



Public Event Application- Park Rental/Road Closure

Name of Event: _____

Proposed Location of Event: _____

Applicant First and Last Name: _____

Phone Number: _____ Email Address: _____

Name of Organization: _____

Type of Organization: _____

Organization Address (Street, City, State, Zip): _____

Is this for an organization that is governmental, quasi-governmental, religious, charitable, fraternal, or non-profit?

- No
 Yes

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

Set-Up & Clean-Up Times: _____

Est. Number of Participants: _____ Est. Number of Spectators: _____

List prior dates/years of same event, if applicable: _____

Purpose of Event: _____

Staging Area: _____ Starting Location: _____

Proposed Route: _____ (Please also attach map)

Will there be animals or vehicles in the event?

- No
 Yes

Will the event require reserved parking spaces?

- No
 Yes (Please list where and how many: _____)

What is your security plan? _____

Will there be portable restrooms?

- No
- Yes

Will medical/first aid coverage be provided?

- No
- Yes

Is electricity or water required?

- No
- Yes

Will alcohol be served?

- No
- Yes (A Special Events Permit Liquor Application Permit must be filled out with the City Clerk's office at least 30 days prior to the event. Please call 719-685-2554 for more information)

Will food be served?

- No
- Yes (The City requires food temporary establishment licenses as well as current health inspections and liability insurance certificates for food vendors. All food served to the public must be prepared in accordance with the El Paso County Department of Health and Environment. The Health Department's phone number is 719-578-3199)

Will anything be sold at the event?

- No
- Yes (A vendor permit is required- \$11 per permit must be paid 10 days before the event)

Will there be an admission, entrance, participant or user fee, cover charge or door charge?

- No
- Yes (City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a governmental, quasi-governmental, religious, charitable or fraternal organization is filed with the City.)

Will promotional materials be used?

- No
- Yes (The City Event Coordinator must approve materials prior to distribution)

Will you be hanging a banner?

- No
- Yes (Please fill out a Banner Application form and submit to the City Event Coordinator)

Park Rental Fee Schedule:

\$50 Minor Special Event Application Fee (A public event with 199 or less participants OR one that does not require a liquor permit)

\$150 Major Special Event Application Fee (A public event with over 200 participants OR an event that requires a permit pursuant to the City’s liquor licensing requirements)

\$100 Fully Refundable Security Deposit

The Fields: Resident Use Fee- \$132 per day; plus \$55 for 100-200 people; plus \$110 for 201-500 people
Non-Resident Use Fee- \$198 per day; plus \$55 for 100-200 people; plus \$110 for 201-500 people

Seven Minute Gazebo and Amphitheater: Resident Use Fee- \$264/3 hours’ usage; \$396 all day
Non-Resident Use Fee- \$330/3 hours’ usage; \$462 all day

Mansions Pavilion (max 200 people): Resident Use Fee- \$100 per day plus \$55 for 100-200 people
Non-Resident Use Fee- \$132 per day plus \$55 for 100-200 people

Soda Springs Park with Bud Ford Pavilion: \$150 Refundable Security Deposit
Resident Use Fee- \$132 per day; plus \$55 for 100-200 people; plus \$110 for 500+ people
Non-Resident Use Fee- \$198 per day; plus \$55 for 100-200 people; plus \$110 for 500+ people

Bud Ford Pavilion: Resident Use Fee- \$100
Non-Resident Use Fee- \$165

Schryver Park: Resident Use Fee- \$132 per day up to 99 people; plus \$55 per 100 people
Non-Resident Use Fee- \$198 per day up to 99 people; plus \$55 per 100 people

Total Fees Due:

Application Fee: _____

Use Fee: _____

Security Deposit: _____

Total: _____

APPLICANT’S INDEMNITY AND WAIVER

Please Initial:

_____ In consideration of the City of Manitou Springs granting to the applicant permission to use certain City facilities as per the application, the applicant hereby indemnifies the City and agrees to hold the City harmless from all liability, claim or demand for any damage, injury or other loss arising from the

Applicant's use of said facilities, and the Applicant will defend the City against any and all such claims and demands and will pay any and all judgments rendered in favor of any such claimants.

_____ The Applicant further acknowledges that the Applicant has assumed the risk of any and all damage, injury or other loss arising from the Applicant's use of said City facilities, and the applicant hereby waives and relinquishes any and all claims for any such damage, injury or loss.

_____ The Applicant will, at the Applicant's cost, furnish such liability insurance as may be required or requested by the City, in advance of the time of the scheduled use of said City facilities. Such insurance shall either name the City as the primary insurance or as an additional named insured.

_____ The Applicant has read and understands the Ordinance as outlined in the Municipal code regarding Noise Nuisance and acknowledges that the Applicant will be held responsible for any violations. 6.08.020 - Unnecessary sound prohibited.

_____ I have read and understand the Policy for Use of Pavilions and Parks within the City of Manitou Springs and agree to comply with all the provisions set forth therein.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies, and ordinances of the City of Manitou Springs and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the City for any costs incurred by the City in repairing damages to public property caused by the sponsors of the special event or the participants in the event, or by actions that the sponsors directed, authorized, or ratified, and also agreeing to defend the City against, and indemnify and hold the City harmless from, any liability to any person or property that arise from or are related to the special event.

Applicant Signature: _____

Date: _____

Event Policy

1. A cancellation fee of 50% of the use fee will be forfeited if the event date is changed or cancelled after the application has been processed. No use fee will be refunded if the event date is changed or cancelled within 14 days of the original scheduled event date. No use fee will be refunded if the event is canceled due to inclement weather. Incomplete applications, including all necessary attachments, will NOT be processed.

2. ALL PARTICIPANTS AND ATTENDEES MUST LEAVE THE PREMISES IN THE EVENT OF AN EVACUATION

3. For public events a **Certificate of Liability Insurance**, covering this event and naming the City of Manitou Springs, 606 Manitou Avenue as an "Additional Insured" for the event dates, must be on file with the Event Coordinator **with** the application to use facilities. **The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses.**

4. The refund of the deposit is the decision of the Event Coordinator and the Public Works Department. Please allow approximately **10 – 14 business** days for a deposit refund. Deposits for special events are

not returned until all taxes have been received by the City of Manitou Springs Finance Department.

5. The applicant and all persons using the park in conjunction with the approved activity shall be bound by the Memorial Hall's policy and **all** applicable ordinances of the City.

6. Special event producers must submit a certificate of liability insurance to the Event Coordinator's office with application.

7. Special event producers must also submit a copy of the State of Colorado, Department of Revenue Special Events Sales Tax Certificate **10 days** prior to event to the City Event Coordinator.

8. The event producer is responsible for submitting a complete typed listing of vendors to the Event Coordinator's office **10 days** prior to event. This list should include the name of each vendor and date(s) vendor is attending the event.

9. Vendor permits must be obtained for each vendor. Vendor fees are **\$11 per day** per exhibit, payable by event sponsor (**\$385 max per day**).

10. Vending permits must be displayed on the booth in public view.

11. Event producers must also supply food temporary establishment licenses as well as current health inspections (if applicable) and liability insurance certificates, naming the City of Manitou Springs, 606 Manitou Avenue as additional insured, for food vendors in addition to the above requirements.

12. Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.

13. Excise tax must be remitted directly to the City of Manitou Springs Finance Department, by the 20th of the month following the event.

14. Sales tax from such events should be remitted to the Colorado Dept of Revenue by the event holder, using the special events sales tax number issued to the event holder by the Colorado Dept of Revenue. **Remit a copy of the return to the City of Manitou Springs Finance Department by the 20th of the month following the event.**

15. Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.

16. Events with admission or entry fee - City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a **governmental, quasi-governmental, religious, charitable or fraternal organization** is filed with the City.

17. All public events are subject to ERIG (Event Review and Impact Group) Review.

18. Alcoholic beverages are prohibited in City Parks without pre-approval by the City Clerk's Office. The use of alcohol in City Parks without a properly submitted and approved liquor license result in the applicant forfeiting the security deposit in its entirety. Contact the City Clerk for the Liquor License at 719-685-2554. **The liquor license must be submitted a minimum of 30 days' prior of the event.**

19. Each group or individual shall be responsible for cleaning the area after their use and for removing all equipment and trash immediately following the use of a City Park. If there are any questions regarding clean-up, please contact the Event Coordinator during business hours 719-685-2601.

20. If a Public Works employee is called out during non-working hours because of a problem caused by the applicant's use, \$25 per man-hour will be charged with a minimum of 2 hours.

21. Groups requesting City sponsorship or waiving of **any** fees must submit the proper application along with the Public Event application for each event date a minimum of **30 days** prior to the event. The applicant must supply a copy of their group's charitable status with the Secretary of State, State of Colorado and to the City of Manitou Springs Finance Department office along with each application. A completed application for each requested event should be submitted. Applications for City Fees are reviewed by the City's Event Coordinator.

22. **Deposits and Application Fees are not waived.** Deposit refunds are at the approval of the Events Coordinator. If you have comments regarding the facility, please contact The Event Coordinator at 719-685-2601.

23. Any supplies, decorations, equipment or food left behind will be **discarded at the cost of the applicant.**

24. Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.