

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. If you have questions or would like to discuss details of your event, please contact the Special Events Coordinator at 970/244-1491 or e-mail: [kristena@gjcity.org](mailto:kristena@gjcity.org).

### **When do I need a Special Event Permit?**

You will need to fill out a Special Event Permit application if your event is open to the general public and will take place within, thus will interfere with, normal vehicular or pedestrian traffic on a public street or right-of-way. When planning your event, please consider all your event's impacts on the City's general functions, such as access to roads for emergency response, neighbors affected by noise, the impact of street closures on local businesses or residents, and consider a range of alternatives to decrease or mitigate those impacts as much as possible.

### **Special Event Permit Process**

1. Read and review the **Special Event Permit Information and Guidelines** and the **Special Event Permit application form**. If needed, contact the Special Event Coordinator to discuss your proposed event.

2. Complete the **Special Event Permit application** and any additional forms and information required **90 days prior** to your event. Incomplete applications cannot be processed until all information has been provided. Permits submitted fewer than 90 days prior to the event may be denied on the grounds that they cannot be processed by the City, the Downtown Development Authority (DDA), and other organizations. The City is not required to approve an application simply because the event organizers have already publicized or otherwise planned for the event prior to permitting.

3. The **Special Event Coordinator** will circulate the application to other City departments for comments and concerns and will contact you regarding information or clarifications requested.

4. Once your complete application has been reviewed and all concerns addressed, you will receive a **Special Event Permit**. A copy of the permit and all supporting documentation should be kept with event staff as proof of approval.

### **Other City Permits Required**

Depending on the nature of your proposed Special Event, other City permits may be required in addition to, or in lieu of, the Special Event Permit.

If your event will **include serving or selling alcohol**, please contact the City Clerk's office at 970/244-1510 or visit the web page at <http://www.gjcity.org/Liquor.aspx>

If your event will **include the use of a public park or trails** (e.g. Riverfront trails), please contact the Grand Junction Parks and Recreation Department at 970/256-3861 or visit the web page at [http://www.gjcity.org/Parks\\_and\\_Recreation.aspx](http://www.gjcity.org/Parks_and_Recreation.aspx)

If your event will **include public fireworks displays**, please contact the Grand Junction Fire Department at 970/244-1400 or visit the web page at <http://www.gjcity.org/FireDepartment.aspx>

If you are **planning a block party**, contact the Neighborhood Program office at 970/244-1491 or visit the web page at <http://www.gjcity.org/NeighborhoodPrograms.aspx>

**By signing the Special Event Permit application, the responsible organization, as a condition of being granted a Special Event Permit within the City, acknowledges they have read, understand and agree to abide by the following guidelines, regulations and requirements.**

#### **A. GENERAL SPECIAL EVENT PERMIT GUIDELINES**

1. **City Codes/Conditions of Approval.** A Special Event Permit is not a permit to violate City codes, ordinances, rules or regulations, i.e. noise violations. If a violation occurs, it may result in citation(s) issued to the event applicant or responsible person. The applicant assures the City of Grand Junction and the DDA as applicable that, if a Special Event Permit is issued, he/she will comply with this application, all of the requirements and provisions of City Code (Section 36-64 (b) (7)), all other applicable ordinances and laws, the Downtown Plan of Development and the reasonable direction of the Special Events Coordinator.

**2. Noise Ordinance.** No permittee shall make unlawful noise or any continuous noise of any kind by vocalization or otherwise for the purpose of advertising or attracting attention to his use, business or merchandise. The City may request a change of an event's location in order to decrease the impacts of event noise. The City may also refuse a special event application based on noise complaints by neighboring businesses and residents. Event-holders are encouraged to work with neighbors to alleviate negative impacts wherever possible.

**3. Service Provider.** The services and activities provided at or by the event are those of an independent entity; they are not provided by the City, its employees, officers, officials or agents.

**4. City Indemnification.** The responsible organization shall indemnify and hold harmless the City of Grand Junction, the DDA where applicable, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall hold harmless the City and DDA 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 and DDA 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 Statues, the Colorado Constitution, or the common law or laws of the United States or Colorado.

**5. Certificate of Insurance.** The responsible Special Event organization shall procure, maintain and must furnish to the City a certificate of general liability insurance policy covering claims that may arise due to the event, including but not limited to participant and spectator liability. The policy must have a minimum limit of \$600,000 per occurrence and **must name the City of Grand Junction and its employees as additional insured. If the event is being held in the Downtown Shopping Park or vicinity, the DDA must also be named as additional insured.** Such liability insurance shall be in the amount of not less than \$600,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event and 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 certificate shall be provided to the City and approved by the City as a condition of the Special Event being approved.

**IMPORTANT:** The City will accept and review your application pending receipt of proof of insurance; however, please do not wait to procure your insurance, as this step can take time. You must furnish this certificate to the City at least 5 business days before the commencement date of your event.

**6. Traffic Control.** 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. Street closures must leave access for emergency vehicles. The applicant must note on the event Site Plan Sketch and/or Traffic Control Plan the minimum 20-foot clearances for emergency vehicles to get through the street if necessary. The City reserves the right to stop any activity if proper traffic control devices are not in place during the event.

**7. Site Condition.** The responsible organization, if holding the special event on City property, shall return the site to its pre-event condition immediately following the event including pick up and proper disposal of any paper, cardboard, wood or plastic containers, wrappers and other litter which is within 25 feet of the permittee's use, activity or location.

**8. Refuse.** The responsible organization shall provide readily accessible container(s) and facilities for the collection of litter, debris and trash and shall properly dispose of all litter, debris and trash collected.

**9. Sales Tax.** 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. Refer to additional information in E below.

**10. Site Availability and Event Conflict.** The City of Grand Junction cannot guarantee availability of public property for special events. If two or more special events plan to use the same City property on the same date, preference will be given to events that have an established, successful history within the City.

11. **Application Deadline.** The 90-day timeline requirements for approval of each permit are mandatory, except where constitutional standards require a deviation from this timeline. Failure to submit completed applications in a timely manner may result in cancellation of your event or additional processing fees, which may be significant.

12. **Complete Application.** Permits will not be considered for approval until all required documentation is submitted. Application for any other required City or other entity permits are the responsibility of the applicant.

13. **Approval from Other Entities.** The City of Grand Junction cannot issue permits or approve activities on behalf of other jurisdictions, such as the Mesa County Health Department, Mesa County Sheriff's Office, surrounding communities or Colorado State Patrol or State Division of Transportation. It is the responsibility of the organization or event planner to secure any and all necessary approvals from other entities. The applicant assures that he/she has obtained all other necessary and/or required permits or licenses to engage in the business or activity proposed in this application.

14. **Event Staff.** Your event staff should be identifiable by clothing or name tags. This makes it easier for attendees and City staff to locate and contact responsible individuals.

#### **B. DOWNTOWN SPECIAL EVENT GUIDELINES**

The following event/permit guidelines have been adopted by the Downtown Partnership. Section 32-67 (Code 1965, 26-56; Ord. No. 3422, 5-1-02; Ord. No. 3609, 3-3-04). The Partnership/DDA or the City may suspend any permit if the permittee's use or activity is the source of unreasonable or excessive noise, is in violation of any permit term, or does not comply with City and/or Partnership/DDA rules and requirements. Section 32-71 (Code 1965, 26-56; Ord. No. 3422, 5-1-02; Ord. No. 3609, 3-3-04). Each type of permit may be limited, modified or preempted by the Special Event Coordinator without notice, in his/her sole discretion, for a Special Event(s) organized, sponsored or promoted by the Partnership/DDA or the City.

1. **Limitation of Downtown Activities.** Multiple downtown road closures will be limited within a 30-day period in order to decrease the negative impacts to merchants.

2. **Public Activity.** Events using the public right-of-way must be open to the public, not a private activity, and for the general welfare and entertainment of the public. Events are not to encourage sales for particular merchants.

3. **Event-Holder Responsibility.** Repeat events for which the Partnership/DDA received complaints in previous years will be carefully reviewed and may be suspended for up to three (3) years before being permitted again. Events that have endangered public safety or created a threatening environment for patrons may be suspended indefinitely.

4. **Event Details.** The Partnership/DDA reserves the right to place restrictions or changes, including dates, times, and locations upon a permit before approval to avoid conflicts with traffic flow, construction, events, or other concerns.

5. **Competition with Downtown Business.** Permits for events that provide direct competition for goods provided downtown may be rejected or modified to minimize negative impact to existing merchants.

6. **Items for Sale.** A permittee shall not offer to sell or sell merchandise that is not described in the application.

#### **C. PARADE AND RACE GUIDELINES**

The City of Grand Junction has two defined parade routes that applicants may use. If you use one of these routes, you will not need to submit a Traffic Control Plan (TCP) but are still required to use a professional traffic control company to set up the traffic control devices and follow the plan. The two routes are: Main Street from 7<sup>th</sup> Street to First Street; or a circular downtown route, using Main Street and Colorado Avenue. If you wish to use a different route, you must submit a professional TCP, including an event site plan sketch, parade staging area, start and end location.

**If your parade includes floats or vehicles towing trailers, please observe the following safety precautions:**

- Entries can be no higher than 13'5".
- Any vehicle over 20 feet in length, including trailer, requires adult walkers, one at each corner of the float.
- Decorative materials on parade floats should be non-combustible or flame retardant/resistive.
- Do not allow smoking, flames or other sources of ignition on floats.
- All walking participants must be at least 6 years of age and accompanied by an adult.
- Notify all event participants that throwing anything from moving vehicles is prohibited, but items can be handed out by walking participants.

### **D. TENT, CANOPY AND MEMBRANOUS (TEMPORARY) STRUCTURE GUIDELINES**

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.

1. All work must be in accordance with the most recently adopted International Fire Code – Chapter 24.
2. All permit applications shall include a project narrative, scaled site plan and a detailed interior floor plan. Narrative should include a description of the structure's use, occupancy load, number of exits and any other special circumstances.
3. All temporary structure fabrics (including flooring, interior decorative finishes, etc.) must be made of flame-resistant material or have been treated with flame retardant in a manner that is acceptable to the Fire Department. A certificate of flame resistance or other acceptable documentation must be submitted.
4. Temporary structures must be anchored appropriately to withstand weather elements and prevent collapsing.
5. Temporary structures having an occupant load of 50 or more must be provided with exit signs. Number of exits required is based on proposed occupancy load.
6. Exit openings for temporary structures must remain open and aisles shall be a minimum of 44 inches in width and consist of an unobstructed, smooth surface. Wider exit widths may be required for large occupancy loads.
7. One fire extinguisher with a minimum rating of 2A10BC will be required. Fire extinguishers must be inspected, serviced and tagged annually. Fire extinguishers placed in the temporary structure must have a current inspection tag attached. Additional fire extinguishers may be required based upon square footage.
8. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the temporary structure while open to the public unless approved by the fire code official. The use of heating and cooking appliances considered to be a minimal fire hazard will be reviewed on a case by case basis.
9. Temporary structures requiring the use of electricity shall meet the requirements of the National Electrical Code.
10. Combustible materials such as hay, straw, or similar material shall not be located inside or within 20 feet of the temporary structure containing an assembly occupancy, except when the material is used for the daily care and feeding of animals. Application of such materials will be reviewed on a case by case basis.
11. Combustible trash shall be removed from the temporary structure at least once a day during the time in which the structure is occupied by the public.
12. A fire department inspection may be required upon completion and prior to occupancy of temporary structures requiring a permit depending upon submittal circumstances. Call 970/244-1400 to request an inspection prior to the event.

### **E. SPECIAL EVENT SALES TAX INFORMATION**

The City of Grand Junction is a separate taxing jurisdiction from the State of Colorado and Mesa County. The following instructions apply to the City sales tax rules only. If you have questions, contact City Customer Service at 970/244-1521.

1. Licensing Before the Event. No license shall be required for a retailer selling property at a special event inside the City for periods of 7 consecutive days or less; not exceeding 21 days per calendar year. If a special event lasts longer than 7 days, the retailer is required to obtain a license from the City. Charitable organizations may not need to obtain a license in this situation.
2. Collection of Sales Tax During the Event. All retailers selling property at special events inside the City are required to charge and collect City sales tax on all taxable sales (2.75% of the sales price) plus state and county taxes. Only charitable organizations may be exempt from collecting sales tax at special events.
3. Reporting /Remitting City Sales Tax After the Event. Each special event retailer is required to complete and file the Vendor Sales Tax Remittance form (available to download on the Special Event Permit). The form and payment of tax collected is due by the 20<sup>th</sup> of the month following the last day of the event. Please make checks payable to the City of Grand Junction. Retailers should keep a copy of the Vendor Sales Tax Remittance form for their records.