CITY OF LAKEWOOD, DEPARTMENT OF COMMUNITY RESOURCES SPECIAL EVENT RULES, POLICIES AND PROCEDURES FOR REGIONAL PARKS

A. GENERAL EVENT POLICIES

- Event organizer is responsible for ensuring that all event staff, volunteers, vendors and participants abide by all park rules, regulations, event policies and other applicable laws at all times.
- **Permit on site**: It is unlawful to hold any scheduled event, assembly, commercial activity, or commercial photographic shoot unless and until a permit for such event has been issued. Permitholder shall have proof of a permit while site is in use. The Department reserves the right to restrict activities in the park at any given time.
- Application deadlines for special event permits: Applications for special event permits will be taken beginning October 1 of the year preceding the scheduled event. Events having major impact on park resources (as determined by Regional Park Supervisor) shall apply for a permit no less than 60 days prior to the date requested for such event. Events having minor impact on park resources (as determined by Regional Park Supervisor) shall apply no less than 30 days prior to the date requested for such event. Park officials reserve the right to determine the impact level of each event and may refuse permit request if there is insufficient time to prepare for such event. Event approval will be based on the Regional Parks Special Events Approval Policy and Guidelines, available separately.
- Assemblies within the park: "Assembly" shall mean and include demonstrating, picketing, speech making, marching, holding vigils, or like forms of conduct which include the communication or expression of ideas, views or grievances. Assemblies may be held within a park provided a permit has been issued in accordance with the rules and regulations of the department, and when the conduct of those participating is not likely to damage the area of the park or any facility therein, beyond normal wear and tear, or unnecessarily interfere with the use of the park/facility by other users.
- Review of Event Advertising/Promotion Plan: It shall be the responsibility of permit applicants to
 secure Park Supervisor's approval of all printed and electronic advertising/promotional materials
 prior to its dissemination to the public. Substantive deviation from advertising/promotional
 materials approved by Park Supervisor during the permit process may result in forfeiture of
 performance deposit and/or cancellation of event.
- **Fees:** Application fees will be due at the time of application. All other event fees will be due on the day of the event or at a date set in the Special Event Invoice. Event staff and volunteers will receive free entry to the park on the day of the event. Any vendors will be required to purchase a park pass for entry.

- Security: Bear Creek Lake Park does not provide security for any special event beyond normal park staffing. If the event producer has the need for security, park officials will provide list of off-duty park staff or Lakewood Police officers. Under no circumstances should the event producer contract with a private security firm for security services inside the park.
- **Sound Systems (amplified and non-amplified):** Amplified sound (music, P.A. systems) is allowed in the park as approved by the Park Supervisor. When permitted, it is allowed between 7:00 A.M. and 9:30 P.M.
- Alcoholic Beverages: Prior approval by the Department of Community Resources is required for the serving of alcoholic beverages at all special events held in the park. Glass containers are not permitted in the park. Special procedures and approval will be required for any sale of alcoholic beverages at events.
- **Destruction of Property:** It is unlawful for any person, other than authorized personnel, to mark, remove, break or climb upon or in any way injure, damage or deface the trees, shrubs, plants, turf or any of the buildings, fences, bridges, trail markers, signs or other structures or property within the park or a park facility. All course marking materials must be approved prior to the event. No paint or spray chalk of any type will be allowed for course marking.
- Use of Fireworks: The use of fireworks, including fireworks displays, shall not be allowed in the park.
- Vehicles on park property: roadways, bicycle-pedestrian pathways and trails. It shall be unlawful for any person, other than authorized personnel, to park or drive a motorized vehicle on park property or trails, other than upon roadways and parking areas clearly constructed and established for such purposes within the park. Unlawful areas shall include bicycle-pedestrian pathways to load and unload equipment, to transport goods or mark a course or tour route.
- Use of fee areas within the park: If the event requires the use of areas within the park that normally require a separate use fee (i.e. group picnic areas/shelters, campground), the payment of the fee shall be added to cost of the special event permit. Reservation of fee areas is on a first-come basis, and is not guaranteed to be a part of any permit application.
- Use of trails and bicycle-pedestrian pathways: Existing trails and pathways may be utilized for special events with approval from the Park Supervisor or designee. Off trail use will typically not be permitted.
- Food/vendor service/sales: Prior approval, and a commercial operation permit, will be required for
 any commercial operations at special events, and all health department and tax regulations will
 apply.

- **Protection of park vegetation and structures:** The Park Supervisor will discuss and determine with event organizers an acceptable form of protection for trails, trees, shrubs, native vegetation, habitat, park facilities and structures within the park. Purchase/rental and installation of necessary equipment will be at the event's expense.
- Event equipment needs: The event is responsible for providing all equipment and services necessary for the planned event, including but not limited to: tents, canopies, portable toilets, hand sinks, trash receptacles, trash pick-up, recycling, fencing, stages, bleachers, generators, sound systems, chairs, tables, scaffolding, clean-up crews, signage to notify park users of planned event, signs/materials to mark race or tour routes, and set-up and clean-up crews required to execute the event
- **Signage**: Events must provide "Event in Progress" or "Race in Progress" signs (minimum 2 ft. x 3 ft.) posted at designated points on roadways, trails and park entrances.
- Course Marking: No marking paint, chalk or lime may be used to mark any course. No signs or route marking may be stapled to park signs, trees or buildings.
- Lead Vehicles: No motorized vehicles may lead any event on park trails. Street legal vehicles may lead events on park roads.
- Course Marshals: Course marshals will be required at intersections and bridges along the race/tour route. Locations and the number of marshals will depend on the type of activity and additional course marshals may be required. Certain intersections may require a police or ranger presence at the organizer's expense.
- Activities including air castles, aircraft (including hot air balloons), carnivals, dunk tanks, firearms
 (including air-powered weapons), golf, moon walks, petting zoos, pony rides, search lights, raffles,
 gambling and bingo are prohibited. Other activities may be prohibited based on park location or
 possible site impacts.
- Event Cancellation: The Park Supervisor, or a designated employee, may cancel an event at any time if there is significant risk of damage to park property, trails or resources due to weather or other factors. A "rain date" may be available but will not be held prior to the event. Cancelled events are not eligible for a refund of any fees paid prior to the cancellation.

B. PARK RESTORATION AND REPAIRS

- The event organizer is responsible for event cleanup and restoration of park facilities impacted by the event to
 pre-event conditions. All cleanup and restoration needs to be completed the same day as the event unless
 prior arrangements have been made with the Park Supervisor.
- **Inspection:** The Park Supervisor or a designated staff member will inspect the event area before and after the event.

Restoration/Repairs: Park restoration and repairs to include but not limited to over-seeding, plant and tree
replacement, structural damage to facilities, signs, fences, litter not removed by permittee, and power washing
of hard surfaces will be the responsibility of the permitee. Department of Community Resources will
appraise park site relevant to the event.

FACILITY RESERVATION PROCEDURES

- SUBMIT APPLICATION TO PARK OFFICE. This application must include all information and required documentation to be considered.
- 2. **APPLICATION FEE** (**non-refundable**): A non-refundable fee will be due and payable to reserve the event date, and it must be received by date specified in invoice. If not received by the required date, the reservation will be cancelled and the facility will be made available to other users. Failure to meet any subsequent deadlines set forth will result in forfeiture of all payments and immediate cancellation of the event. Acceptable forms of payment: Cash or Check, payable to the City of Lakewood.
- 3. **FACILITY INVOICE**: Applicant will receive a permit and an invoice once the application has been approved. Specific requirements and due dates will be set forth on the billing statement.
- 4. INSURANCE CERTIFICATE: Insurance to indemnify, defend and hold harmless the City of Lakewood, CO against any damages to property or injury to any person, including employees, from any and all claims, demands, suits, actions, or proceedings of any kind/nature in relation to issued permits. Users are required to provide a Certificate of Insurance in the amount of \$1,000,000 indemnifying the City of Lakewood with not less than a 30- day cancellation period. The Certificate of Insurance must list the following: Additionally Insured, City of Lakewood, CO, 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.
- 5. **RELEASE FORMS:** In addition to any release forms provided by the event organizer, *all participants and vendors will be required to sign a City of Lakewood release form.* A copy of this form will be provided with the event application package. It is the responsibility of the event organizer to provide copies of this form, ensure that all participants complete the form, and that all original waivers are turned in to Lakewood Regional Parks. Electronic signatures will not be accepted at this time, and the Lakewood waiver may not be combined with the organizer's waiver.
- 6. **PORTABLE TOILETS/TRASH RECEPTACLES**: Permit holder is responsible for providing an adequate number of portable toilets and trash receptacles, based upon the size of the event. Where available, existing park facilities may be used in place of or to supplement requirement.
- 7. **EVENT SITE DIAGRAM**: A diagram/sketch of the event site as it will appear in the park showing placement of staging, sound systems, participant and spectator parking areas, booths, portable toilets, trash

containers, etc. to be delivered to park office by date specified on the invoice. The Department of Community Resources reserves the right to make changes as needed.

- 8. **RACE/TOUR ROUTES**: All courses must be approved by park officials for every request that is received. To assist the event producer, it is recommended that the proposed route(s) be submitted with the original permit application. If publicity is released prior to receiving course approval, event producer does so at his/her own risk. Park officials will not be responsible for costs incurred due to changes.
- 9. **PERMIT**: A Non-transferable & non-refundable permit will be issued once the requirements have been satisfied. Lessee is responsible for picking up permit and having it on site during the event.

POST-EVENT WALK THROUGHS: A post-event walk-through with the event promoter and park personnel may be required to determine impacts to park facilities or resources. The need for this will be dependant on the type of event and observed impacts. Meetings will be held 5-7 days after the event.

Signature of applicant:	Date:



Special Event Fees

Lakewood Regional Parks

FEE TYPE	FEE	NOTES					
Application Fee:		Small Event: 50-150 people Large Event:150+ or significant impact					
Small Event/non-prof	\$25.00						
Large Event	\$50.00	to park/users/staff Fee is non-refundable.					
<u>Competitive/Non-profit</u> <u>Events</u>	Memorial Day-Labor Day: \$5/participant Fri-Sun, \$4/participant Mon-Thurs Labor Day-Memorial Day:	Fee includes park entry fee. All rental fees apply. Non-profit events will receive free entry for event staff and volunteers. Event staff for regular event will be required to purchase a parks pass					
	\$4/participant						
Other Regional Parks Competitive Event	\$2/participant	All rental fees apply.					
Natural Resources Fee	Variable	Assessed only if significant impact is expected to park resources.					
Staff/Ranger Fee including equipment (truck, boat, ATV)	\$25.00/hour/staff person	Assessed only if event requires a Ranger/Staff to be assigned, e.g. Ranger in a boat for a triathlon.					
Vendor Fees	Fees may apply						
	Photography: \$10.00/day	All entrants must purchase parks pass.					
Commercial Fees	Classes, etc.: \$2.00/client/day	All rental fees apply.					
Group Events	Fee per Day	Applies to non-competitive events not					
50-150 people	\$50.00/day	including general picnics and shelter rentals. Includes gatherings, baptisms,					
150-250	\$100.00/day	orienteering events, etc. All participants					
250-500	\$200.00/day	must purchase a parks pass. All rental					
500+	\$2.00/person	fees apply.					
<u>Lakewood Sponsored</u> <u>Events</u>	\$2.00/participant	Fee applies to all Regional Parks. *This fee applies only to events promoted by a City agency.					
	Up to 200 people: \$50/day	Applies only to non-competitive events including walks and bike-a-thons. At BCLP all participants must purchase a parks pass.					
<u>Charity Event</u>	200+: \$100/day						



Lakewood Regional Parks APPLICATION AND PERMIT FOR SPECIAL EVENT

	est to hold: vent Filming Project		on-competitive Atitial Activity	hletic Event Other	Dem	onstration					
C.	PLEASE PRINT (OR TYPE									
Nam	e of Applicant (perso	on)									
	Company/Organization seeking permit										
	Address										
	City		State		Zip Code	Zip Code					
	Work phone		Home phone	e							
	Fax		E-mail	E-mail							
Is the	e event owner/proprie	etor a registered	l 501-C.3 Non-P	rofit? Yes	s						
Title	of Event										
Purp	ose/Description of th	e event									
Estin	nated attendance: Par	rticipants	Spectators	Eve	ent staff						
Even	at Dates:	Date	/ /	Time:	☐ A.M. ☐] P.M.					
		to:	Date	/ /	Time:	☐ A.M. ☐ P.M.					
Desc	ribe any parking area	as to be used an	d the locations of	of the start and	l finish lines (if	applicable)					
Desc	ribe in detail the plar	is for proposed	event. Please u	se separate sh	eets if necessar	y.					
a) Activities										

b)	Vendors									
c)	Booths									
d)	I) Speakers/Sound system									
e)	Entertainment									
	Describe event equipment to be used: (include staging/platforms, scaffolding, vehicles, tents/canopies, booths, etc									
Descri	be electrical power source to be used: (electrical power is not available in the park)									
List nu	umber of portable toilets the event will be providing. (A copy of agreement with company is required.)									
Also s	pecify the number of trash barrels needed.									
	Portable toilets									
11.	Is there a need for security during the event, or overnight? No Yes (If yes, arrangements									
	must be made with park officials for off-duty park rangers or Lakewood Police.)									
12.	Will the event require a ranger or other park staff: No Yes									
13.	Describe the event emergency plan: EMT's: Ambulance: Lifeguards:									
	Other:									
*Even	t site diagram: Attach a diagram/sketch of the proposed event site as it will appear in the park showing									
	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. All courses must be approved by									

park officials for every request that is received. To assist the event producer, it is recommended that the proposed

route(s) be submitted with the original permit application. If publicity is released prior to receiving course

approval, event producer does so at his own risk. Park officials will not be responsible for costs incurred due to changes.

- * Users are required to provide a Certificate of Insurance in the amount of \$1,000,000 indemnifying the City of Lakewood with not less than a 30-day cancellation period. The Certificate of Insurance must list the following: Additionally Insured, City of Lakewood, CO, 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 City of Lakewood Release form. A copy of this form will be provided to the event organizer. Original forms must be turned in to the City of Lakewood.
- 14. 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.									
15.	If this or similar event produced by applicant has taken place in the past (at a venue other than Bear									
	Creek Lake Park), please provide the following contact information:									
	Name of event:									
	Immediate past date and location of event									
	Facility/agency contact name									
	Telephone () Fax ()									
particip regulat applica reserva permit,	applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors, pants and spectators associated with the event and to see that they comply with all policies, rules and ions of the City of Lakewood, the Department of Community Resources, and all other relevant and able procedures and laws. I understand that any violations may result in the immediate cancellation of the ation and/or the revocation of the permit. Violations of the terms and conditions of this special event, or any relevant rules, regulations or laws shall also be grounds for denial of future permit applications. I understand that the permit is Non-refundable and Non-transferable.									
Signatu	Date / /									

For further information, please contact:

Drew Sprafke, Regional Parks Supervisor Bear Creek Lake Park (303)697-6154 andspr@lakewood.org

<u>Lakewood Regional Parks</u> <u>Special Events Emergency Plan</u>

Completion of this document is required for special event applications to be considered. *Note: This document is a Word form, and you should be able to type directly into the blanks.
 Will there be an ambulance onsite? Yes No Ambulance company name: Location: If an ambulance will not be onsite, what emergency aid will be available and where will it be located? Park staff must be contacted immediately in the event of an emergency or any serious injury requiring more than basic first aid. How will the event organizer communicate with park staff?
 How will emergency personnel contact park staff? Describe the location of all course marshals and the number per location (attach a map if necessary): How will marshals be recognized? How will marshals communicate with event organizer and emergency personnel? Will there be a course sweep? No How will they contact the organizer or emergency personnel? Will rangers or police officers be needed for the event (ranger in a boat, traffic control)? (Note that organizers may be required to hire park or police staff in certain circumstances): Yes No Describe the need: Are there any water crossings on the course? No How will safety be managed? Describe any other safety measures the event organizer will put in place:
For triathlons, or any events involving lake use:
 How many lifeguards will be onsite? Where will lifeguards be located?
• What other water safety measures will be used?

Additional Requirements (park staff will complete this):

City of Lakewood Release

	THIS	RELEASE	is	executed	on	this who	day resides	y a	of t		 ,	2012	by
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	Locatio	n of activity:											
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