



SPECIAL EVENT BICYCLE APPLICATION

City of Black Hawk

P.O. Box 68

Black Hawk, CO 80422

303-582-2221

cityclerk@cityofblackhawk.org

MUST BE RECEIVED AT LEAST 60 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.

DATE: _____

APPLICANT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE: _____ CELL PHONE: _____

EMAIL: _____

TITLE OF THE EVENT: _____

TYPE OF EVENT: _____

NUMBER OF PARTICIPANTS (including support personnel): _____

HOURS OF EVENT: _____ to _____

EVENT DATE(S): _____

EVENT LOCATION _____

SET-UP DATE(S) & TIME(S) _____

TEAR DOWN DATE(S) & TIME(S) _____

EVENT CONTACT PERSON: _____

DAYTIME PHONE: _____ CELL PHONE: _____

EMAIL: _____

ADDITIONAL INFORMATION REQUIRED FOR THIS REQUEST:

1. A site plan drawn to scale showing the location of the Special Event. The plan must clearly show the impact the special event will have on public or private activities to include proposed event routes, medical staging, sanitation services, tents, trash, parking, signage, requested road closures, requested lane closures, emergency routes and traffic control. Used attached map.
2. A general description of the event and the methods being proposed to maintain public safety during the event.
3. A description of the proposed traffic control plan for any activity occurring on any roadway or property adjacent to City right-of-way. See Public Parking Plan.
4. Completion of the attached questionnaire for the event to be completed before the event.
5. Attach proof of liability insurance depicting limits of coverage. Liability insurance must meet minimum requirements as outlined in the Colorado Governmental Immunity Act, CRS 24-10-1011.
6. Attach proof of medical support from Gilpin Ambulance.
7. Completion of the attached Fire Department Special Event/Fire Safety Checklist.

REVIEW AND APPROVAL

Police Chief _____ Date _____

CP&D Director _____ Date _____

Fire Chief
Date

Ambulance Director	Date
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Sanitation District _____ Date _____

Public Works Director _____ Date _____

Gilpin County Health Date

APPLICATION: ☐ Approved ☐ Denied – if denied, state reason why:

CONDITIONS OF APPROVAL/DENIAL:

Police Services:

Public Works:

Fire Department:

Community Planning & Development:

Ambulance:

Sanitation District:

Other:

City Clerk's or Designee Signature _____ Date _____

TOTAL COST OF PERMIT TO INCLUDE CITY OF BLACK HAWK PROVIDED SERVICES:

\$ _____ permit

\$ _____ City Services: _____

Billing Information (Payment, if required, must be submitted 7 days before the event)

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PAYMENT METHOD: _____

BIKE SPECIAL EVENT - PUBLIC SAFETY QUESTIONNAIRE

Event begins at _____ (time & date) at _____ (location).

Event is scheduled to end by _____ (time & date) at _____ (location).

Will you be requesting the exclusive use of City-owned property? Yes _____ No _____

If yes, you will need to enter into a License Agreement with the City of Black Hawk.

Primary Impact on the City of Black Hawk will occur between _____ and _____ (time).

Approximate time bike riders will enter the City limits of Black Hawk? _____

Approximate time bike riders will leave the City Limits of Black Hawk? _____

Total number of riders participating in the event? _____

Number of riders physically riding bicycles in Black Hawk at any given time during the event? _____

Requested route for the event to include each street being utilized and impact on traffic at those locations.

Number of support vehicles associated with the event? _____

Type of support vehicles? _____

Will vehicles associated with the event be properly marked with event identification information?

Yes _____ No _____. Explain: _____

Will the organizer have representatives at intersections or locations within the City of Black Hawk during the event? Yes _____ No _____. Please list the locations where representatives will be located: _____

Will all event personnel wear appropriate safety apparel i.e. reflective vests at event sites and intersections? Yes _____ No _____

Will signage be provided by the organizer at locations where riders are turning from one roadway to another? Yes _____ No _____. Where will signage be placed? Include a photograph of the signage if applicable: _____

Are electronic message boards being used during the event in Black Hawk? Yes _____ No _____ If yes, where will they be placed? _____

Will barricades be needed at intersections? Yes _____ No _____ If yes, will the organizer provide barricades for traffic control and safety? Yes _____ No _____ List Locations where barricades will be needed? _____

Is the organizer requesting the complete closure of any road within the city limits of Black Hawk during the event? If so, where and how long do you anticipate it will be closed? _____

Will the event cause a potential impact on any roadway within Black Hawk to include delays or potential changes in traffic patterns? Yes _____ No _____ If yes, explain: _____

Will First Aid stations will be established in Black Hawk during the event? Yes _____ No _____ How will the first aid stations be identified and staffed? _____ Where will the proposed First Aid station be located? _____

Will there be water stations available for participants? Yes _____ No _____ If yes, where are the proposed location(s)? _____

Does the organizer have medical support to include available ambulances for transportation and treatment of participants or bystanders during the event? Yes _____ No _____ Please provide information on the medical provider being used and the capability of the provider to provide emergency medical services. Include the potential impact on local emergency medical responders located in Gilpin County. _____

Does the organizer have law enforcement support from another agency, other than the Black Hawk Police Department? Yes _____ No _____ List the agencies, contacts and their role?
Agency: _____ Contact: _____ Phone: _____
Role: _____
Agency: _____ Contact: _____ Phone: _____
Role: _____

Is the organizer requesting support from the Black Hawk Police Department, Public Works Department, Fire Department, or any other City Department during the event? Yes _____ No _____. If yes, what resources do you anticipate will be needed, from who, and what time periods?

Department: _____ Service: _____

Department: _____ Service: _____

Department: _____ Service: _____

Does the organizer have arrangements with any business in Black Hawk for parking, staging etc.? Yes _____ No _____. If yes, list the business and location:

Does the organizer have contingency plans for sheltering participants during adverse weather and event delays? Yes _____ No _____. If yes, explain:

Will the organizer provide trash containers at proposed medical or watering stations within the City of Black Hawk? Yes _____ No _____.

Will the organizer provide trash containers and/or ensure site cleanup of all event locations and ensure all routes are free of debris and trash at the conclusion of the event? Yes _____ No _____

Will the organizer provide temporary sanitary toilet and hand washing facilities during the event?

Yes _____ No _____. If yes, where will they be located? _____

How many will be available? _____ When will they be placed on site? _____ When will they be removed? _____.

Will you have vendors selling at your event? Yes _____ No _____

If food and/or beverages you must have Gilpin County approval.

Any other sales will require a Colorado State Sales Tax License and the event organizer is responsible for reporting sales tax revenues from the event to the City of Black Hawk.

Do you want to sell or provide alcoholic beverages at the event? Yes _____ No _____

No alcohol shall be allowed without proper licensing from the City of Black Hawk.

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

HIDDEN TREASURE TRAIL HEAD MAP

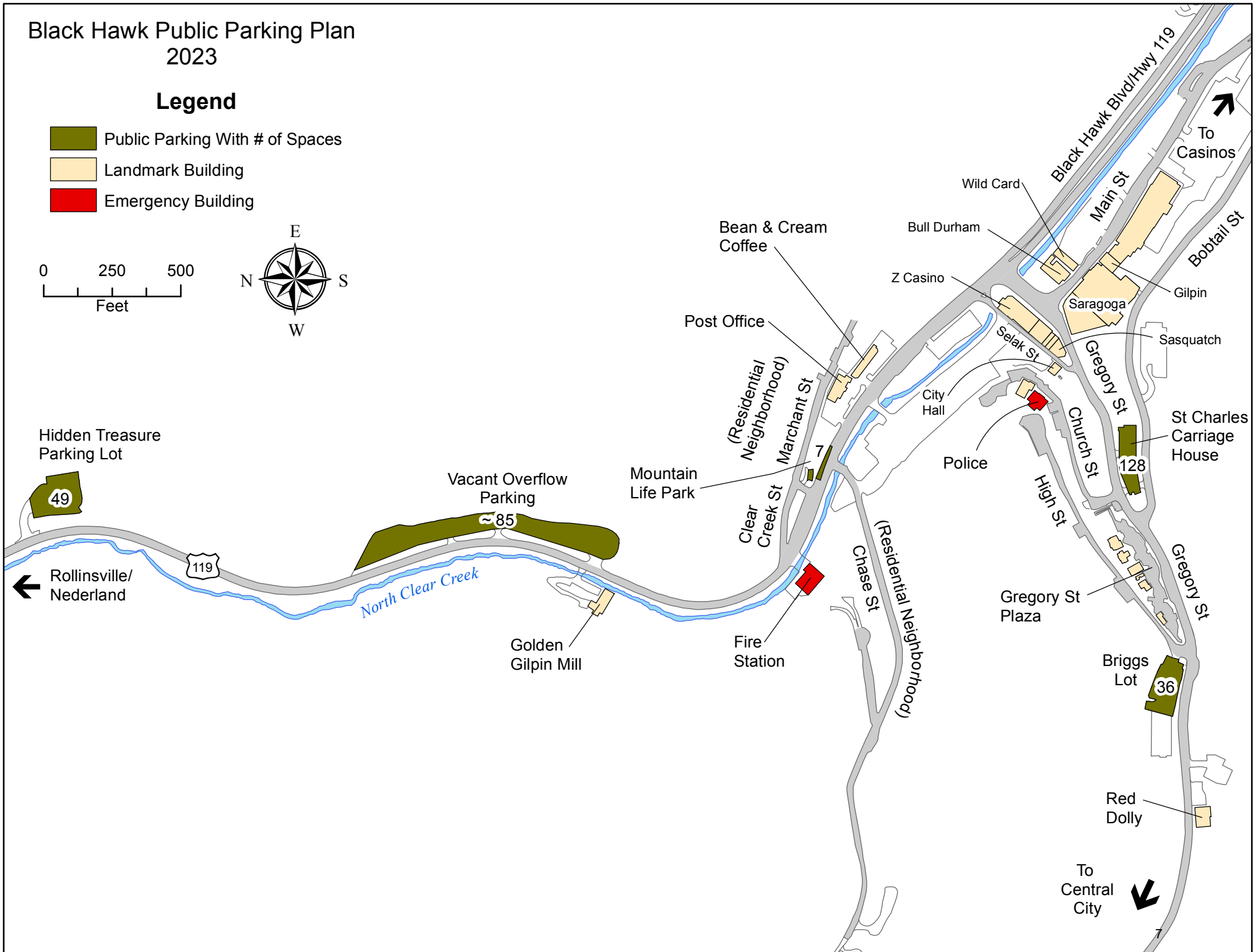
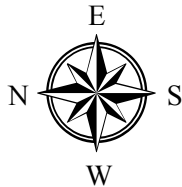


Black Hawk Public Parking Plan 2023

Legend

- Public Parking With # of Spaces
- Landmark Building
- Emergency Building

0 250 500
Feet



**CITY OF BLACK HAWK FIRE DEPARTMENT
OFFICE OF THE FIRE MARSHAL
GUIDELINE 23-3**

OFM-Field Services

Special Event and Mobile Food Vendor Requirements

Effective Date: 04/01/2023

Replaces: N/A

Revised: 2/1/2024

Approved By: 
Jason Walsh
Fire Marshal

Special Event and Mobile Food Vendor Requirements

Purpose

The purpose of this guideline is to establish the minimum requirements for fire safety during a special event, including the use of mobile food vendors (food trucks).

Scope

The Black Hawk Fire Department is providing checklists which outline the minimum fire/life safety requirements in accordance with the City of Black Hawk adopted fire code. It is the intent of these checklists to assist the applicant with site layout, fire protection, and inspection requirements.

Requirements

1. Attached are the checklists for special events and mobile food vendors. Please provide all applicable information and return to the city clerk's office with your application.
2. The Fire Marshal will review the information and site plan for code compliance. If it is determined that the site-plan or other items are not compliant, the Fire Marshal will contact you for additional information.
3. Inspections: A fire safety inspection will be required on the day of the event prior to any public attendance. Food truck inspections are required unless the food truck provides a certificate of compliance from the Fire Marshals Association of Colorado (FMAC) that an inspection was performed within six (6) months of the date of the event. Please see the attached example on the last page.

Please contact the fire department to schedule the inspection at least 72 hours in advance:

(303) 582-2255

fireinspection@cityofblackhawk.org

Special Event Information Checklist-Fire Safety

Please complete the questions below and provide the details on the site plan for Fire Department review.

Event Information

Number of tents over 400 square feet, but not more than 700 square feet: ____

Number of tents over 400 square feet: ____

Number of booths: ____

Food and Cooking:

- ☐ Catered on/off site.
- ☐ Barbeques and/or Grills
- ☐ Deep Fryers
- ☐ Ranges and/or Woks

Will cooking operations be conducted in tents, canopies or booths? ☐ Yes ☐ No

Copy of tent or canopy flame propagation performance certificate provided? ☐ Yes ☐ No

Quantity of Generators: ____

Other types of flammable or combustible operations? _____

Tents, Canopies or Booths

Enclosed temporary special event structures in excess of 400 square feet shall require approval from the Fire Marshal *and* Building Code Official, tents that are open on all sides can be a maximum of 700 square feet. The aggregate area of multiple tents placed side by side shall not exceed 700 square feet without a 12^{ft.} clearance to all other structures.

Cooking appliances or devices that produce sparks or grease laden vapors shall not be used within 20^{ft.} of a tent or temporary structure.

Exception: Designated cooking tents not occupied by the public when approved by the Fire Marshal.

Generators

Generators shall be installed not less than 10^{ft.} from combustible materials, be Isolated from public by physical guard not less than of 3 feet and all wiring must be secured.

Portable Fire Extinguishers

A portable fire extinguisher sized not less than 2-A:20-B:C, shall be located no more than 75^{ft.} from any tent, canopy or booth.

Each generator shall be provided with a portable fire extinguisher sized not less than 2-A:20-B:C.

Cooking equipment using combustible oils or solids shall have an approved portable fire extinguisher.

**MOBILE FOOD VENDOR
FIRE SAFETY INSPECTION CHECKLIST
CHECKLIST**

Fire Protection Systems

- ☐ Cooking equipment that produces grease-laden vapors shall be provided with a Type 1 kitchen hood. A current hood inspection and cleaning tag shall be displayed on the hood unit in a conspicuous location. Records of hood system service shall be made available for review by the inspector.
- ☐ Cooking equipment shall be protected by automatic fire extinguishing systems. Automatic fire extinguishing systems shall be serviced every six months by a licensed fire protection contractor. A current service tag shall be attached to the fire extinguishing system.
- ☐ If accumulated grease is found during the inspection, system components shall be cleaned in accordance with ANSI/IKECA C10.

Fire Extinguishers

- ☐ One 2A:10BC fire extinguisher shall be mounted in the unit with service tag affixed to the extinguisher showing that inspection and service has been performed within the last twelve months.
- ☐ One Class-K fire extinguisher shall be mounted in the unit when deep fat fryers are installed in the unit, which shall have a service tag affixed to the extinguisher showing that inspection and service has been performed within the last twelve months.

Electrical safety

- ☐ Electrical wiring, devices appliances or other equipment that is modified or damaged and constitutes a safety hazard are prohibited.
- ☐ Multi-plug adaptors or non UL 1363 compliant listed power strips are prohibited.
- ☐ Extension cords shall not substitute for permanent wiring.

Cooking oil storage

- ☐ Cooking oil storage containers within the unit shall have a maximum aggregate volume of 120 gallons and be stored in such a way as to not be toppled or damaged during transport.
- ☐ Metallic cooking oil storage tanks shall be listed in accordance with UL 80 or UL 142 and shall be installed in accordance with the tank manufacturer's instructions.
- ☐ Non-Metallic cooking oil storage tanks shall be installed in accordance with the tank manufacturer's instruction and shall be listed for use with cooking oil and exposure temperatures. The tank capacity shall not exceed 200 gallons per tank.
- ☐ Normal and emergency tank venting shall be provided for cooking oil storage tanks.

Liquid Petroleum GAS (LP) and Compressed Natural Gas (CNG)

- ☐ The maximum aggregate volume of LP-gas transported and used for fuel cooking appliances shall not exceed 200 pounds.
- ☐ The maximum aggregate capacity of CNG containers transported shall not exceed 1,300 pounds water capacity.
- ☐ LP-Gas and CNG containers shall be securely mounted and restrained to prevent movement. Containers shall not be installed in locations subject to direct vehicle impact.
- ☐ LP-Gas and CNG piping systems shall be adequately protected to prevent tampering, impact damage and damage from vibration.
- ☐ A Listed LP or methane gas alarm shall be installed in the vehicle in accordance with the manufacturer's instructions.
- ☐ LP-Gas containers installed on the vehicle and fuel gas piping systems shall be inspected annually by an approved inspection agency that is registered by the US Department of Transportation to requalify LP-gas cylinders and ensure the system components are free from damage and working properly. CNG containers shall be tested every three years, the approved inspection agency shall affix a tag to the fuel gas system or within the vehicle indicating the inspection agency name and date of the satisfactory inspection



Fire Marshals Association Of Colorado

<https://fmac-co.wildapricot.org/>
secretaryfmac@gmail.com

Certificate of Inspection Mobile Food Vehicles

Date of Inspection: _____ Expiration: varies by fire jurisdiction

Business Name: _____

Business Address: _____

City, State Zip: _____

Phone: _____ Email: _____

Vehicle Owner: _____ Vehicle Owner Phone: _____

Owner Address: _____

City, State, Zip: _____

Mobile Vehicle Type: _____

VIN: _____ License Plate: _____

Type of Inspection (Renewal/New/Re-inspect): _____

Result (Pass/Fail): _____

Comments:

Owner/Operator Signature: _____ Date: _____

Inspector Signature: _____ Jurisdiction: _____

ICC Fire Inspector Certificate number: _____ Date: _____

Office Use Only Below Line

☐☐

Files Uploaded

Payment Received