

REVOCABLE EVENT PERMIT DOCUMENT CHECKLIST AND APPLICATION ✓

Revocable Event Permit applications must be filed with the Greeley City Clerk's Office **no later than 30 days from the date of the proposed event.** In the best interests of the applicant, the event, and the City, applications filed less than 30 days from the date of the event **cannot** be accepted, and all applications **must** include all applicable attachments listed on this Revocable Event Permit Application Checklist. Incomplete applications **will not** be accepted.

- Certificate of Good Corporate Standing, if non-profit:**
<https://www.sos.state.co.us/biz/BusinessFunctions.do>
- Insurance Certificate naming the City of Greeley as an additional insured in the amount of \$1 million**
- Copy of property possession, if property owned by someone other than the City of Greeley (Weld County, State of Colorado, etc.)**
If using Chase Building, Contact Toby Taylor, Director, Weld County Department of Buildings & Grounds, 1105 H Street, Greeley, CO 80632 | 970.356.4000, ext. 2023 | ttaylor@weldgov.com
- Event Map (include entry and exit points, activities, barricade location, check-in, check-out locations, approximate dimensions of booths, tables, stages, etc.)**
- Street Closure Plan (include signage locations, barricade locations, and who is providing the barricades)**
- Security Plan (who will be providing security and how they will be identified)**
- Copies of Business Licenses for all vendors selling merchandise at this event**
- Copies of Weld County Health Department Vendor Licenses for all vendors selling food at this event**
- If liquor is to be served, see application and information at:**
<http://greeleygov.com/government/cc/liquor-licensing>

CITY OF GREELEY



REVOCABLE EVENT PERMIT APPLICATION

A Revocable Event Permit is needed for any event proposed to take place on City streets, plazas and other City-owned rights-of-way, other than parks. Events proposed to take place in a City park must be arranged through the Culture, Parks and Recreation Department at www.greeleygov.com, Activities Page or by visiting the front desk of the Downtown Recreation Center, 651 10th Avenue.

Revocable Event Permit applications must be filed with the Greeley City Clerk's Office ***no later than 30 days from the date of the proposed event.*** In the best interests of the applicant, the event, and the City, applications filed less than 30 days from the date of the event ***cannot*** be accepted, and all applications ***must*** include all applicable attachments listed on the Revocable Event Permit Application Checklist found attached to this application. Incomplete applications ***will not*** be accepted.

RETURN COMPLETED FORM TO: Greeley City Clerk's Office
1000 10th Street
Greeley CO 80631

Questions? 970-350-9740

DEADLINE: ***Not later than 30 days from the date of the event!***

FEE: \$150.00 – cash, check, or certified funds made out to the City of Greeley (no fee waivers can be authorized)

NAME OF ORGANIZATION	STREET ADDRESS
CITY, STATE, ZIP CODE	TYPE OF ORGANIZATION (v): <input type="checkbox"/> Private Business <input type="checkbox"/> Non-profit <input type="checkbox"/> Individual <input type="checkbox"/> Government
EVENT REPRESENTATIVE/MANAGER	EMAIL
DAYTIME PHONE NUMBER	DAY OF EVENT PHONE NUMBER
EVENT DATE(S) _____ _____	EVENT HOURS Set Up: _____ AM/PM - _____ AM/PM Event: _____ AM/PM - _____ AM/PM

NAME OF THE EVENT <hr/> _____ NEW _____ RECURRING	IF RECURRING, NEW LOCATION OR SAME LOCATION? _____ NEW _____ SAME
----------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

EVENT INFORMATION	
--------------------------	--

A	EVENT LOCATION <i>(check all locations requested for your event. NOTE: no sidewalks may be included in the application). The City cannot permit use of roads that are under the jurisdiction of the Colorado Department of Transportation, such as 10th Street, 8th Avenue, US 34, Hwy 85, business or bypass routes)</i>	
	v	Street Block
		8 th Street Plaza (800 block)
	 CHASE Plaza
		9 th Street Plaza (800 block)
		9 th Avenue: 700 block
		9 th Avenue: 800 block
		9 th Avenue: 900 block
		7 th Street: 800 block
		7 th Street: 900 block
		Mobile Event (e.g. run, bike ride, parade)
		Other (describe in detail):

B	NATURE OF EVENT <i>(check description that best describes the event):</i>	
		Community event, open to the public at no charge
		Community Event, open to limited area (e.g. neighborhood block party)
		Community Event, admission charge
		Private Event (by invitation only)
		Other (describe in detail):

C PROMOTION & NOTICE <i>(check all that apply):</i>			
	Fliers, posters	To a limited or special interest group only. Please describe:	Where is the promotion focused?
	Social Media		In Greeley
	Newspaper		Throughout Weld County
	Radio		In Northern Colorado
	TV		Throughout State
	Networks, word of mouth		Other (describe):
	Newsletters		
	Other (describe)		
A PUBLIC NOTICE WILL BE POSTED IN A PROMINENT LOCATION UPON ACCEPTANCE OF COMPLETE APPLICATIONS			

D EXPECTED ATTENDANCE	
Group	Number Estimated
Adults	
Children	
OR FAMILIES, in lieu of breakout above)	
TOTAL	
Pets/Animals (if an animal-focused event)	

E ACTIVITIES AT THE EVENT <i>(check all applicable boxes and offer details)</i>	
	Entertainment:
	Amplified sound (e.g. speakers, broadcast):
	Food/Drink <i>* Food vendors must be licensed with City and registered with the Weld Co. Health Dept:</i>
	Alcohol <i>* Special Event Permit to serve alcohol is required from the City Clerk's Office:</i>
	Special displays or booths:
	Temporary structures (bounce houses, climbing walls, etc.):

	Animals:
	Any activities with an open flame (grill, entertainment):
	Sales of food/merchandise/services:

F EQUIPMENT AND REQUIRED SERVICES <i>(check items the event will include; detailed descriptions can be provided on a separate sheet if needed)</i>	
Stage	Must be provided by applicant
Chairs/Tables	Must be provided by applicant
Tents	Must be provided by applicant
Electrical service or generator	Describe service needed or that will be provided:
Port-a-lets	Must be provided by applicant; note number to be provided: _____
Hand-washing stations	Must be provided by applicant; note number to be provided: _____
Event or directional signage	Describe type and locations:
Trash removal	Must be provided by applicant; describe trash removal plan:
Barricades are required for street closures and for alcohol-related events; stanchions may be used to direct pedestrians on the Downtown Plazas	Must be provided by applicant (list source for barricades)
Security Services (depending upon the expected attendance and nature of the event, the City may require that the applicant provide private security to support the event and/or a security service AND 2 off-duty police for the duration of the event	Describe Security Plan:
Insurance	An insurance policy in the minimum amount of \$1 million must be provided adding the City as an additional insured

G AGREEMENT

By submitting this application, Applicant agrees to abide by all terms and conditions stated herein. Applicant will conduct the event in compliance with all applicable laws, rules and regulations, and Applicant is solely responsible for obtaining any other licenses, permits or permissions needed for conduct of Applicant's activities on the Permit Area. Upon expiration of the permit, Applicant shall restore the Permit Area to its original condition. Applicant shall indemnify the City from any and all claims, demands, costs and expenses arising from Applicant's use of the Permit Area. Applicant acknowledges that activities by the general public on the Permit Area may pose a safety hazard or other risk of injury or damage to persons and equipment on the City Property pursuant to this Permit, and the Applicant accepts that such hazards or risks may be present and waives any and all claims against the City in connection with injury or damage resulting from such activities. Applicant shall maintain all insurance policies at such limits as required by this permit. This permit is non-transferable. This permit shall be governed by the laws of the State of Colorado and venue shall be in Weld County, Colorado.

By signing below, Applicant affirms that he/she has the authority to execute the application and bind the party for whom he/she is acting to the terms and provisions of this Agreement. The Applicant agrees to the use of electronic signatures.

Applicant Signature

Date

On behalf of:

Name of Organization