



<b>FOR OFFICE USE ONLY</b>		<input type="checkbox"/> <b>Approved</b>
		<input type="checkbox"/> <b>Denied</b>
Permit #: _____	Fee Paid: \$ 25.00	<input type="checkbox"/>
Date Received: _____	\$ 50.00*	<input type="checkbox"/>
Date Issued: _____	Date Expires: _____	
Associated Permits: _____		

# Organized Event Permit

**\*\*\*PLEASE ALLOW A MINIMUM OF 2 WEEKS FOR PERMIT PROCESSING\*\*\***  
**APPLICATIONS SUBMITTED LESS THAN 2 WEEKS IN ADVANCE WILL NOT BE ACCEPTED**

**APPLICANT:** \*\*\*(If different from property owner, an owner authorization letter for the event *must* be attached.)

Name: _____	Organization/Business: _____
Address: _____	E-Mail: _____
<i>Street Number</i> <i>City</i> <i>State</i> <i>Zip Code</i>	
Phone #: _____	Fax #: _____      Cell or Work #: _____

**PROPERTY OWNER:**

Name: _____	Organization/Business: _____
Address: _____	E-Mail: _____
<i>Street Number</i> <i>City</i> <i>State</i> <i>Zip Code</i>	
Phone #: _____	Fax #: _____      Cell or Work #: _____

**TYPE OF USE:**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Public Concert          | <input type="checkbox"/> Circus        | <input type="checkbox"/> Fair         |
| <input type="checkbox"/> Parade                  | <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Block Party  |
| <input type="checkbox"/> Motion Picture          | <input type="checkbox"/> Festival      | <input type="checkbox"/> Outdoor Sale |
| <input type="checkbox"/> Community Event         |  |                                       |
| <input type="checkbox"/> Other (describe): _____ |  |                                       |

**CHECK ALL THAT**

**APPLY:**

\*Permit fee is \$50 if 3 or more items are checked.

- The event will occur on more than one calendar day.
- Any part of the event will occur after 8 p.m. or before 8 a.m.
- Attendance at the event is anticipated to exceed 200 people.
- Alcoholic beverages will be served during the event.
- Live or amplified sound will occur during the event.

**EVENT TITLE:** \_\_\_\_\_

**ESTIMATED DAILY ATTENDANCE:** \_\_\_\_\_ **ESTIMATED PEAK ATTENDANCE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_  
 \_\_\_\_\_

**NEAREST CROSS-STREET(S):** \_\_\_\_\_

**REQUESTED EVENT START DATE(S):** From: \_\_\_\_\_ To: \_\_\_\_\_

**REQUESTED EVENT HOURS:** From: \_\_\_\_\_ A.M. / P.M. To: \_\_\_\_\_ A.M. / P.M.  
 (Circle One) (Circle One)

**REQUESTED SETUP DATE:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_ A.M. / P.M. (Circle One)

**REQUESTED DISMANTLE DATE:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_ A.M. / P.M. (Circle One)

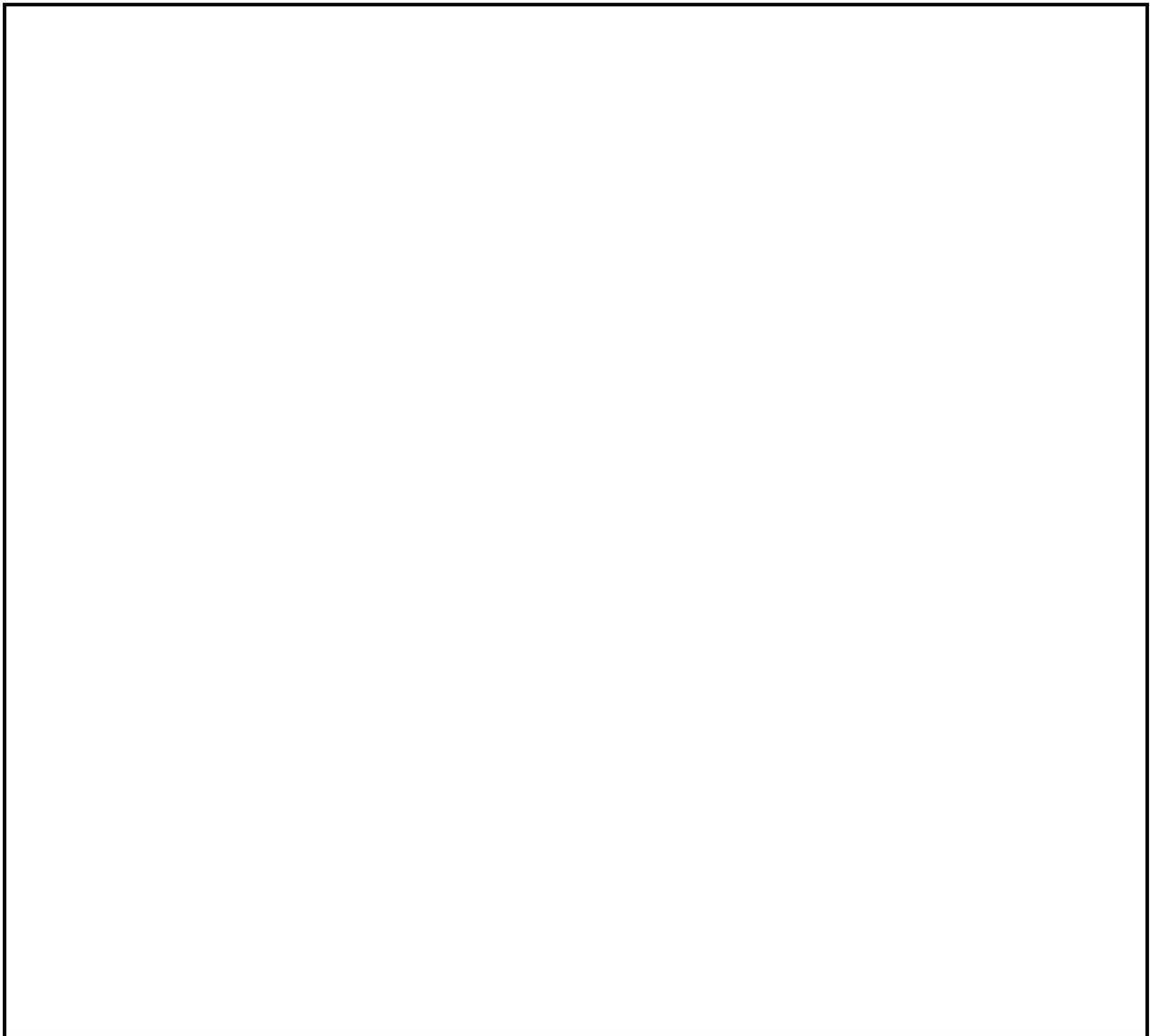
Please note for the following - any items marked 'Yes' that involve placement, installation, and/or construction of equipment, structures (e.g., fences, generators, tents, platforms, stages, food trucks, portable toilets, signs, lighting, etc.), must have legible locations and dimensions shown on the site plan.

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| 1) Will electricity be needed on site? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Will a generator be used to provide electricity on the site? _____<br><i>If yes, indicate on the site plan the Kilo-Watt (kW) size and location.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Will a fence be constructed? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Will a tent or other structure (e.g., open or closed sided and similar, shade canopies, etc.),<br>air inflated structure (e.g., bounce house and similar), or any other structures be installed or<br>erected on site? _____<br><i>If yes, indicate on the site plan the location and dimensions of all tents, canopies, bounce houses,<br/>     and all other structures.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Will a platform, stage (covered or uncovered, portable, truck-mounted, etc.) or overhead structures<br>(lighting and/or sound, gridiron, pinrails, etc.) be installed or erected on site for this event? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Will food or drink be sold on site? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Will goods or services be sold on site? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Will admission, entry, vendor, or participant fees be charged? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Will this event be held in a park? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) Will alcoholic beverages be sold or served during the event? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) Will a band or amplified sound be on site? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Will restrooms be available on site? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Will portable toilet and hand-washing facilities be on site? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) Will there be lighting used for illumination at night? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) Will there be any signs or banners? <i>(Temporary Sign Permit required.)</i> _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16) Is the site located on a developed parking lot? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17) Is the site paved? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) Does the event involve a moving route of any kind? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 19) Does the site have curb, gutter, and sidewalk? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20) Does the site have an access driveway? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 21) Do you have a business license with Commerce City? _____<br><i>If yes, please indicate the license number: # _____</i>  | <input type="checkbox"/> | <input type="checkbox"/> |

**PROVIDE A SITE PLAN** (ATTACH A SEPARATE SHEET IF NECESSARY)

On the site plan, please include and label the following information:

- Adjacent streets and buildings
- North arrow
- Location of existing structures and any proposed temporary structures and their uses
- Any proposed fencing (including height and type)
- Restroom facilities or portable toilets
- Generators or source of electricity
- Stages or grandstands, or related structures
- Type of parking surface
- Number of parking stalls provided
- Parking areas and driveway entrances
- Sound system and lighting
- Location and size of signs or banners
- Trash containers or dumpsters
- Booths or exhibit areas
- Vehicles or trailers



1. List any proposed street closures, including street names, time, and day of closing. Also include the day and time streets will be reopened. Attach a map that identifies sections requested for closure. If street closures are proposed, Street Occupancy Permit must be submitted to the Public Works Department separately.

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2. Provide a detailed description of the event:

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3. Describe scope of setup and assembly:

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4. Provide a detailed description of parking for the event:

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5. Describe security for the event, including the name, address, and telephone number of any professional security organization that will be used:

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6. Describe arrangements for providing first aid:

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7. Describe event cleanup and waste removal:

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8. Describe access arrangements for individuals with disabilities:

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I have read and understand the Commerce City Organized Event Permit Regulations and agree to abide by them.

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*Applicant's Signature*

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*Date*