use noted above.

*Initial/Date:* \_\_\_\_\_







Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

## Post Event Evaluation

The City of Fruita would greatly appreciate your feedback after your event is over. Please return this form to the Parks and Recreation Department, 325 E Aspen Avenue, Fruita, CO 81521; or by fax to 970-858-0210. Thank you again for holding your event in Fruita. We hope your experience here was enjoyable and that your event was a success.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Event Location: \_\_\_\_\_

Organization or Applicant Name: \_\_\_\_\_  Profit  Nonprofit

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

1. About how many participants/attendees did your event draw to Fruita? \_\_\_\_\_
2. What type of advertising or publicity did your event receive? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Generally, did you exceed, meet or fall short of your event goals? Please explain. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. What was the most successful aspect of your event? \_\_\_\_\_  
 \_\_\_\_\_
5. Do you feel Fruita residents supported your event?  Yes  No
6. Do you feel Fruita businesses supported your event?  Yes  No
7. Do you feel the City of Fruita supported your event?  Yes  No
8. Do you plan to hold this event again next year?  Yes  No

If yes, do you plan to hold it in Fruita again, or elsewhere? Please explain. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**SPECIAL EVENTS PERMIT /ADDITIONAL REQUIREMENTS**

Please return to the Parks and Recreation Office by \_\_\_\_\_  
and sign Form 1 of the Application and any other page relating to your Department

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**City of Fruita Special Events Coordinator**

Comments:

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Sign Form 1 in SE Packet before returning to Parks and Recreation

**Parks Department**

Comments:

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Sign Form 1 in SE Packet before returning to Parks and Recreation

**Police Department**

Comments:

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Sign Form 1 in SE Packet before returning to Parks and Recreation

**Public Works Department**

Comments:

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Sign Form 1 in SE Packet before returning to Parks and Recreation

**Lower Valley Fire Department**

Comments:

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Signature on Form 1 of Application: \_\_\_\_\_

Date: \_\_\_\_\_

**Other**

Comments:

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Sign Form 1 in SE Packet before returning to Parks and Recreation