



City of
Golden

Block Party Application Packet

Dear Event Planner:

Welcome to Golden! We are excited you have chosen Golden as the location in which to hold your special event. In an effort to make the event application experience as smooth and efficient as possible, we have created this packet of information to help you plan your event.

The City of Golden's Communication Office acts as your single point of contact at the City, coordinating all of your approvals internally, which saves you time and helps alleviate coordination problems. The Communications Office is happy to answer any questions you may have about conducting a special event in the City of Golden. The success of your event relies upon your event planner providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits, and help to head off any potential problems or concerns.

The City requires notification of your event and your completed application be submitted 21 days in advance of your block party. We do not accept late applications under any circumstances.

The following packet (which is available at City Hall, 911 10th St., or online at www.cityofgolden.net) will help you plan appropriately. If you have any questions, please do not hesitate to call us. When you have completely filled out the required forms, please submit them to the Communications Office. You will be contacted when your application has been completely processed by all of the appropriate City departments, or if you have provided incomplete information or something in your plan requires modification.

Once your application has been approved, you will receive a Special Event Approval Plan and any required permits from the City. You will need to have these items with you at the event as proof of authorization.

Our hope is to provide an efficient process for reviewing and approving your event. Please don't hesitate to contact us. We look forward to helping you obtain the required approval for your event, and thank you for choosing the City of Golden as your preferred location.

Best regards,

Diane Tiberi
Special Events Coordinator
303-277-8728
dtiberi@cityofgolden.net
911 10th St., Golden, CO 80401



Event Name: _____

Event Date: _____

Notice of Intent to Conduct a Block Party

Event Name: _____

Event Date: _____ Start/End Times: _____

Location: _____

Organization or Applicant Name: _____

Event Planner/Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Contact on-call during event: _____ Contact's Cell Phone: _____

Contact's Phone: _____ Contact's Fax: _____

What time will set up for the event begin? _____ What time will tear down be complete? _____

Please attach:

- Site plan sketch showing barricades for road closures, tents, tables, etc.
- A signed copy of the Rules & Regulations form
- Street Closure Petition
- Open Container Permit (if applicable)

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature

Date

Please return this application and all supporting documents to:
City of Golden Communications Office, 911 10th St., Golden, CO 80401
Phone: 303-277-8728 Fax: 303-384-8001 dtiberi@cityofgolden.net

City of Golden Use Only

Permit/Request Reviewed by: _____ Department: _____

Modification made to: _____ Approved Denied Date: _____



Event Name: _____

Event Date: _____

Special Event Rules and Regulations

The responsible organization, as a condition of being granted a special event permit within the City, agrees to abide by the following rules, regulations and conditions established by the City of Golden as follows:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City.
2. The responsible organization shall indemnify and hold harmless the City, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The responsible organization, if holding the special event on City property shall, upon conclusion of the event, return the site to its pre-event condition immediately.
4. The responsible organization shall collect and pay all sales tax applicable to the sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event.
5. If two or more special events plan to use the same City property on the same date, the first event receiving all necessary approvals shall have precedence.
6. The **21-day** timeline requirements for approval of each permit are mandatory. Failure to submit completed applications may cause your event to be canceled.
7. The City of Golden cannot issue permits or approve activities on behalf of other jurisdictions, such as the County Health Department, Sheriff's Office, State Patrol or Colorado School of Mines. It is the responsibility of the organization or event planner to secure the necessary approval from other entities.
8. The City of Golden cannot guarantee availability of public property for special events.

Responsible Party's Signature

Date

Responsible Party's Printed Name



Event Name: _____

Event Date: _____

Streets Activity/Closure Request

Block Party Applicant Name: _____

On-Call Contact Number: _____

- The applicant requests closure of the street(s) indicated on the **event site plan sketch and attached** to this application.* Barricades and other traffic control devices are indicated on the sketch. The City of Golden’s Streets Division will review the requests and make changes as it deems necessary. Applicant will be notified of any changes upon approval of the application. All traffic control must meet the “Manual on Uniform Traffic Control Devices Standards.” Traffic control devices will be provided by the City upon receipt of a \$100 deposit which will be refunded upon timely return of the devices.

The Streets Division will fill out the day and time for pick up and return of devices. Block party holders must be ON TIME to pick up devices and bring the \$100 check to this address: 1300 Catamount Dr.

Pick up day: _____ Time: _____ **SHARP**

Return day: _____ Time: _____ **SHARP**

Pick up and return times are very specific and must be followed

Name of Barricade Company: **City of Golden**

Name of Traffic Control Supervisor: **Steve Kurtz**

Phone: **303-384-8160**

*** Street closures must emphasize access for any emergency vehicle access. You must note on your event site plan sketch minimum 20-foot clearances which emergency vehicles can get through the street if necessary.**

Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider, unless the City notes otherwise in the event approval. The City reserves the right to stop any activity if proper traffic control devices are not in place during the event.

- Event-holders who wish to close a road must petition surrounding neighbors and businesses prior to their application submission. **The Block Party Street Closure Petition has been completed and is attached.**

I have read, understand and agree to the Street Activity and Closure requirements.

Applicant Signature

Date

City staff will notify RTD of road closures if appropriate on (date): _____

City staff will notify Coors of road closures if appropriate on (date): _____



City of Golden

PARKS AND RECREATION

Open Container Permit Application

Open Container Permits are only issued for pavilion and field rentals.

Park Name: _____ Date: _____ Time alcohol will be served: _____

Applicant Name: _____ Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Date of Birth: _____

Driver's License #: _____ Driver's License Exp. Date: _____

Estimated # of People: _____ Type of Event: _____

What type of alcohol will be served? Beer
 Wine

Will entertainment be provided? Yes
 No

If there will be entertainment, please describe: _____

Will food be provided? Yes
 No

What type of food will be served?: _____

Do you intend to segregate from the general public? Yes
 No

What procedures will be used to ensure persons under age or under the influence of alcohol cannot be served or consume alcohol? _____

Cost is \$30.00 for up to 100 people and \$40.00 for over 100 people. This amount will automatically be charged to your credit card when completing the Pavilion Rental Form online.

If you would like to provide alcoholic beverages to event attendees and it is a private, invite-only event such as a family reunion or company picnic, you must apply for an Open Container Permit. By Golden Municipal Code Section 8.04.820, applicants for an Open Container Permit must meet all of the following criteria:

- ▶ Procedures must be written out and included with application to ensure that underage persons and persons under the influence of alcohol will not obtain or consume fermented malt or alcoholic beverages served at the function.
- ▶ Procedures are proposed that are likely to secure and supervise the area and participants.
- ▶ Applicant must agree to provide sandwiches or other food services at the location during the time of consumption in an amount sufficient serve the number of persons anticipated to attend.
- ▶ Applicant must sign that they understand and agree to be personally responsible for, and provide financial guarantees to ensure cleaning, trash disposal or repairs necessary as a result of the event (the amount of financial guarantee will be determined by the City.)
- ▶ Applicant agrees to indemnify and hold the City, its employees and agents harmless (to the extent allowed by law) for all liability claims arising from the event, and provide insurance.
- ▶ This open container permit application must be physically present at the event, and available for viewing by the Golden Police Department. If the permit is not available, no alcohol may be served and/or consumed.

As a condition of being granted an open container permit, I hereby agree to be responsible for maintaining order at the facility and grounds, and to be responsible for traffic control. I agree to copy with City, County, and State regulation related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify, and hold harmless the City of Golden, its officers, officials, employees, and agents for all liability claims arising from the event, and attached a certificate of insurance for the event to guarantee indemnification.

Applicant Signature: _____ Date: _____

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