



THE CITY OF ASPEN

**PARKS DEPARTMENT**

Mail to: 130 S. Galena St, Aspen, CO 81611

Ship to: 585 Cemetery Lane, Aspen, CO 81611

Tel (970) 920-5120

FAX (970) 920-5128

## **PLEASE NOTE:**

Be sure to call the Parks Department if you are putting stakes in the ground for tents or other structures. You will be responsible for any damage to the irrigation system. Do not put up any tents or structures in advance of the days on the permit without the permission of the Parks Department.

No driving in the park is permitted due to potential damage to the turf and irrigation system.

**Remove ALL trash. This is especially important given the current presence of bears!**

No food, drink, ice or charcoal to be left behind or dumped on grass.

Protect the grass – place plywood under BBQ grills.

This permit does not guarantee that you will have sole use of the park; it merely helps us scheduling other events.

**HERRON PARK: Dogs are required to be on leash at all times.**

APPLICATION FOR  
PARKS USE PERMIT  
SPECIAL EVENT PERMIT

LOCATION OF EVENT\*\*\*: \_\_\_\_\_ (Any  
NEW events may not be scheduled at Rio Grande, Iselin or Wagner Parks)

**PLEASE ATTACH MAP OF EVENT DETAILING ANY  
STRUCTURES, STREET CLOSURES AND ATTACH  
SCHEDULE OF EVENTS**

1. Type of activity (parade, assembly, sporting event, etc.)  
\_\_\_\_\_
2. Name of sponsoring organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Name of Person Responsible for Event: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Date of Event: \_\_\_\_\_  
Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_
5. Crowd Expected: \_\_\_\_\_
6. Do you plan to erect temporary structure(s)? If so, describe size, purpose, scheduled, etc: \_\_\_\_\_  
\_\_\_\_\_ (You  
will need to contact the parks department for sprinkler and utility (?) lines locations)
7. Will there be amplified sound, music, or fireworks, etc? \_\_\_\_\_ The event must be  
in compliance with the City of Aspen noise abatement ordinance Section 18.04.040
8. Will any food or merchandise be sold? \_\_\_\_\_ If the answer is YES, a meeting with the  
Special Event Committee is necessary. Continue to Page 2

**CONDITIONS:**

1. Crowd must be orderly.
2. Area must be cleaned at completion of activity.
3. Vehicles must stay off grass and walkways
4. Sale or dispensing of beer, wine or alcoholic beverages is prohibited without a special event permit liquor license. Incorporated, non-profit organizations may apply for these through the City Clerk's office 920-5061.
5. No person shall use any public park for business purposes and no business of any kind shall be carried on except with the necessary permits and licenses and as reviewed by the Special Event Coordinator.

6. I understand that damages to park facilities and property or not abiding by these above conditions is cause for cancellation or withdrawals of this permit.

APPLICANT: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_

This completed form must be filed with the City Clerk's Office not more than **ninety (90) days nor less than thirty (30) days** prior to the event date. Please supply the following information as it relates to your planned event. You need only answer those questions which pertain to your event.

1. If event involves movement (e.g. parade, foot race, etc.) describe route including start and dispersal location and attach map.

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

2. Will you require street closures? \_\_\_\_ If yes, attach map and please include dates and times:

Street \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_  
Street \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_

If you require a street posted "No Parking", it will require \$2/sign

3. Do you need any cones or barricades? \_\_\_\_ (A deposit of \$5.00 per cone and \$35.00 per barricade is required)

If you require a street posted "No Parking", we require 6 per side of a block. (A deposit of \$2.00/no parking sign is required.)

Number of cones \_\_\_\_ Number of barricades \_\_\_\_ Number of No Parking signs \_\_\_\_

4. Will you need any streets cleaned? \_\_\_\_\_

Street \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_  
Street \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_

For numbers 2, 3, and 4 please make direct contact with the Streets Department (920-5130) at least two weeks prior to your event. You will be charged for all requested labor, materials and equipment. Approval of permit dependent upon receipt of deposit.

5. Will law enforcement services be required? \_\_\_\_\_  
For what purpose (security, traffic control, parking control?)

Dates and times officers are needed \_\_\_\_\_

Law enforcement services will be charged out at \$68.00 per hour, minimum 2 hours. The Chief of Police reserves the right to place officers and staff events as deemed necessary in the best interest of public safety. An agreement with the Police Department will need to be filled out.

6. Will alcoholic beverages be sold and/or dispensed at your event? \_\_\_\_  
State of Colorado special event liquor license permit must be applied for with the City Clerk's office. This permit process takes 30 days and is ONLY issued to incorporated non-profit organizations,

7. If merchandise or food will be sold at the event, a vending agreement must be entered into; business license and sales tax license must be applied for.  
**For food service, a Temporary Food Service Survey Form must be completed and returned to the Environmental Health Department.**
8. If you plan on having fireworks, a permit and approval must be received from the Fire Marshal.
9. If you require electricity, what is the source of your electric power? \_\_\_\_\_
10. How many volunteer/security persons will be provided by applicant? \_\_\_\_\_
11. If you will be renting portable toilets, where will they be located? \_\_\_\_\_
12. Describe types of trash/recycle containers to be used \_\_\_\_\_

**Trash/recycle containers and portable toilets must be removed within 24 hours of event.**

13. Name, address and telephone number of person responsible for clean up: \_\_\_\_\_

**Site of event will be inspected with 24 hours of event. Any clean up that is done by the city will be charged to your organization at the rate of \$60.00 hour.**

14. List any special needs required that have not been covered.  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I am an authorized representative of \_\_\_\_\_ and have the power to execute this application on have of the above-named organization. All of the above statements are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

**ALL APPLICABLE PERMITS MUST BE POSTED OR PRODUCED UPON REQUEST**