

APPLICATION AND PERMIT FOR SPECIAL EVENT



321 Highway 8  
Morrison, Colorado 80465  
Phone: 303-697-8749

Fax: 303-697-8752

APPLICATION FEE: \$225.00 (Please note that this fee covers processing costs and is non-refundable if the application is denied.)

Request to hold: Event    Competitive/Non-competitive Athletic Event  
Demonstration    Filming Project    Other

PLEASE PRINT OR TYPE

1. Name of Applicant (person): \_\_\_\_\_

Company/Organization seeking permit: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

2. Is the event owner/proprietor a registered 501-(c) (3) Non-Profit?    Yes    No

3. Title of Event: \_\_\_\_\_

4. Purpose/Description of the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Estimated attendance: Participants \_\_\_\_\_ Spectators \_\_\_\_\_  
Event Staff \_\_\_\_\_

6. Event Dates: FROM: Date / /20 Time: A.M.P.M.  
TO: Date / /20 Time: A.M.P.M.

7. Describe any parking areas to be used and the locations of the start and finish lines (if applicable):

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8. Describe in detail the plans for the proposed event. Please use separate sheets if necessary:

a) Activities:

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b) Vendors:

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c) Booths:

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d) Speakers/Sound System:

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e) Entertainment

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9. Describe event equipment to be used: (include staging/platforms, scaffolding, vehicles, tents/canopies, booths, etc.):

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10. Describe electrical power source to be used if applicable:

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11. List the number of portable toilets the event will be providing. (A copy of agreement with company is required.) Also specify the number of trash barrels needed.

Portable Toilets \_\_\_\_\_ Existing Permanent Facilities \_\_\_\_\_ Trash Barrels \_\_\_\_\_ will be used

12. Is there any need for security over night/at night: Yes \_\_\_\_\_ No \_\_\_\_\_

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(If yes, arrangements must be made with Morrison Police Department)

13. Will the event require other Town staff: Yes No

14. Describe the event emergency plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Event site diagram:** Attach a diagram/sketch of the proposed event site showing, as applicable, placement of staging, sound systems, participant and spectator parking areas, booths, portable toilets, trash containers, etc.

**\*Race/Tour Routes:** Please include a brief written description and a map of the course, if applicable.

**\*Users are required to provide a Certificate of Insurance for Commercial General Liability Insurance in the amount of \$1,000,000 indemnifying the Town of Morrison with not less than a 30-day cancellation period. The Certificate of Insurance must list the following:  
Additionally Insured, Town of Morrison, Colorado, Its Officers, Officials and Employees. A copy of the Certificate must be received no later than 30 days prior to the event, as specified on facility invoice.**

**\*All participants will be required to complete a Town of Morrison Release form. A copy of this form will be provided to the event organizer. Original forms must be turned in to the Town of Morrison.**

16. Describe in detail the event advertising/promotion plan for this event. Include draft copies of ads, event brochures, flyers, copy for electronic media information (including projected duration and frequency of advertising). Please use separate sheet if necessary.

17. If this or similar event produced by applicant has taken place in the past, please provide the following contact information.

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

Immediate past date and location of event: \_\_\_\_\_

Facility/agency contact name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors, participants and spectators associated with the event and to see that they comply with all policies, rules and regulations of the Town of Morrison and all other relevant and applicable procedures and laws. I understand that any violations may result in the immediate cancellation of the reservation and/or the revocation of the permit. Violations of the terms and conditions of this special event permit, or any relevant rules, regulations or laws shall also be grounds for denial of future permit applications. I further understand that the permit and fee are non-refundable and non-transferable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For further information, please contact:**

Ariana Neverdahl, Town Clerk  
321 Highway 8  
Morrison, CO 80465

Telephone: 303-697-8749  
aneverdahl@morrisonco.us

FEE COLLECTED: \_\_\_\_\_,

APPLICATION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION DENIED (STATE REASON) \_\_\_\_\_

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