



LAKEWOOD PARKS COMMUNITY & SPECIAL EVENT

rules, policies & application package

Department of Community Resources
480 South Allison Parkway
Lakewood, Colorado 80226
(303) 987-7800 crinfo@Lakewood.org



Lakewood

Revised 03/20/2024



Department of Community Resources

COMMUNITY & SPECIAL EVENT APPLICATION

Must be completed in full & submitted at least 60 days prior to the event (180 days for admission events)
Please allow 10 days for review

Lakewood

The primary purpose of parks is to provide areas for the residents of the City and the general public to engage in recreational activities and temporarily exchange the urban environment for a more natural one. Therefore, the primary consideration in issuing or denying a permit to use a park or public open space shall be to consider the safety and rights of citizens who use such areas, and to protect and preserve such areas for recreational use by the citizens of the City and the general public.

If your event is to be held in a Lakewood park and is expected to accommodate 25 or more participants, please review these policies and complete the Lakewood Parks Community & Special Event Application.

A. GENERAL EVENT POLICIES

- **Municipal Code:** Per 9.32.030 of the municipal code, permits are required for any person engaging in any group activity who requires a specific reservation or is engaging in any nonrecreational or commercial activities or organized community events such as festivals, celebrations, organized walking or running events, outdoor rally, meeting, demonstration or gathering for the purpose of expressive activity in a City park.
- **Park Rules:** 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. Permit-holder shall have proof of a permit while site is in use.
- **Application deadlines for special event permits:** Applications for special event permits will be taken up to 10 months prior to the proposed event date. Event promoters should make every effort to submit an event application no less than 60 days prior to the date requested for such event. Parks where athletic fields are present will only be considered for additional special event programming once athletic field permits for that specific season are in place and therefore may not be available for consideration at the time of your request. 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.
- **Fees:** *Application fees will be due at the time of application. All other event fees will be due upon issuance of the appropriate permit on or the date set in the Special Event Invoice, whichever is applicable.* For Bear Creek Lake Park events, event staff, volunteers and vendors will receive free entry to the park on the day of the event and for setup. Any spectators will be required to purchase a park pass for entry to Bear Creek Lake Park. The application fee does not apply to "Group Events" which are non-competitive or non-ticketed events and include events such as general picnics and gatherings. Fees may be waived at the discretion of the Director.
- **Use of fee areas within parks:** Most events will be required to use reservation picnic areas within the parks in order to accommodate parking and other needs. If these areas are used, or if event parking impacts these areas, payment of the reservation fee(s) 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. Prior existence of a reservation at a park eliminates that location for availability for a second reservation or permit to be issued.
- **Sound Systems (amplified and non-amplified):** Amplified sound (music, P.A. systems) may be allowed in parks with prior approval from the Park Supervisor. When permitted, it is allowed between 8:00 A.M. and 9:00 P.M. Amplified sound must not unreasonably impact other park users. Complaints from other park users or neighbors may result in immediate revocation of approval for amplified sound.
- **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.



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- **Not Allowed:**

- Activities including 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.
- **Use of Fireworks:** The use of fireworks, including fireworks displays, shall not be allowed in the parks.
- **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 parks. Unlawful areas shall include bicycle-pedestrian pathways to load and unload equipment, to transport goods or mark a course or tour route.
- **Event Cancellation:** The Park Supervisor, or a designated employee, reserves the right to cancel an event at any time if there is significant risk of damage to park property, trails or resources, or significant risk to participant safety, due to weather or other factors. A "rain date" may be available but will not be held prior to the event unless full reservation fees are paid. Canceled events may not be eligible for a refund of any fees paid prior to the cancellation.

B. Food and Beverage

- **Alcoholic Beverages:**

- Consumption of alcohol in parks (other than beer) requires an Alcohol Permit. The cost of an Alcohol Permit for consumption (not sale) of alcohol other than beer is \$100 and is obtainable through the Department of Community Resources.
- Please note that prior approval by the Department of Community Resources is required for the serving of any type of alcoholic beverage at all special events.
- Glass containers are not permitted in any park.
- A special event permit and approval through the Lakewood City Clerk's office will be required for any **sale of alcoholic beverages at events** and all City and State laws and requirements will apply. A minimum of 18 days is required to process the permit. A Special Event Permit allows nonprofit organizations to sell malt, vinous or spirituous liquors by the drink only during a special event. A nonprofit organization seeking a Special Event Permit in the City of Lakewood may pick up an application at the City Clerk's Office, Lakewood City Commons, Civic Center South, 480 South Allison Parkway, Lakewood, Colorado, Liquor Licensing specialist 303-987-7084.
- If beer will be **provided free of charge to only registered event participants**, no licensing or permit will be required.
- **Food/vendor service/sales:** Any vendor at a special event will need to provide the following:
 - The vendor will need to be included on the event application and fill out their own permit application which is included.
 - Food vendors will need to provide a copy of their Jefferson County Health Department certificate.
 - Vendor will need to provide a copy of their City of Lakewood sales tax license. If they do not have one, they will need to contact the City of Lakewood Finance Department to make sales tax arrangements.
 - As a condition of the permit, vendors will be required, at their sole cost and expense, to provide proof of liability insurance indemnifying the City of Lakewood, its officers, officials and employees with a single limit of \$1,000,000 per occurrence. In some instances, the City reserves the right to require additional comprehensive insurance based on the nature and duration of the event/activity.
 - A \$50 non-refundable permit application fee is required for the sale of goods
 - A deposit of up to \$500 may be required at the discretion of the City of Lakewood.



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C. Specific Events

• Walks, runs, bicycle events, triathlons, or similar events

- The City of Lakewood permits competitive and charity events at the following park locations:
 - Bear Creek Lake Park (maximum capacity: 1,000) *
 - Bear Creek Greenbelt (maximum capacity: 200) *
- *Events only allowed in the off season (September through May) or on weekdays
- Addenbrooke Park (maximum capacity: 499)
- Belmar Park (maximum capacity: 199)

• An event is considered "competitive" if it includes a start/finish line, timing and includes a running or biking component. This category may include non-profit organizations if the aforementioned elements are in place.

• Event reservations will compete for facility availability in the same manner as any other event and/or program including shelter reservations and in most cases, cannot be held concurrently with any other scheduled event or program.

• The Following Factors will be considered for each event request received:

- The number of participants and the proposed use area
- Possible impacts to park facilities, natural resources or the visiting public.
- Conflicts with other events or established park uses.
- Suitability of the event to existing park policies, allowed uses, and applicable laws and regulations.
- Time of the year. Summer days can be exceptionally busy and events can create a more

significant impact to other park users.

• **Use of trails and bicycle-pedestrian pathways:** Existing trails and pathways must be utilized for special events. Off trail use will typically not be permitted.

• **Signage:** Any competitive event, charity walk or bike ride, or event with potential impacts to other park users must provide "Event in Progress" or "Race in Progress" signs 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. All markings must be removed promptly following the event.

• **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.

• **Triathlons and similar events at Bear Creek Lake Park will be required to hire a park ranger with a motorboat for the duration of the swim portion. Lifeguards or other event safety staff may be transported on this boat.**

• **Bicycle Demonstrations:** are permitted at Bear Creek Lake Park and WF Hayden Park. All event application requirements and policies apply, along with the following:

- \$25 application fee
- At WF Hayden Park only: Demos will only be allowed at the Rooney Road Trailhead and demo vehicles, trailers and tents may only be setup on the north side of the parking lot outside of any designated parking spaces
- No commercial sales are allowed
- The event must be cancelled if trails are muddy and susceptible to damage
- Only one demo will be allowed per week/weekend, and no more than 3 demos will be allowed per

month.

• For Athletic Field permitting policies please [download the manual here.](#)



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D. PARK RESTORATION, REPAIRS and DAMAGES

- **Protection of park vegetation and structures:** Event organizer is responsible for the protection of 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.
- **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 event marking materials must be approved prior to the event. No paint or spray chalk of any type will be allowed for course marking, and markings may not be affixed to park trees, signs or other property. All event marking must be removed promptly following the event.
- 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 Manager or their designee.
- **Inspection:** The Park Manager or their designee 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 permittee. Department of Community Resources will appraise park site relevant to the event.



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Facility Reservation Procedures

AS SOON AS POSSIBLE:

Contact the respective City representative(s) to check availability and address any questions you may have regarding a specific site or facility. If you are unsure who to contact, please call the City's Marketing Specialist at (303) 987-7806.

Parks Facility/Site Use Reservation: All events planned for a park's picnic shelter must reserve the facility by contacting the Community Resources offices at (303) 987-7800. Reservations for Bear Creek Lake Park can be made by calling (303) 697-6159.

Athletic Field Use Permit: All events planned for an athletic field must reserve the facility by contacting the Recreation Department at (303) 987-4804.

1. Complete APPLICATION to the best of your ability and submit to:

Community Resources Department
480 S. Allison Parkway, Lakewood, CO 80226
Direct: 303-987-7800 CRInfo@Lakewood.org

If your request pertains to Bear Creek Lake Park, William F. Hayden Park on Green Mountain or the Bear Creek Greenbelt, submit to:

Regional Parks Office
15600 W. Morrison Road, Lakewood, CO 80465
Direct: 303-697-6159 BCLP@Lakewood.org

2. APPLICATION FEE (non-refundable): A non-refundable application fee is due when the event application is submitted. If not received 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. The application fee does not apply to "Group Events" which are non-competitive or non-ticketed events and include events such as general picnics and gatherings.

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 event invoice.

4. INSURANCE CERTIFICATE: The event must procure and maintain throughout the duration of the event a policy of liability insurance, with not less than a 30-day cancellation period, insuring the event and the event sponsors, and naming the City of Lakewood as an additional insured, against liability for personal injury, bodily injury, death or property damage arising out of the event. Coverage amounts shall be maintained at no less than One Million Dollars (\$1,000,000.00) each occurrence, and coverage limits shall not be "wasting". Such policies shall include coverages for products/completed operations liability. The required insurance shall be with companies acceptable to the City and authorized to conduct business in Colorado and may provide for deductible amounts no greater than Twenty Thousand Dollars (\$20,000.00). A certificate of insurance ("COI") and policy endorsement, if applicable, evidencing the required insurance coverages must be received by the City no later than 5 days prior to the event. Due to differences among insurance carriers, the event sponsor is encouraged to provided the COI and endorsement at least two weeks prior to the event to ensure proper coverages are in place before the 5-day cut off.

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* if the event is competitive or commercial in nature or involves an organized walk. 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 your City of Lakewood contact. Electronic signatures will not be accepted at this time, and the Lakewood waiver may not be combined with the organizer's waiver.



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- 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 this 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, etc. 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.
- 10. EMERGENCY PLAN:** A thorough and complete Emergency Plan may be required for events. See form attached with this packet.
- 11. 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 within 5 days after the event.
- 12. OTHER PERMITS:** Additional permits may be required depending on the nature of your event. Required permits may include:
- **West Metro Fire Protection District Special Event Permit:** Required for all special events (defined as outside normal daily operations) in the District and/or any public event where propane is to be used or tents exceeding 400 square feet are to be erected.
 - **Colorado Department of Revenue Liquor Enforcement Division Special Events Permit:** Nonprofits that wish to sell liquor, either directly or indirectly, at their event must apply for a Special Event Liquor Permit. Please direct any specific questions to the City Clerk's Office at (303) 987-7080.
 - **City of Lakewood Department of Finance Special Event Reporting Log:** If your event includes food or retail sales of any kind, you must collect and submit sales tax.
 - **Jefferson County Public Health Certificate of Approval to Operate a Special Food Service Event:** Required for all special events in Jefferson County that offer food for public consumption.
 - **City of Lakewood Parade (Bike/Pedestrian Event) Permit:** Required for events with plans to conduct a parade, bike and/or pedestrian event on a City street. Please direct any specific questions to the City Clerk's Office at (303) 987-7080.
 - **City of Lakewood Block Party Permit:** Required for events with plans to temporarily barricade a street. Please direct any specific questions to the City Clerk's Office at (303) 987-7080.
 - **City of Lakewood Building Permit Application:** May be required for events with plans to erect staging, large tents and/or other temporary structures. Please contact the Department of Public Works with any questions at (303) 987-7500.
 - **City of Lakewood Electrical Permit Application:** May be required for events with plans to connect to established electrical services at a facility



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GENERAL EVENT INFORMATION

Name of event:

First time event? Yes No

Federal Employee ID Number:

Name of Sponsoring Organization:

Date(s) of event:

Proposed Event Location:

Estimated attendance:

Hours of Event:

Start time (for athletic events):

Brief description of event:

Name and Title of Organizer/Coordinator:

Email:

Address (include City, State & Zip):

Phone:

Cell (24 hours):

Fax:

Alternative Contact:

Email:

Phone:

Cell (24 hours):



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- | | | |
|--|-----|----|
| Are you planning to sell food at your event? | Yes | No |
| Are you planning to serve beer to only invited guests or participants? | Yes | No |
| Are you planning to serve wine or liquor at your event? | Yes | No |
| Are you planning to sell beer, wine or liquor at your event? | Yes | No |
| Are you selling merchandise at your event? | Yes | No |
| Are you erecting a tent over 400 sq. ft? | Yes | No |
| Are you requesting street closure? | Yes | No |
| Are you planning fireworks or open fires? | Yes | No |
| Is there an athletic event component? | Yes | No |

Walk Run Bike Triathlon

Application must include a detailed site plan identifying any and all amenities and their quantities including but not limited to:

- | | | |
|--|---|---|
| <input type="checkbox"/> Food vendor locations | <input type="checkbox"/> Beer & wine locations | <input type="checkbox"/> Commercial exhibitor locations |
| <input type="checkbox"/> Tents & canopies | <input type="checkbox"/> Generators | <input type="checkbox"/> Portable Toilets |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Athletic event route | <input type="checkbox"/> Street closure |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Inflatables & amusements | <input type="checkbox"/> Petting zoo & animal locations |
| <input type="checkbox"/> Performance stages | <input type="checkbox"/> Trash & recycling containers | <input type="checkbox"/> First aid/medical |

Please provide a list of Vendors along with their full contact information (phone, email, and complete address). If necessary attach a separate list with application.

Vendor 1:

Vendor 2:

Vendor 3:



Department of Community Resources

VENDOR PERMIT APPLICATION

Must be completed in full & submitted at least 60 days prior to the event (180 days for admission events)
Please allow 10 days for review. ***This vendor permit application is not required if no vendor is needed.***

GENERAL EVENT INFORMATION

Name of organizer:

Date(s) of event:

Event permit number:

Vendor name:

Federal Employee ID Number:

Address (include City, State & Zip):

Phone:

Email:

VENDOR INSTRUCTIONS

- Permit fee of \$50 along with all of the required documents must be submitted prior to vendor permit being issued.
- Complete submissions to: Department of Community Resources
480 S. Allison Parkway
Lakewood, CO 80226

REQUIRED DOCUMENTS

- Jefferson County Health Department certificate (food vendors only)
- City of Lakewood sales tax license (if you do not have one please contact the City of Lakewood Finance Department)
- Proof of liability insurance, naming the City of Lakewood as additional insured, with a single limit of \$1,000,000 per occurrence. The City reserves the right in certain instances to require additional comprehensive insurance based on the nature and duration of the event/activity.
- \$50 non-refundable permit application fee.



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The responsible organization (applicant), as a condition of being granted use, permit and/or license to conduct a special event within the City of Lakewood, agrees to comply with all policies, rules and regulations of the City of Lakewood and all other relevant and applicable procedures and laws including but not limited to:

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. To the fullest extent permitted by law, the applicant shall indemnify and hold harmless the City of Lakewood, its officers, employees, and insurers, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of this contract, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Licensee, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph. The Licensee agrees to investigate, handle, respond to, and to provide defense for any such liability, claims, or demands at the sole expense of the Licensee, and agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent.
3. Unless the event is a governmental entity, it shall indemnify and hold harmless the City of Lakewood and its elected and appointed officials, employees, agents and representatives (collectively, the "Indemnified Parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including but not limited to attorney attorney fees, which may be made or brought, or that may result, against any of the Indemnified Parties as a result or on account of the actions or omissions of the event sponsor or its employees, agents, volunteers, subcontractors or co-sponsors, or any other persons acting under the event sponsor's direction or control, related to the event.
4. 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.
5. The City of Lakewood cannot issue permits or approve activities on behalf of other jurisdictions, including but not limited to Jefferson County, Colorado State Patrol or the State of Colorado. It is the responsibility of the applicant to secure the necessary approval from other entities.
6. The City of Lakewood cannot guarantee availability of public property for community and/or special events.
7. Applicant understands that the violation of the terms and conditions of any use, permit and/or license resulting from this application may result in the immediate cancellation of the use, permit and/or license and the denial of future use, permit and/or license.

Applicant's Signature

Date

Applicant's Printed Name



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Lakewood

Special Events Emergency Plan

Applies to competitive events, commercial events and charity walks and bike rides

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 on site, what emergency aid will be available and where will it be located?

Does this event require overnight security? Yes No

Park staff or city law enforcement 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 and emergency medical personnel communicate with park staff (For large events, providing a race radio to park staff may be the best option?)

Describe the location of all course marshals and the number per location (attach a map if necessary. Marshals are required at any road or concrete trail crossing for any competitive event):

How will marshals be recognized?

How will marshals communicate with event organizer and emergency personnel?

Will there be a course sweep? Yes 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)? Yes No

Describe the need:



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Special Events Emergency Plan continued

Applies to competitive events, commercial events and charity walks and bike rides

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.

A ranger or police officer will be required, in addition to course marshals, for an competitive bike event crossing the 3-way intersection near the park entrance, and may be required for running and walking events.

A ranger in a motor boat will be required for most triathlons or events involving swimming.

Are there any water crossings on the course? Yes 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):