

## LOCAL EVENT APPLICATION PACKET

Dear Event Planner,

Welcome to the City of Yuma! We are excited you have chosen Yuma for your local event. A Local Event Permit is required if your event meets any of the criteria below:

1. The event requires a street closure, or significantly interrupts the flow of traffic in public rights-of-way, or access to private commercial property.
2. The event is estimated to have 100 or more people in attendance and is to take place in a public park.
3. The event is an outdoor event that includes the sale or consumption of alcoholic beverages to or by the public. (A local event liquor permit is also required for this purpose)

Examples of local events include, but are not limited to, festivals, carnivals, races, parades, fairs, camps and other similar activities. 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 and understand the requirements associated with hosting a local event in the City of Yuma.

The City of Yuma Local Event Coordinator will act as your single point of contact with the City, and will coordinate most of your approvals internally. The Local Event Coordinator can answer questions you may have about conducting a local event in our community. 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 applications, and help mitigate potential problems.

The City of Yuma requires your completed event application to be submitted to the Local Event Coordinator a minimum of **30 days** in advance of your event; and at least **45 days** in advance of your event if applying for a Local Event Liquor Permit. Applications received after these timeframes will be charged an additional rush processing fee. Application approval is not guaranteed.

The following packet (which is available online at [yumacolo.org](http://yumacolo.org) or from the Local Event Coordinator at (320 South Main Street, Yuma, CO 80759) will help you plan for your event accordingly. You only need to submit the forms applicable to your event. We encourage you to utilize the planning checklist to help you determine which forms you need to fill out and submit with your application. Once you have completed the appropriate applications and forms, submit them with applicable fees to the Local Event Coordinator at 320 South Main Street, Yuma, CO 80759 or email Candy Gilliland at [c.gilliland@yumacolo.org](mailto:c.gilliland@yumacolo.org). The City of Yuma will conduct a review process upon receipt of the application and will contact you when your application has been completely processed by all of the appropriate departments, or if additional information or plan modification is required.

Once your application has been approved, you will receive a Local Event Permit from the City. You will need to have the permit with you at the event as proof of authorization.

It is our goal to provide an efficient process for reviewing and approving your event. We look forward to working with you to obtain approval for your event, and thank you for choosing the City of Yuma as your preferred location.

Regards,

*Candy Gilliland*

Candy Gilliland, Local Events Coordinator

Direct: 970-848-3878 ext 2110

Cell: 970-466-0838

[c.gilliland@yumacolo.org](mailto:c.gilliland@yumacolo.org)

[www.yumacolo.org](http://www.yumacolo.org)

## LOCAL EVENT PLANNING CHECKLIST

This checklist is intended to help you plan your Local Event, and to properly submit all necessary forms. It serves as a guide only.

Prior to planning your event, the City of Yuma asks that you consider issues related to the following areas and your event's impact on the City's general functions, including emergency responders access to roads, neighbors affected by ongoing noise and street closure impacts on businesses. The City may suggest alternatives to decrease any negative impacts. Feel free to call the Local Events Coordinator at 970-848-3878 ext. 2110 and discuss your plans prior to reserving a location and applying for a permit.

**Fees:** The City of Yuma charges the following Local Event Application fees. In addition, supporting agencies that are part of the review process may assess additional fees. Not all fees listed may be applicable to your event. You will find complete fee information on the appropriate form in the application packet. All fees should be submitted at the time of application. Please make checks payable to the City of Yuma or they may be paid online at [www.yumacolo.org](http://www.yumacolo.org).

<input type="checkbox"/> <b>Local Event Liquor Permit</b> You must apply for a Local Event Liquor Permit with the City of Yuma.	\$25 state fee per day for all alcohol \$10 state fee per day for beer and wine	
<input type="checkbox"/> <b>City of Yuma Police Department Security</b> Event holders may be required to hire police officers to provide security at Local Events.	\$75 per officer per hour. Minimum of 2 hours	
	<b>Total</b>	

<b>Estimated Participants</b>	<b># of Security Required Event w/Liquor License</b>	<b># of Security Required Event without Alcohol</b>	<b>If YPD officers are required. Each officer is \$75 per hour. Minimum of 2 hours</b>
51-300	2	0	
301-400	4	2	
More than 400	TBD	TBD	

**Local Event Application (FORM 1):** All event holders are required to submit the Local Event Application.

**Site Plan:** Please attach a detailed drawing that shows the layout of the event as close to scale as possible.

The site plan should include:

- **Overall Plan:** An outline of the entire event venue including the names of all streets or areas that are part of the event.
- **Event Components:** Identification of all event components including stages, platforms, bleachers, canopies, tents, cooking areas, trash containers and dumpsters, and other temporary structures.
- **Electrical:** Include generator locations and/or source of electricity.
- **Restrooms/Portable Toilets:** Event holders must provide bathroom access. You must specify where these restroom facilities are located on your event site plan and whether they are gender specific and handicap accessible. If you are hosting an event at a City park that has restrooms, please also mark those on your site plan. Please see recommendations from the International Portable Sanitation Association below under the Sanitation and Waste Management heading for recommended numbers.
- **Fencing/Barricades:** The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. Remember to provide for a minimum of 20-foot emergency access lanes throughout the event venue.
- **First Aid/Medical:** The location of first aid facilities, ambulances and lost child station, if applicable.
- **Vendors:** Detailed location of all vendor booths, including food vendors.
- **Parking:** Event holders must attach a parking plan that establishes where attendees will be directed to park their vehicles, and which will cover a minimum of one-third the number of attendees expected at the event.
- **Handicapped Accessibility:** Event holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan.
- **Entry and exit locations**

**Local Event Rules & Regulations (FORM 2):** All event holders are required to read and sign a Rules & Regulations form.

**Use of City Recreational Facility/Sports Field Release/Indemnification (FORM 3A):** All event holders using a city park or facility must read and sign the Release/Indemnification form.

**Required Participant/Parent of Participant Signature/List of Participants (Form 3B)**

**Certificate of Insurance:** All event holders must provide the City of Yuma with a certificate of general liability insurance policy covering claims that may arise during the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and must name the City of Yuma as additionally insured. Because this often is a lengthy process, the City will accept your application and begin the review

process pending receipt of proof of insurance no later than 30 days prior to the event.

The responsible organization/individual shall indemnify and hold harmless the City, its officers, officials, employees and 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 Local event.

A copy of the policy or appropriate insurance certificate shall be provided to the City and approved by the City as a condition of the Local event being approved. Send certificates of insurance and copies of policy endorsement to certificate holder:

City of Yuma  
 PO Box 265  
 Yuma, CO 80759  
 Email: [c.gilliland@yumacolo.org](mailto:c.gilliland@yumacolo.org)

**Sanitation and Waste Management Plan (FORM 4):** All applicants must provide a sanitation and waste management plan that includes contractors utilized for restrooms and trash. The recommendation for provision of toilets is one restroom for each gender for every 200 persons. The International Portable Sanitation Association provided the chart below as a rough guideline for estimating the number of portable sanitation units that will be required for Local events. Public events that require portable units must include at least one ADA portable unit.

**Number of Hours for Events**

# of people	1	2	3	4	5	6	7	8	9	10
<b># of Portable Restrooms Needed</b>										
200-500	2	4	4	6	6	6	8	8	8	8
1000	4	4	4	6	6	6	8	8	8	12
2000	8	8	8	8	8	12	12	12	12	16
3000	8	8	10	10	10	12	16	16	20	20
4000	8	8	12	12	12	16	20	24	24	28

**Emergency Services Plan (FORM 5):** All applicants must provide a plan highlighting emergency access routes and a plan to mitigate fire and emergency medical emergencies. The City of Yuma Volunteer Fire Department is available for hire for all Local Events within the City of Yuma. For more information, call 970-848-5441.

**Parade or Race (FORM 6):** All events that include a parade or race (foot, bike or any other) must submit a Parade or Race form.

**Temporary Street Closure (FORM 7A & 7B):** For events requiring street closures, planning street activities or requiring public parking to be blocked off, applicants must submit a Temporary Street Closure Request form (FORM 7A) and a completed Local Event Street Closure Petition (FORM 7B).

**Buildings, Temporary Structures and Power Sources (FORM 8):** Any event involving the placement of any temporary structure (including stages or bleachers), or installing any power-generation source (generator) may

require a permit from the City of Yuma Fire Department.

**Entertainment and Vendors (FORM 9A):** All events that include vendors, entertainment or amplified sound must submit an Entertainment and Vendors form.

**Food Vendors:** The event holder is responsible to make sure all food vendors are properly licensed through Northeast Colorado Public Health Department. For information on obtaining a license, call 970-848-3811 ext. 3022 or visit <http://www.nchd.org>

**Amplified Sound - Noise Ordinance (City of Yuma Municipal Code 9.18):** The City of Yuma noise ordinance applies to all events utilizing amplified sound. During the event, City law enforcement officers must be allowed access for purposes of monitoring sound levels. The Local Event Application shall reflect whether amplified sound will be used during the event. The approval of a Local Event Application is not an authorization to violate the City's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the Local event organizer. Event holders are cautioned to use amplified sound responsibly.

**Vendor List (FORM 9B):** The event holder is responsible for having this form completed if they will have vendors.

**Security (FORM 10):** The police department reserves the right to specify the need for and number of security personnel required at an event. The police department will review all Local events applications for required security arrangements. The safety of the community and attendees are of primary concern at all times. Additional fees may apply and will be invoiced by the police department.

**Hazardous Conditions (FORM 11):** Local events that include firearms or weapons, open burning or other hazardous conditions must include a Hazardous Conditions form with the application

**Local Event Liquor Permit:** If you are a non-profit organization and would like to have alcoholic beverages at your event, you must apply for a Local Event Liquor Permit with the City of Yuma.

**Sales Tax License – Retail Vendor Sales :** The City of Yuma and the State of Colorado mandate full tax license compliance prior to approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax licenses and provide them with the application to remit all sales tax to the State of Colorado. The City of Yuma is a home rule City with the State of Colorado, and all sales tax for both the City of Yuma (3%) and the State of Colorado (2.9%) must be remitted to the state.

**Property Use Permission/Agreement:** If your event includes the use of facilities or property that belongs to another individual, entity, municipality, county or business, please attach a copy of your permission letter or agreement for said use.

**Americans with Disabilities Act (ADA) Requirements:** Applicants are expected to make every effort to follow ADA guidelines to accommodate and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; as well as maintaining already designated parking and accessibility to portable restrooms.

Please return all applications and supporting documents to:

Candy Gilliland, Local Events Coordinator

City of Yuma  
PO Box 265  
320 South Main Street  
Yuma, CO 80759  
Direct: 970-848-3878 ext 2110  
Cell: 970-466-0838  
[c.gilliland@yumacolo.org](mailto:c.gilliland@yumacolo.org)  
[www.yumacolo.org](http://www.yumacolo.org)

**FORM 1  
LOCAL EVENT APPLICATION**

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

Event Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Event Description:  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT**

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Organization and/or Event Website: \_\_\_\_\_

Contact on-call during Event: \_\_\_\_\_ Cell: \_\_\_\_\_

**EVENT LOCATION REQUEST**

The applicant requests use of the following City of Yuma park or facility:

- City Park
- Hanson Park
- Star Park
- North Park
- (Playing fields) Jeff Armstrong Ball Fields
- Other \_\_\_\_\_

**SITE PLAN:** Applicant must submit an event site plan to this application that shows the layout of the event as close to scale as possible.

With your park rental, the following items are included. Any additional items will be at the expense of the event holder.

- Use of existing park trash cans. Event holder must supply staff to empty any additional garbage cans and/or dumpsters rented by the event holder.
- Use of City picnic tables, if applicable.
- Use of City restrooms, if applicable. City restrooms will be maintained and cleaned by City staff. Additional portable restroom units, if required, are the event holder's responsibility and will not be maintained by City staff.
- Use of electrical outlets.

Event holder requests the City of Yuma to turn off the park sprinkler system for this event.

Event holder requests 11 p.m. park hours extension.  Approved  Not Approved

- The daily hours for all City parks are 5 a.m. to 11 p.m. Your event must be over and your support staff

cleared from the park by 11 p.m. unless an exemption has been requested and approved. Crowds spilling over from parks cannot block access to public streets that have not been closed by this event permit.

**Park Rules:**

- No glass
- No alcohol
- No fighting
- No firearms
- No littering
- No structures
- Noise ordinance enforced.
- Keep bicycles off the grass.
- Vehicles permitted in designated areas only.
- No fires, only gas barbeque stoves are permitted.
- Animals must be kept on a leash at all times and picked up after.
- No stakes in ground to secure canopies.

**EVENT DETAILS**

What time will the set up for the event begin? \_\_\_\_\_ What time will tear down be complete? \_\_\_\_\_  
Number of event/volunteer staff: \_\_\_\_\_ Number of attendees expected: \_\_\_\_\_  
Parking spaces recommended (total attendance divided by 3): \_\_\_\_\_

**COMMUNITY/NEIGHBORHOOD NOTICE**

Please outline your plan for notifying the community, neighborhoods and media for your event.

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**EVENT LOGISTICS**

*For all YES responses, please submit the corresponding forms listed*

**REQUIRED FORMS AND SUBMISSIONS**

- All applications must sign the Local Event Rules & Regulations .....FORM 2
- All applications must submit Site Plan with required information ..... Site Plan
- All applications must submit a Certificate of Insurance listing the City of Yuma as Additionally Insured
- All applications must submit appropriate fees made payable to the City of Yuma
- All applications must submit a Sanitation and Waste Management Plan ..... FORM 4
- All applications must submit an Emergency Services Plan ..... FORM 5

**ADDITIONAL INFORMATION AND FORMS**

- Is this event public or private?.....  Public  Private
- Is there a fee to participate in your event? .....  No  Yes
- Will your event be held at a city park? .....  No  Yes FORM 3
- Will your event include a parade or race? .....  No  Yes FORM 6
- Will your event require street closures? .....  No  Yes FORM 7
- Will your event use tents/canopies/electricity/stage?.....  No  Yes FORM 8
- Will there be any amusement equipment? (climbing wall, bounce house, etc.) .....  No  Yes FORM 8
- Will your event include food or retail vendor sales?.....  No  Yes
- Will amplified sound be used during the event? .....  No  Yes FORM 9
- Will your event require security/police officer patrol?.....  No  Yes FORM 10
- Will your event include fireworks, open fires or hazardous materials? .....  No  Yes FORM 11
- Will alcohol be served? .....  No  Yes If yes, a Local Event Liquor License is required.

**APPLICATION FEES**

Please refer to page 1 of the Local Event Planning Checklist for a list of fees for the City of Yuma Local Event Application fees. In addition, supporting agencies that are part of the review process may have additional applicable fees. Not all fees may be applicable to your event. All fees should be submitted at the time of application. Please make checks payable to the City of Yuma or they may be paid online at [yumacolo.org](http://yumacolo.org).

**SIGNATURE**

By signing this application, I agree that I have read and understand the conditions of the Local Events Application from the City of Yuma. I understand that I must respond in a timely manner to requests for additional information and be available to meet with staff regarding any questions surrounding my Local Event Application. Failure to meet any requirements set forth by City staff may result in the delay of approval or denial of this application. I acknowledge that the information contained in this application is true, correct and complete to the best of my knowledge.

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



**City of Yuma Use**

	Department/Agency	Name	Date	Notes
<input type="checkbox"/>	Public Works			
<input type="checkbox"/>	Planning Department			
<input type="checkbox"/>	Police			
<input type="checkbox"/>	Fire			
<input type="checkbox"/>	Clerk			
<input type="checkbox"/>	Board Hearing Required			
<input type="checkbox"/>	Board Approved			

**FORM 2**  
**LOCAL EVENT RULES & REGULATIONS**

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

The responsible organization, as a condition of being granted a Local Event License within the City of Yuma, agrees to abide by the following rules, regulations and conditions established by the City 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 defenses or limitations on damages provided by the Colorado Government 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 shall procure and maintain, at its own costs, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The City of Yuma must be listed as additionally insured on the policy. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 2 of these "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. A copy of the policy shall be provided to the City and approved by the City as a condition of the event being approved.
4. The responsible organization, if holding the Local event on City property shall, upon conclusion of the event, return the site to its pre-event condition immediately.
5. The City of Yuma cannot guarantee availability of public property for Local events. If two or more Local events plan to use the same City property on the same date, City staff will strive to accommodate each event by working with the organizers to find alternative locations or dates.
6. The City of Yuma cannot issue permits or approve activities on behalf of other jurisdictions, such as the Northeast Colorado Health Department. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the City of Yuma.

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

Printed Name: \_\_\_\_\_

**FORM 3A**

**USE OF CITY OF RECREATIONAL FACILITY / SPORTS FIELD RELEASE/INDEMNIFICATION**

**I. RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT: PARTICIPANT MUST READ CAREFULLY BEFORE SIGNING** In consideration for being permitted to utilize the City of Yuma 's recreation facility/sports field, I hereby acknowledge, represent, and agree as follows:

A. I understand that the above-described activities are or may be dangerous and do or may involve risks of injury, loss, or damage. I further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage. I acknowledge that such risks may arise from a variety of foreseeable and unforeseeable circumstances connected with the use of the recreation facility/sports field.

B. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, I hereby expressly assume all such risks of injury, loss, or damage to me or to any third party arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Yuma, its officers, its employees, or by any other cause.

C. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, I further hereby waive, and exempt, release, and discharge the City of Yuma, its officers, and its employees from any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Yuma, its officers, its employees, or by any other cause.

D. I further agree to defend, indemnify and hold harmless the City of Yuma, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, including any third party claim asserted against the City of Yuma, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by my act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the City of Yuma, its officers, its employees, or by any other cause.

E. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, I hereby acknowledge and agree that said AGREEMENT extends to all acts, omissions, negligence, or other fault of the City of Yuma, its officers, and/or its employees, and that said AGREEMENT is intended to be as broad and inclusive as is permitted by the laws of the State of Colorado. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

F. I understand and acknowledge that the City of Yuma, its officers, and its employees are relying on, and do not waive or intend to waive by any provision of this RELEASE AND INDEMNIFICATION AGREEMENT, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-10-101 et seq., as amended, or otherwise available to the City of Yuma, its officers, or its employees.

G. I understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Colorado, and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts of Yuma, Colorado.

**II. PARTICIPANT SIGNATURE AND DATE:**

Participant - Print Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

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

III. IF PARTICIPANT IS UNDER 18 YEARS OLD, PARENT SIGNATURE AND DATE: By initialing above and signing below, I acknowledge that I am the parent of the above-named Participant as the term "parent" is defined in C.R.S. Section 13-22-107(2)(b), and I hereby waive and release any prospective claim of the Participant against the City of Yuma, its officers, and its employees for negligence, to the extent provided in C.R.S. Section 13-22-107(3), in connection with the above-described activities.

Parent/Guardian - Print Name: \_\_\_\_\_

Parent/Guardian - Signature: \_\_\_\_\_

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

H. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date set forth below and shall be binding upon me, my successors, representatives, heirs, executors, assigns, and transferees.

**USE OF CITY OF YUMA RECREATIONAL FACILITY/SPORTS FIELD RELEASE/INDEMNIFICATION – CITY OF YUMA REQUIRED PARTICIPANT/PARENT OF PARTICIPANT SIGNATURES AND DATE**

Name	Child's Name	Signature	Date

**FORM 4**  
**SANITATION & WASTE MANAGEMENT PLAN**

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

All events must provide a sanitation and waste management plan that includes contractors utilized for restrooms and trash removal as a condition of the approval of the event.

RESTROOMS The International Portable Sanitation Association provided the chart within the checklist as a rough guideline for estimating the number of portable sanitation units that will be required for Local Events. Public events that require portable units must include at least one ADA portable unit. Please see chart in the planning checklist.

**Number of Hours for Events**

# of people	1	2	3	4	5	6	7	8	9	10
<b># of Portable Restrooms Needed</b>										
200-500	2	4	4	6	6	6	8	8	8	8
1000	4	4	4	6	6	6	8	8	8	12
2000	8	8	8	8	8	12	12	12	12	16
3000	8	8	10	10	10	12	16	16	20	20
4000	8	8	12	12	12	16	20	24	24	28

How many portable restrooms will be needed? \_\_\_\_\_ When will they be delivered? \_\_\_\_\_

When will they be picked up? \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**TRASH**

How many trash containers will be used? \_\_\_\_\_ How often do you plan to empty them? \_\_\_\_\_

Where will trash be deposited when containers are emptied? \_\_\_\_\_

How do you plan to manage trash for this event?  Staff and/or volunteers  Contract with a company

Name of company: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Describe your plan for cleanup and removal of waste during and after your event:

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**SIGNATURE**

I, the undersigned, hereby attest that I have notified the City of Yuma of my sanitation and waste management plan for the event I am organizing.

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

**FORM 5  
EMERGENCY SERVICES PLAN**

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

All Local events must provide a plan highlighting emergency access routes and a plan to mitigate fire and emergency medical emergencies. Emergency access routes must be noted on the site plan.

**The City of Yuma Fire Department may be available for hire for all Local Events within the City of Yuma. Additional fees will be determined and invoiced by the City and will be the responsibility of the event holder. For more information, call 970-848-5441.**

Have you provided access for emergency responders in your site plan drawing?  Yes  No

Have you hired a professional emergency medical services provider to manage your event?  Yes  No

If yes, please provide company information.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Will there be any on-site first aid or ambulances?  Yes  No

If yes, please note location on your site plan.

Describe your plan for handling an emergency (attach additional pages if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE**

I, the undersigned, hereby attest that I have notified the City of Yuma of my emergency services plan for the event I am organizing.

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



**FORM 6  
PARADE OR RACE**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Parade and/or race route maps must be included with this application, including the start and ending locations. Hand drawn maps are not recommended but must be legible if used.**

**PARADE**

Participants: Number and type of motor vehicles/floats: \_\_\_\_\_

Number and type of mounted animals: \_\_\_\_\_

Number of total entries: \_\_\_\_\_

- Vehicles towing trailers are not considered floats.
- No vehicles or floats can exceed a height of 12 feet or length of 45 feet.
- The City of Yuma encourages parade entries to be careful if they wish to throw candy or handouts from vehicles or floats. This creates dangerous situations for children running into the middle of the parade route with motorized vehicles. If entries want to distribute candy or other items to spectators, the City encourages participants walk candy or handouts to children and spectators, or walkers can throw candy along the street edge.
- No shooting silly string or water guns from vehicles or floats.
- Alcoholic beverages, drugs and tobacco are forbidden on any float, in any vehicle or by any participant. Participants consuming these prior to or during the parade will be removed from the lineup. All City, county and Colorado state statutes concerning the consumption of alcoholic beverages will be strictly enforced by the police before, during and after the parade.
- Drivers of any and all vehicles in the parade areas must possess a valid driver's license, be at least 18 years old and possess all liability vehicle insurance.
- Exhibitions of speed or reckless driving, (wheelies, peeling out, burnouts, etc.) are not permitted.

**RACE**

Participants: Number of pedestrian/foot racers: \_\_\_\_\_

Number of bicyclists: \_\_\_\_\_

Number of total participants: \_\_\_\_\_

Please describe the details of the race:

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**SIGNATURE**

I, the undersigned, hereby attest that I have notified the City of Yuma of my parade and race plans for the event I am organizing.

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

**FORM 7A**  
**TEMPORARY STREET CLOSURE REQUEST**

Applications for a Temporary Street Closure permit shall contain, at a minimum, the following information and shall provide such additional information and materials as may be requested or required.

**STREET CLOSURE REQUEST**

- Applicant(s) are responsible for contacting residents affected by the proposed Temporary Street Closure request. A petition (FORM 7B) shall be circulated to all residents and 80% of the affected residents, at a minimum, shall favor the Temporary Street Closure. The circulated petition shall be submitted with the Temporary Street Closure request.
- Applicant must include a map of the affected area with application outlining the following:
  - Identify the entire venue including the names of all streets or areas to be closed.
  - The map must indicate the route and direction of proposed event.
  - Identify the location and type of all temporary traffic control devices and personnel.
  - Allow 20-foot emergency access lanes throughout the event venue.

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Affected Intersection(s) of Street Closure Request (attach map of affected area):

\_\_\_\_\_

Describe Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Name of Barricade Company: \_\_\_\_\_

Barricade Company Contact: \_\_\_\_\_ Phone of Barricade Company: \_\_\_\_\_

**APPLICANT**

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## **CONDITIONS OF THE PERMIT**

1. Applicant(s) are responsible for contacting residents affected by the Temporary Street Closure request. A Petition (**FORM 7B**) shall be circulated to all residents and 80%, at a minimum, shall favor the Temporary Street Closure. The circulated Petition submitted with the Temporary Street Closure request shall be attached to the permit.
2. A barricade with "Road Closed" signs shall be used to close the street. The City may provide barricades with associated cost. Barricades must be staffed at all times to answer questions and maintain barricades. Barricades must be movable to accommodate emergency access for police, fire and emergency medical services.
3. Advance notice signs shall be placed at the locations of the street closure shown on the site plan one week prior to the event. Signs should be "H" type frame and secured. Tripod frames not allowed. Placement, maintenance and pickup of the sign(s) are the responsibility of the event holder.
4. A drive aisle of 20 feet shall be kept clear and open at all times for the entire length of the Temporary Street Closure for use of emergency personnel. The City of Yuma requires all related event set-ups (tables, chairs, toys, etc.) be placed on one side of the street only to allow access for emergency vehicles in the event of an emergency.
5. Applicant(s) are responsible for cleanup after the Temporary Street Closure or related event.
6. City of Yuma's Noise Ordinance will be enforced. If during the Temporary Street Closure or related event, the City of Yuma determines there is a public safety hazard, law enforcement officers respond on more than one occasion to noise or any complaint related to this event, or if there is a violation of any permit condition, the Temporary Street Closure permit will be revoked immediately. Additionally, a ticket may be issued for any nuisance complaints. Upon revocation of this permit, the applicant(s) will be responsible for closing down any related event immediately, ensuring participants vacate the premises, removing barricades and thoroughly removing any related event supplies and trash. The City of Yuma is not responsible for any expenses incurred by the permit holder(s).
7. Applicant(s) understands that this is a revocable permit, which can be canceled at any time if complaints are received or City or State laws are violated.
8. If law enforcement officers respond to a complaint of noise, or any complaint related to this event, the applicant(s) must immediately identify themselves to the responding officers as the responsible parties. The applicant(s) must cooperate in helping resolve complaints.
9. All applicable City of Yuma Ordinances and regulations have been or will be complied with, in accordance with this Revocable Temporary Street Closure permit. The applicant(s) will take responsibility for any violation of City of Yuma laws that occur in relation to the Temporary Street Closure or related event.

## **SIGNATURE**

As an applicant for a Temporary Street Closure permit, I certify that I have read and understand all of the conditions and procedures that are required in order to obtain the permit and I agree to comply with each of those conditions and procedures. I agree to indemnify and hold harmless the City of Yuma, and all City of Yuma officers, employees, agents and representatives, from any claims, liability, court awards, or damages, including the costs of defending such claims, and including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to any person, firm, partnership, or corporation that may arise from the occurrence of the Temporary Street Closure or from any event related to the Temporary Street Closure.

I understand that a Temporary Street Closure permit does not authorize violation of City or State laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also

understand that a Temporary Street Closure permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, a Temporary Street Closure or from related events.

I affirm, under penalty of perjury, that the statements and representations made in connection with this application are true to the best of my knowledge. I have read, understand and agree to the Temporary Street Closure requirements.

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

**FORM 7B**

**LOCAL EVENT STREET CLOSURE PETITION**

*(This page may be duplicated as necessary)*

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

We, the undersigned business and/or residents, have been notified of street closures associated with the event noted above on said date, and hereby agree or disagree to the closure(s). If you have concerns, contact the City, at 970-848-3878.

<b>Resident OR Business Owner/Manager Name</b>	<b>Address</b>	<b>Agree/Disagree</b>

**FORM 8**  
**BUILDING, STRUCTURES & POWER SOURCES**

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Additional fees may be applicable based on review by the City of Yuma Fire Department, and will be invoiced directly by the City.**

Building permits and/or inspections may be required whenever the Yuma Fire Department deems it necessary, due to the unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems in accordance with the city building code.

Tents and other equipment may not be staked into the ground to prevent damage to sprinkler lines. Any damage is the responsibility of the permit holder.

Fire extinguishers are required for each tent.

Will your event include any site-built structure/tent/canopies greater than 400 square feet?

Yes  No

What size is the tent(s) you plan to use? \_\_\_\_\_

Will your event include any site-build structure/tent/canopies open to the public?  Yes  No

Will your event include any stages, platforms and/or bleachers?  Yes  No

Name of Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Will your event include any electrical work utilizing site-construction equipment or wiring?  Yes  No

Will your event include any electrical equipment or work utilizing in excess of 120 volts?  Yes  No

Will your event include any amusement equipment, ie. carnival, bounce houses, climbing wall?

Yes  No

**SIGNATURE**

I, the undersigned, hereby attest that I have notified the City of Yuma of any conditions that may cause need for a Building Inspection by checking off all of the conditions above that apply to the event I am organizing.

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

**FORM 9A  
ENTERTAINMENT & VENDORS**

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**ENTERTAINMENT**

The City of Yuma's noise ordinance applies to all events utilizing amplified sound. During the event, city law enforcement officers must be allowed access for purposes of monitoring sound levels. The Local Event Application form shall reflect whether amplified sound requests will be used during the event. The approval of a Local Event Application is not an authorization to violate the City's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the Local Event organizer. Event participants are cautioned to use amplified sound responsibly.

Will amplified sound be used at the event?  Yes  No

If yes, start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Are there any musical entertainment features to the event?  Yes  No

Number of performers/bands: \_\_\_\_\_

Describe your plan for maintaining acceptable decibel/sound levels:

\_\_\_\_\_  
\_\_\_\_\_

**VENDORS**

The City of Yuma and the State of Colorado mandate full tax license compliance prior to final approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax license and provide them with the information to remit all sales tax to the State of Colorado. The City of Yuma is a home rule City with the State of Colorado, and sales tax for both the City of Yuma of 3% and the State of Colorado of 2.9% must be remitted to the state.

Will there be business/retail vendors at the event?  Yes  No

Will there be food or beverage vendors at the event?  Yes  No

**The event holder is responsible to make sure all food vendors are properly licensed through the Northeast Colorado Health Department.**

**SIGNATURE**

I, the undersigned, hereby attest that I have notified the City of Yuma of my entertainment and vendor plans for the event I am organizing.

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

**FORM 9B**

**LOCAL EVENT VENDOR LIST**

*(This page may be duplicated as necessary)*

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Sales Tax Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Sales Tax Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Sales Tax Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Sales Tax Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_



**FORM 10**  
**EVENT SECURITY**

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

The City of Yuma Police Department reserves the right to specify the need for and number of security personnel required at an event. The Yuma Police Department will review all Local Events Applications for required security arrangements. The safety of the community and attendees are of primary concern at all times. Areas that will be considered include, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts.

The location of event security personnel must be noted on the event site plan sketch, which needs to be attached to this application.

If you intend to sell or provide alcoholic beverages to attendees, you must apply for a Local Event Liquor License. To make a decision about event security, it is important that the Yuma Police Department has the following information.

- A map showing in detail the boundaries of the area you are requesting be part of the permitted area for alcohol possession and service. This can be a copy of the map or site plan being submitted for the Local Event Liquor License, but it must be submitted as an additional attachment.
- Provide a detailed description of how you as the event holder plan to delineate the boundaries of the permitted area so that those in possession of alcohol are aware of the boundaries.
- Provide a detailed description of how you as the event holder will prevent those in possession of alcohol from leaving the permitted area while in possession of alcohol, as well as how you will otherwise prevent the transfer of alcohol to areas outside the boundary.

**SIGNATURE**

I, the undersigned, understand and agree to the conditions as set forth by the Yuma Police Department any other conditions deemed appropriate.

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

**Permit specific provisions established by the Yuma Police Department:**

<b>Estimated Participants</b>	# of Security Required Event w/Liquor License	# of Security Required Event without Alcohol	If YPD officers are required. Each officer is \$75 per hour. Minimum of 2 hours
51-300	2	0	
301-400	4	2	
More than 400	TBD	TBD	

Number of officers required: \_\_\_\_\_ Hourly Rate: \$\_\_\_\_\_ Total Hours: \_\_\_\_\_

Total Estimated Event Cost: \$\_\_\_\_\_

**City of Yuma Police Department provisions:**

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**FORM 11  
HAZARDOUS CONDITIONS APPLICATION**

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

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

**The City of Yuma Fire Department is part of the City of Yuma Local Event review process. All Local Events applications are reviewed for overall public safety in accordance with the requirements of the 2012 International Fire Code adopted as amended, as the fire code of the City of Yuma. Additional fees may be determined and invoiced by the City of Yuma Fire Department.**

**APPLICANT**

Organization or Applicant Name: \_\_\_\_\_

Event Planner/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you plan to use, install, operate or conduct any of the following at your event?

- Erect and use a temporary tent greater than 400 square feet
- Open burning (bonfires, cooking, etc.)
- Using open flame torches or candles

Attach an event site plan with dimensions to this application. The City of Yuma Fire Department will contact you to go over additional paperwork that may be required.

**SIGNATURE**

I, the undersigned, have provided the correct information above for the event in which I am planning.

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

**City of Yuma Fire Department provisions:**

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