

3 S TIMBER RIDGE PKWY, PO Box 339, SEVERANCE, CO 80546
PHONE: (970) 686-1218 FAX: (970) 686-6250

Name/Type of Event: _____

Location: _____ Date of Event: _____ Time: From: _____ To: _____

Estimated Number of Participants: _____

Applicant/Organization Name: _____ Email: _____

Address/City/State: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Person(s) in Charge of Event, if different from above: _____

GENERAL INFORMATION:

Parking Spaces: Yes _____ No _____ Describe: _____

Traffic Control: Yes _____ No _____ Describe: _____

Port-a-Potties: Yes _____ No _____ Handicap Accessible: _____

Use of Tent: Yes _____ No _____ Will this be staked in ground: Yes _____ No _____ Size _____

Sound Amplification: Yes _____ No _____ Describe: _____

Security: Yes _____ No _____ Describe: _____

Alcohol Beverages: Yes _____ No _____ Describe: _____

Merchandise Sales: Yes _____ No _____ Describe: _____

Food/Beverage Sales: Yes _____ No _____ Describe: _____

State & Local Sales Tax/Business License: _____

Applicant must have Cert of Insurance for Liability: Yes _____ No _____ (Please attach a Copy)

Name/Contact of Vendor(s): _____

Additional Information: _____

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

APPLICATION FOR SPECIAL EVENT

ANY ROAD CLOSURES/BLOCK PARTIES – MUST INCLUDE A DIAGRAM/MAP OF BLOCKED AREA

****PLEASE NOTIFY THE TOWN OF SEVERANCE OF ANY CANCELATIONS ASAP****

*****PLEASE CONTACT THE SEVERANCE POLICE DEPARTMENT IF YOU HAVE ANY ISSUES - 970.356.1212 opt 4 or 911 for Emergencies*****

Release of Liability and Agreement to Hold Harmless

All Park use by the applicant/sponsoring organization, its user group or its participants must adhere to Town policy and all applicable rules, regulations and usage restrictions set forth in the Severance Municipal Code. Applicant/sponsoring organization agrees to be responsible for the conduct and control of its user group or any other individuals participating under this permit, and further agrees to be financially responsible for all damage to the Park and any Town installations, appurtenances, structures, utilities or improvements on, under, or adjacent to the Park arising out of or resulting from applicant, its user group or its participants, including the costs of repair, restoration or replacement for such damage.

The applicant/sponsoring organization hereby agree to indemnify, defend and hold harmless the Town of Severance, its officials and employees from and against all liability, claims and demands, to the extent caused by applicant/sponsoring organization or other individuals under its supervision or control, which arise out of or relate to all Park use by applicant/its user group or its participants under this permit.

THE UNDERSIGNED AGREES TO THE ABOVE STATED CONDITIONS:

Name: _____ Phone: _____

Address: _____

Signature

Date

GENERAL RULES

1. Special Events may be needed for 0-50 participants and always for over 50 participants. A Special Event Permit must be applied for which may include requirements for port-a-potties and/or trash removal. Other events requiring a Special Event Permit include, but are not limited to, events which:
 - Barricade or block any roadway **\$50.00 FEE**. Applicant will be held responsible for any damage to barricades.
 - Obstruct, delay or interfere with the normal flow of pedestrian or vehicle traffic
 - The public is invited, or admission is charged
 - Utilizes amplified sound due to its impact on the surrounding neighbors
 - Include alcohol (no alcohol is allowed in any park)
2. The privilege to use the park/area in the future will be denied to persons and/or groups that fail to comply with the rules of this agreement.
3. During the time the park/area is being used by the Applicant, the Applicant is responsible for any and all accidents, injuries, damages or loss of property. The Town of Severance and its designated representatives shall be held harmless for any and all claims resulting from the use of the park.
4. Applicant shall provide proper supervision, ensuring the protection of persons and property in its care, enforcement of park rules and regulations and restriction of all participants to authorized areas only.
5. Applicant is responsible for proper cleaning of the park/area being used. This includes all decoration removal, clean-up & area surrounding your event. If additional cleaning/trash removal is required, the Town reserves the right to assess a cleaning fee of actual cost to the Town. Any additional charges incurred will be the responsibility of the Applicant and due the first business day following the Event.
6. Reservations are not considered complete until all applications/approvals are completed.
7. Applicants must be 18 years or older.
8. Applicant shall be held responsible if any person within their party breaks or climbs upon, damages or defaces the trees, shrubs, plants, turf or any of the buildings or other structures or property within or upon park premises, or in any way injure or impair the natural beauty or usefulness of any park or recreation area.
9. Removal of any Town-owned property from any Town Park/area is strictly prohibited; violators are subject to criminal prosecution.
10. Applications must be received, at least, **10 days** in advance of Event and must include a diagram/traffic control plan.
11. No vehicles may block streets, town provided barricades must be used for Block Parties.

THE UNDERSIGNED States that to the best of his or her knowledge all properties (list of addresses below) on _____ Street between *boundaries of block party* were visited in person and hand delivered a hard copy notice of the closure of _____.

Date _____

[illegible]

Street Barricades are provided by the Town & will be delivered by Public Works.

APPROVAL OF SPECIAL EVENTS PERMIT APPLICATION

Additional Requirements by the Town of Severance:

1. NO ALCOHOL IS PERMITTED IN ANY PARKS
2. CLEAN-UP ALL TRASH ASSOCIATED WITH YOUR EVENT!
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Approved by Administration: Yes _____ No _____

Denied for the following reason: _____

Name: _____ Signature: _____ Date: _____

****EMAIL COMPLETED FORM TO INFO@TOWNOFSEVERANCE.ORG OR BRING TO SEVERANCE TOWN HALL****

