



# SPECIAL EVENT APPLICATION FORM

City of Black Hawk

P.O. Box 68

Black Hawk, CO 80422

303-582-2221

[cityclerk@cityofblackhawk.org](mailto:cityclerk@cityofblackhawk.org)

## 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](http://www.cityofblackhawk.org).

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Promotional Event? ☐ YES ☐ NO

Event Location: \_\_\_\_\_ Approx. # of Expected People \_\_\_\_\_

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 located, the effect the activity will have on public or private property, and whether additional services will be requested from the City, such as Public Works, Fire, or Police. See attached checklist for details on what the City is looking for. If the event is held on Gregory Street Plaza or Hidden Treasure Trailhead, please use one of the attached maps for your site plan.
2. A description of what methods will be used to maintain public safety and security during the event. Provide a traffic and parking control plan for any activity adjacent to City right-of-way. See the attached City Public Parking Plan. Include the location of all fire extinguishers, electrical power, barriers, etc. where applicable. All event sponsors are responsible for the safety of attendees and the security of all event-related property. 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.
3. If you are proposing additional signage not included in your Comprehensive Sign Plan, or if you do not have a Comprehensive Sign Plan, please refer to the Black Hawk Municipal Code, Section 15-44 Temporary Sign Regulations for Nonresidential Districts to ensure compliance, and provide the size and quantity of proposed signs.
4. Please fill out the Fire Department's checklist if there will be tents, food trucks, and/or cooking. Food trucks are required to provide a copy of their current Mobile Food License from CDPHE or another Local Public Health Agency.

## ADDITIONAL DECLARATIONS:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Will vendors be selling food and/or beverages at the event?            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Do you want to sell or provide alcoholic beverages at the event?       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Will you need to amplify any sound at the event (music, voices, etc.)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Will there be signs?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Is this event associated with an existing City of Black Hawk business? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Is the location on City-owned property?                                | <input type="checkbox"/> YES | <input type="checkbox"/> 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

**FOR OFFICE USE ONLY**

☐ Paid Amount: \_\_\_\_\_ Check # or CC conf# \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

☐ City Services Required: ☐ Police ☐ Fire ☐ Public Works

\_\_\_\_\_  
Police Chief Date CP & D Administrator Date

\_\_\_\_\_  
Fire Chief Date Public Works Director Date

\_\_\_\_\_  
GSA approval (if required) Date

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

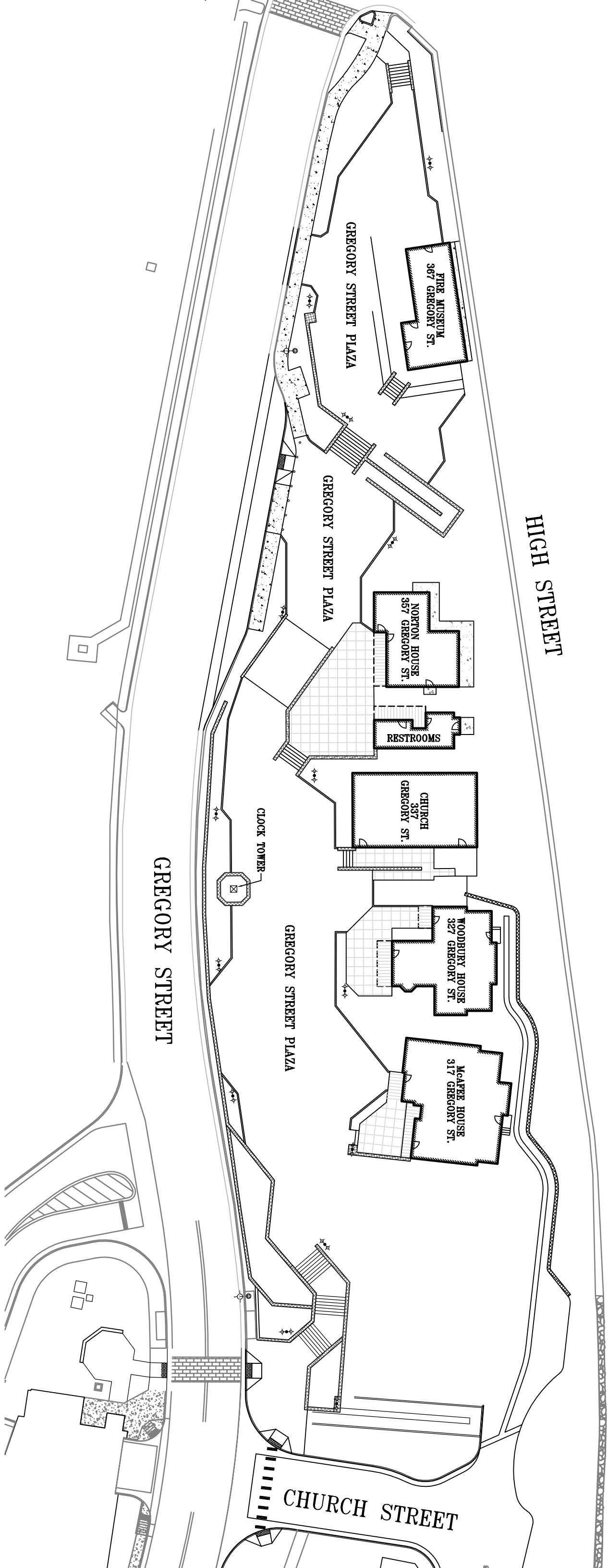
CONDITIONS OF APPROVAL (use additional sheet, if necessary):

City Clerk’s Office 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. Use the Gregory Street Plaza Map if that is the requested location.
- ☐ 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). If there is no CSP then the signs must be in compliance with the Black Hawk Municipal Code, Section 15-44 Temporary Sign Regulations for Nonresidential Districts.





HIDDEN TREASURE TRAIL HEAD MAP

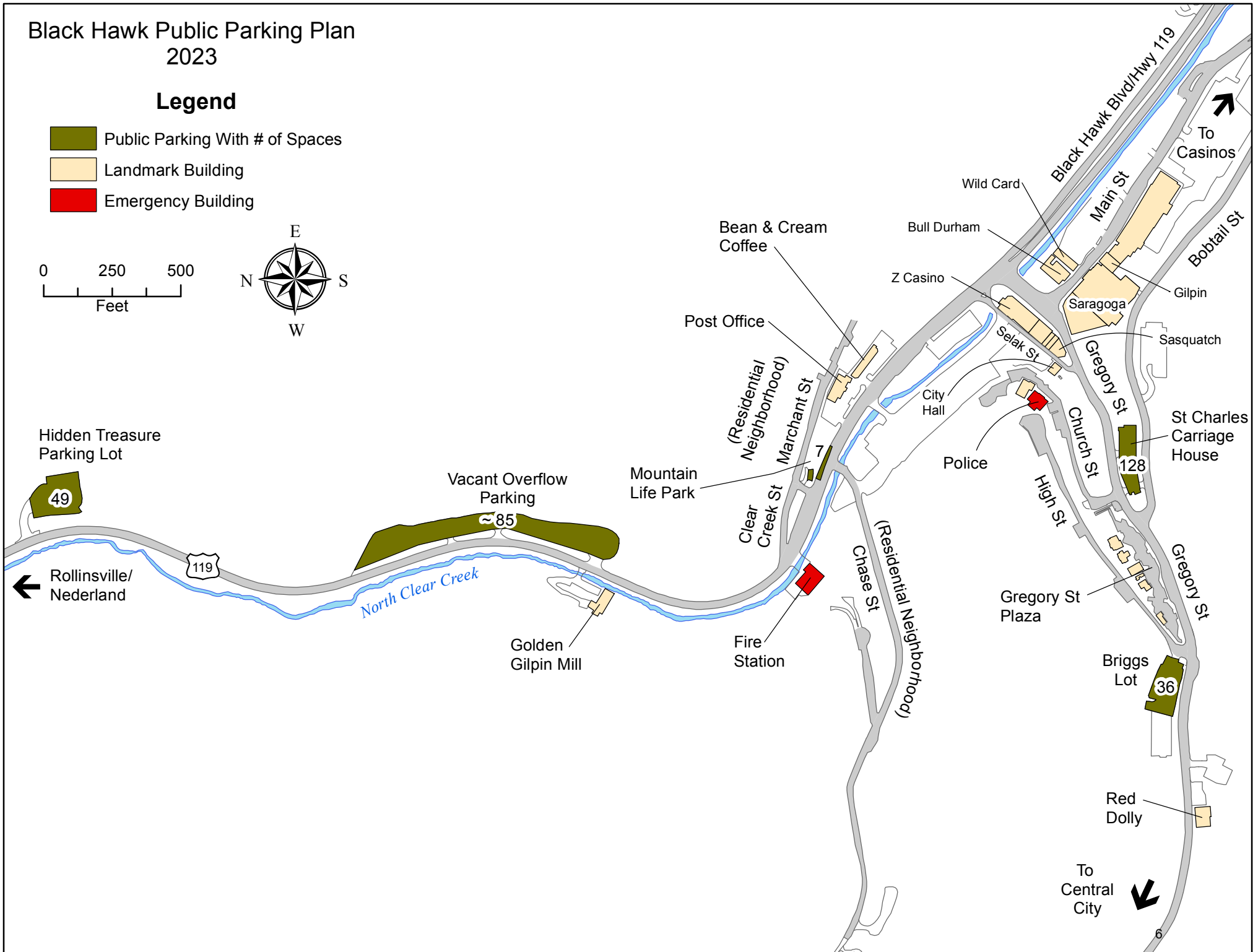
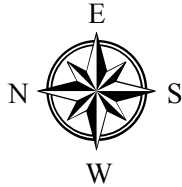


# Black Hawk Public Parking Plan 2023

## 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](mailto: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<sup>ft.</sup> clearance to all other structures.

Cooking appliances or devices that produce sparks or grease laden vapors shall not be used within 20<sup>ft.</sup> 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<sup>ft.</sup> 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<sup>ft.</sup> 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**

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**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](mailto:secretaryfmac@gmail.com)

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### 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

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Files Uploaded

Payment Received