



SPECIAL EVENT APPLICATION FORM

City of Black Hawk
P.O. Box 68
Black Hawk, CO 80422
303-582-2221

MUST BE RECEIVED AT LEAST 30 DAYS PRIOR TO THE EVENT

Please refer to Black Hawk Municipal Code, Chapter 6, Sec. 6-331 for Special Event Permit information. The City of Black Hawk Municipal Code is available at www.cityofblackhawk.org.

Applicant: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____

Emergency Contact: _____ Phone: _____

Name of Event: _____

Type of Event: _____ Promotional Event? YES NO

Event Location: _____

Brief Description of Event: _____

Event Date(s): _____

Hours of Event: _____

Events may take place between the hours of 8 a.m. and 10 p.m., unless otherwise approved by City Council.

ADDITIONAL INFORMATION REQUIRED FOR THIS REQUEST:

1. A site plan showing the location of the Special Event. Plan must be drawn with detail and clarity (preferably to scale) to demonstrate where everything will be, effects the activity will have on public or private property, and whether additional services will be requested from the City, such as Public Works personnel, or Police Officers. See attached checklist.
2. A description of what methods will be used to maintain public safety and security during the event. Provide a traffic control plan for any activity adjacent to City right-of-way. Also include location of all fire extinguishers, electrical power, barriers, etc. where applicable. All event sponsors are responsible for the safety of event attendees and the security of all event-related property. Event sponsors should be prepared to discuss their means of event security, including the size of the staff and whether overnight security will be necessary or not. If the event requires law enforcement services or emergency medical services from the City beyond routine patrol, event sponsors must meet with City staff to discuss.

ADDITIONAL DECLARATIONS:

1. Will vendors be selling food and/or beverages at the event? YES NO
2. Do you want to sell or provide alcoholic beverages at the event? YES NO
3. Will you need to amplify any sound at the event (music, voices, etc.)? YES NO

FEE SCHEDULE:

First Day	\$50
Each Additional Day	\$30

MAKE CHECK PAYABLE TO:

City of Black Hawk
PO Box 68
Black Hawk, CO 80422

ATTN: City Clerk

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the requirements of this application.

Applicant Signature

Date



Special Events Permit Application Checklist

- Liquor License Premises Modification request (if applicable)
- Site Plan showing all tent, stage, portable toilets, strobe lights, generators, trailers, locations relative to lot lines, buildings, parked vehicles, etc.
- Tent(s):
 - Tent(s) over 400 square feet and/or having cooking or ignition source within 20 feet of it or under it, a Certification of Flame Resistance and a photograph of the label matching the certification sewn into the tent must be provided;
 - Site plan to show location of tent(s) to lot lines, buildings, parked vehicles, and internal combustion engines (all based on aggregate floor area in the tent structure);
 - List how the tent(s) will be anchored to withstand elements of weather and prevent collapse;
 - Prohibition of combustible materials (i.e. hay and straw) in the tent structure;
 - Posting of no smoking signs;
 - Use of fireworks prohibited within 100 feet of tent structure;
 - Reference where the portable fire extinguishers will be located;
 - Fire protection equipment as required by the fire code official;
 - Occupant load factors to include emergency exiting;
 - Show where heating and cooking equipment will be located, if under approved tent, the tent must be cleaned of residual cooking products (i.e. grease);
 - Storage, handling, and use of LP-gas and LP-gas equipment;
 - Storage and use of flammable-liquid-fueled equipment; location of equipment relative to means of egress;
 - Separation of generators from the tent structure; standby personnel when required by the fire code personnel; and
 - List where the combustible waste material collection and storage will be located in the tent structure.
- Road/sidewalk closure permit request and/or License Agreement request from City Council (if applicable)
- Temporary Facilities Authorization (portable toilets) from Black Hawk/Central City Sanitation District (if applicable);
- Private security; narrative detailing plan
- Traffic control/Flaggers
- Fire/Emergency apparatus access
- Special event shall not block or impede emergency exiting from the building
- Seating arrangements (tables and chairs)
- Outdoor cooking apparatus
- Inspections prior to event (Building/Fire)
- Signage Plan for event - If a Comprehensive Sign Plan (CSP) is approved for such property, applicant shall provide a letter indicating signage will comply with the approved CSP and enclose a copy of the CSP. Sign dimensions, locations, and method of attachment shall be shown on the proposed event site plan, (Velcro is acceptable; however, string, rope or bungee cord style attachment techniques are not.)