TOWN OF MINTURN

SPECIAL EVENT APPLICATION PACKET

Michelle Metteer
Economic Development
Coordinator
P.O. Box 309 ♦ 302 Pine Street
Minturn, CO 81645
970-827-5645
events@minturn.org
www.downtownminturn.com
www.minturn.org

Town Council
Mayor – Hawkeye Flaherty
Mayor Pro Tem – George Brodin
Council Members:
Shelley Bellm
Earle Bidez
Jerry Bumgarner
Aggie Martinez
John Rosenfeld

Dear Event Planner:

Welcome to Minturn! We are excited that you have chosen Minturn as the location in which to hold your special event. In an effort to make the event application experience as smooth and efficient as possible, we have created this packet of information to help you plan your event and understand the requirements associated with holding a special event on public property in the Town of Minturn.

The Economic Development office acts as your primary point of contact at the Town, coordinates most of your approvals internally, and can answer questions you may have about conducting a special event here. Your completed event application must be submitted to my office 45 days in advance of your event. Please be advised that certain procedures may be lengthy, such as acquiring proof of insurance, obtaining a liquor license, etc., so please plan accordingly.

We look forward to working with you to obtain approval for your event and thank you for choosing the Town of Minturn as your preferred location!

Best Regards,

Michelle Metteer
Economic Development Coordinator
events@minturn.org
302 Pine Street, Minturn, CO 81645

SPECIAL EVENT PLANNING CHECKLIST

Pre-planning

- Please carefully consider your event's potential for impact on others and do your best to choose a location that minimizes negative impacts on neighbors or businesses. Think about everything from emergency responders' access, to impacts on neighbors including noise and parking, to how a street closure might impact businesses in the area. The Town may suggest a range of alternatives to decrease the negative impacts as much as possible including a different venue or location. Feel free to call us and discuss your plans prior to reserving a location or submitting an application!
- We encourage you to complete the "Notice of Intent to Conduct a Special Event" (Form #1) as much as one year in advance of your event. This notifies us of your plans and facilitates the Town's ability to reduce conflicts between large events happening on the same day.
- The sooner you can submit your application, reserve the location, and provide all required documents, the sooner we can process it and issue a permit!

Getting Started: What you need to know:

Do I need to fill out the Special Event Application?

- Is your event open to the public?
- Is your event going to be held on public property?
- Will you be charging a fee to participants or will donations be collected from participants?
- Will you be setting up tables, tents, chairs, displays or any other equipment on public property?
- Will you be selling things on public property?
- Is the event being organized for the financial benefit of an organization?

If you answered 'Yes' to any of these questions, you will need to complete this Special Event application form!*

****Exempt from this process are private events that are fewer than 100 people and held at Little Beach Park, which have completed and submitted a Little Beach Park Facility Use Permit.***

When do I need to submit my application?

A minimum of 45 days prior to the event. Larger events or events with special requirements may take much longer to process. Please submit your complete application to the Town's Economic Development Office as early as possible but not more than one year prior to the event.

How much does it typically cost?

- Special events typically incur the following expenses:
- **Special Event Permit Application Fee: $100** This non-refundable fee is required of all applicants applying for a special event that will be charging an entry fee, asking for donations, or selling goods.
- **Facility Reservation Fee:** can vary according to site, size of event, and potential impact of the event on the site.
- **Sanitation costs** including trash/recycling services and port-a-potties.
- **Costs for creation and implementation of a Traffic Control Plan,** if streets

are being closed or traffic impeded including barricade rental, marshals, parking attendants and extra duty police.

- *Each event is unique. The specific requirements of your event may require other permits and/or fees not listed here.*
- *Larger events (those with more than 1,000 people) may require additional processing fees, deposits and forms and will be handled on a case-by-case basis.*

What can I expect after I submit my application?

- The Economic Development Office is the main point of contact for Special Event Permit applications for all events on public property. A staff person will be in constant communication with you as your application moves through the review process to communicate any questions, deficiencies or challenges, should they arise. **It is vital that you respond promptly to any inquiries so that the processing of your permit is not delayed.**
- If there are street closures, you will likely be required to attend a Traffic Control Meeting. The Economic Development Office will work with you to schedule this meeting.
- Once your permit has been issued and is ready for pick up, the Economic Development Office will notify you.

REQUIRED DOCUMENTS CHECKLIST

- ✓ ***The following documents are required for ALL events.***
- ✓ ***All fees should be submitted at the time of application. Please make checks out to 'Town of Minturn.' Credit card payments are not accepted.***

- ☐ **Special Event Application & Fee: $100.** For events that do not charge a fee, accept donations, or sell any goods, there is no application fee.
- ☐ **Certificate of Insurance:** The policy, in the liability amounts of $1,000,000 per person and $2,000,000 per occurrence, must name the Town of Minturn as an Additional Insured.
- ☐ **Emergency Plan (Form #4)**
- ☐ **Neighborhood Notice**: Please provide us with a copy of the neighborhood notice you will distribute. Event organizers are required to provide notice to neighboring residents and businesses about the event. The notices must be distributed 10 to 14 days in advance of the event and must include: date, time and location of the event, contact information for the event organizer, contact information for emergencies the day of the event, and a general description of the event. The Town will provide you with detailed information about where the notices should be distributed.
- ☐ **Parks Reservation/Payment**: If your event takes place in a town park, trail or facility, please attach a copy of your Facility Permit that is issued to you by the Economic Development office.
- ☐ **Property Use Permission/Agreement:** If your event includes the use of facilities or property that belongs to another individual, entity, municipality, U.S. Forest Service, county, or business, please attach a copy of your permission letter or agreement for said use.
- ☐ **Sanitation Plan (Form #3)**
- ☐ **Site Plan:** Please attach a detailed site plan drawing that shows the layout of the event including any race courses or activities not in the immediate event area, with measurements when possible. Google Maps works great for this purpose. Hand-drawn maps must be legible and as close to scale as possible, if used. The Site Plan should include:

  - ✓ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
  - ✓ Identification of all event components including stages, platforms, bleachers, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
  - ✓ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. Remember to provide for a minimum of twenty foot (20') emergency access lanes throughout the event venue.
  - ✓ The location of first aid facilities, ambulances (if applicable) and lost child station.
  - ✓ Configuration of the food booth and cooking area including identification of all vendors cooking with flammable gases or barbecue grills.
  - ✓ Generator locations and/or source of electricity.
  - ✓ Placement of vehicles and/or trailers.
  - ✓ Entry and exit locations.
  - ✓ Other related event components not listed above.

- ☐ **Special Event Rules & Regulations (Form #2)**

FORM #1
Event Name:_____
Event Date:_____

SPECIAL EVENT APPLICATION

APPLICANT INFORMATION

Primary Contact / Event Organizer:_____

Phone: _____Cell: _____Email:_____

Host Business or Organization:_____

Address:_____

City/State/Zip:_____

Business Phone:_____ Business Email:_____

Public Contact: Name: _____Phone: _____

Media Contact: Name: _____Phone: _____

Organization and/or Event Website:_____

Does your business or organization have a Sales Tax License from the State of Colorado?

Yes ☐ No ☐ Colorado Sales Tax #:_____

Does your business or organization have a Town of Minturn Business License?

Yes ☐ No ☐ Minturn Business License #:_____

GENERAL EVENT INFORMATION

Title of Special Event:_____

Location(s):_____

Date(s):_____Time(s): from_____(am/pm) to_____(am/pm)

Set up: Date:_____ Time:_____

Clean up: Date:_____ Time:_____

Neighborhood Notice Delivery: Date: _____

Method of Delivery: ☐ Mail ☐ Door to Door

Yes ☐ No ☐ Is there a fee to participate or will donations be requested?

Yes ☐ No ☐ Is this an annual event? Number of years held:

General description of event (300 words or less – attach additional sheets if necessary):

_____

_____

_____

_____

_____

Estimated number of attendees/participants: _____

Estimated number of event staff/volunteers: _____

Parking spaces recommended (Total estimated attendance) _____

Describe your parking plan (attach agreements/permissions from any third parties):

_____

_____

_____

EVENT LOGISTICS

For all 'Yes' responses, submit the corresponding additional forms listed in parentheses.

All applications must be accompanied by a Site Plan Drawing.	**Site Plan - required**
All applicants must sign the Special Event Rules & Regulations.	**Form #2 - required**
All applications must be accompanied by a Sanitation Plan.	**Form #3 – required**
All applications must be accompanied by an Emergency Plan.	**Form #4 - required**
Have you reserved the park/facility/ or other public area? (attach copy)	Yes ☐ No ☐
Is this event a parade?	Yes ☐ No ☐ (Form #5)
Will any streets be closed or will the flow of traffic be affected by the event?	Yes ☐ No ☐ (Form #6)
Does your event include the use of canopies, tents, or stage(s)?	Yes ☐ No ☐ (Form #7)
Will there be any amusement equipment? (climbing wall, bounce house, etc.)	Yes ☐ No ☐ (Form #7)
Will there be any hazardous materials (propane, chemicals)?	Yes ☐ No ☐ (Form #7)
Will there be any high-risk activities (skydiving, balloon rides)?	Yes ☐ No ☐ (Form #7)
Will the event include a fireworks display?	Yes ☐ No ☐ (Form #7)
Will the event involve open burning?	Yes ☐ No ☐ (Form #7)
Will the event use electricity?	Yes ☐ No ☐ (Form #7)
Will amplified sound be used during the event?	Yes ☐ No ☐ (Form #8)
Will there be vendors selling food or merchandise at this event?	Yes ☐ No ☐ (Form #8)
Will there be promotional or directional signs at or around the event?	Yes ☐ No ☐ (Form #9)
Will alcohol be sold or served at the event?	Yes ☐ No ☐ **

**Submit: Alcohol & Liquor Special Event Application and fees

SIGNATURES

By signing this application I agree that I have read and understand the conditions of the Minturn Municipal Code pertaining to the type of permit for which I am applying. I understand that: I must respond in a timely manner to requests for additional information; I must distribute neighborhood notices a minimum of 10 days prior to the event; and, I may be required to attend traffic control meetings or additional planning meetings with Town staff. Failure to do any of these things or to meet any other requirements set forth by Town staff may result in the delay of approval or the denial of this application. I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.

Print name:_____ Title:_____

Signature:_____ Date:_____

FOR TOWN OF MINTURN USE ONLY

Application Fee Required: ____ Yes ____ No **Check #: _____** **Cash:_____**

SPECIAL EVENT RULES & REGULATIONS

FORM #2
Event Name:_____
Event Date:_____

The responsible organization, as a condition of being granted a special event permit within the Town, agrees to abide by the following rules, regulations, and conditions established by the Town of Minturn 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 Town, unless the event is Town-sponsored.

2. The responsible organization shall indemnify and hold harmless the Town, its officers, officials, and employees from and against any and all damage and loss to person or property and shall defend the Town 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 Town in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statues, 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 cost, liability insurance in the amount of not less than $1,000,000 per person, and $2,000,000 per occurrence 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 responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of the "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 Town and approved by the Town as a condition of the event being approved. The Town of Minturn must be listed as an additional insured on the policy.

4. The responsible organization shall, upon conclusion of the event, return the site to its pre-event condition immediately. Any damages are the responsibility of the organization sponsoring the event.

5. The Town reserves the right to stop any activity if the event or any of its components are deemed unsafe, to cause long-term damage to the area, or a hazard to the participants or the surrounding area. Additionally, the Town reserves the right to stop any activity or location that was not included on this application and has not been approved of by Town staff.

6. The responsible organization shall collect and pay, or cause to be collected and paid, all sales tax applicable for the direct sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event by said organization. In addition, the event organizer is responsible for ensuring that all vendors obtain a State of Colorado Sales Tax license and must submit a complete list of vendors within seven days of the conclusion of the event.

7. The Town of Minturn cannot guarantee availability of public property for special events. If two or more special events plan to use the same Town property on the same date, Town staff will strive to accommodate each event by working with the organizers to find alternate locations or dates if possible.

8. The Town of Minturn cannot issue permits or approve activities on behalf of other jurisdictions, such as the County Health Department, Sheriff's Office, State Patrol or US Forest Service. 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 Town of Minturn.

9. Events with amplified sound must maintain reasonable noise levels not to exceed an average of 80 decibels at the perimeter of the event. Pre-approval is required before any event with amplified noise levels may take place (MMC 7-3-160). Decibel readers may be checked out from the Economic Development Office on a first come-first served basis upon payment of a refundable deposit of $100.

Applicant's Signature_____ Date_____

Printed Name_____

FORM #3
Event Name:_____
Event Date:_____

SANITATION PLAN

Event organizers are expected to ensure there are sufficient restrooms and to remove all waste from the event site as a condition of the approval of the event. Please tell us how you plan to do this.

TOTAL ATTENDANCE (# of attendees/participants + volunteers/employees):_____

RESTROOMS

Is there one existing restroom for every 100 people expected? Yes ☐ No ☐

If no, you must provide port-o-lets for this event at your expense.

Name of Vendor:_____

Address: City & Zip:_____

Contact: Phone:_____

Town of Minturn Business License #:_____

TRASH & RECYCLING

Yes ☐ No ☐ Will materials be distributed at the event (flyers, pamphlets, bottles, etc.)?

Yes ☐ No ☐ Will there be food and drink vendors?

Yes ☐ No ☐ Will there be a picnic/potluck?

Yes ☐ No ☐ Will disposable materials be available for set up, presentation, or use?

How many trash containers will be used? _____

How often do you plan to empty them? _____

Where will trash and recyclables be deposited when containers are emptied?_____

How do you plan to manage trash and recycling for this event?

☐ Staff and/or Volunteers

☐ Contract with a company

Name of Company:_____

Address: City & Zip:_____

Contact: _____Phone: _____

Town of Minturn Business License #:_____

Describe your plan for cleanup and removal of recyclable goods, waste, and garbage during and after your event:

_____

_____

_____

_____

FORM #4
Event Name:_____
Event Date:_____

EMERGENCY PLAN

TOTAL ATTENDANCE (# of attendees/participants + volunteers/employees)_____
On-site Emergency Contact the day of the event:_____
Cell Phone #:_____

SECURITY PLAN

Yes ☐ No ☐ Have you hired a professional security company to manage your event?
Please provide the company information.

Name of Company:_____

Address:_____ City & Zip:_____

Contact:_____ Phone: _____

Town of Minturn Business License #:_____

Describe your plan for crowd control, internal security, venue safety, and participant safety, or attach a copy of your written plan (attach additional pages if needed). Indicate 'N/A' if this does not apply.

_____
_____
_____

MEDICAL PLAN

Yes ☐ No ☐ 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?

Please provide the company information:
Name of Company:_____
Address:_____ City & Zip:_____
Contact:_____ Phone: _____
Town of Minturn Business License #:_____

Yes ☐ No ☐ Will there be any on-site Medical Aid or ambulances?
Describe the number, locations, provider and capabilities (attach additional pages if needed):

_____
_____
_____

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

_____
_____
_____
_____

MINTURN PARADE APPLICATON

FORM #5
Event Name:_____
Event Date:_____

- ✓ Application should be filed with the Office of the Police Department, 302 Pine St., at least 45 days prior to the event.
- ✓ For parade applications filed in conjunction with a Special Event application, please file all forms and fees with the Economic Development Office, 302 Pine St.
- ✓ Include the $50 Parade Permit fee. Please make checks payable to 'Town of Minturn.'
- ✓ If the parade will be held by, or on behalf of, any organization, include a letter from that organization showing the organization's name, address and telephone number, headquarters and identifying the head of the organization authorizing the applicant to apply for the permit on behalf of the organization.
- ✓ Letter of consent from property owner for use of assembly area.

APPLICANT & ORGANIZATION INFORMATION

Name of Organization: _____

Organization Address: _____

City, State & Zip: _____Phone: _____

Name of Primary Contact / Event Organizer: _____

Address: _____

City, State & Zip: _____

Home Phone: _____Cell Phone: _____

Email: _____

PARADE DETAILS

Type and Nature of Parade: _____

Description of Activities: _____

Date of Parade: _____Time: _____am/pm _____to _____am/pm

Assembly Point: _____

Starting Point: _____Ending Point _____

Route Description:_____

_____

Yes ☐ No ☐ Will the parade occupy the entire width of the streets along the route?

If no, how much of the street will be occupied? _____(width)

Yes ☐ No ☐ Will handicapped parking be designated?

Yes ☐ No ☐ Has a lost child location been proposed? Describe: _____

_____

Yes ☐ No ☐ Will amplified sound be used during the event? Describe: _____

_____

Yes ☐ No ☐ Are any persons or parties not permitted to participate in the parade? Describe:

_____

What time will participants begin to assemble? _____am/pm

Approximate number of participants and spectators: _____

_____Number of animal entries

Describe: _____

_____Number of vehicle entries

Describe: _____

SIGNATURES

By signing this application I agree that I have read and understand the conditions of the Minturn Municipal Code pertaining to the type of permit for which I am applying. I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.

Print name: _____Title: _____

Signature: _____Date: _____

FOR OFFICE USE ONLY

(Approvals must be signed by all necessary departments for Parade Permit to be executed)

Economic Development Approval: _____Date: _____

Police Approval: _____Date: _____

Application Fee Paid: ____ Yes ____ No Check #: _____ Cash: _____

FORM #6
Event Name:_____
Event Date:_____

STREET CLOSURE & TRAFFIC CONTROL

Placement of all traffic control devices, barricades, and event personnel is the responsibility of the event-holder and its traffic control provider, unless the Town notes otherwise in the event approval. Town staff will evaluate the proposed Traffic Control Plan and may require adjustments to it.

Attach a professional Traffic Control Plan to this application. The Traffic Control Plan should:

- **Identify the entire event venue including the names of all streets or areas to be closed**
- **Indicate the route and direction of proposed event**
- **Identify the location and type of all temporary traffic control devices and personnel**
- **Allow twenty foot (20') emergency access lanes throughout the event venue**

STREET CLOSURE & TRAFFIC CONTROL INFORMATION

1. Type of event: ☐ **Parade** ☐ **Sporting Event** ☐ **Festival** ☐ **Other**

If a parade, indicate where entries will stage, and where the parade starts and ends:

Stage: _____**Start:** _____**End:** _____

Number of entries by type: **Vehicle** _____ **On Foot** _____ **Animals** _____

2. Will any streets or sidewalks or alleys be closed or temporarily blocked? **Yes** ☐ **No** ☐

3. List the location(s) of Street/Sidewalk/Alley Blockage/Closure:

_____

_____

4. Blockage/Closure Time: **from** _____**(am/pm)** **to** _____(am/pm)

5. Advance Notice Specialty Signs:

Setup: **Date** _____**Time** _____

Removal: **Date** _____**Time** _____

6. "No Parking" Signs:

Setup: **Date** _____**Time** _____

Removal: **Date** _____**Time** _____

7. Barricade & Traffic Control Devices:

Setup: **Date** _____**Time** _____

Removal: **Date** _____**Time** _____

8. Name of Equipment/Traffic Control Provider:_____

Address: _____**City & Zip:**_____

Traffic Control Supervisor: _____

Phone: _____**Town of Minturn Business License #:** _____

Town of Minturn Use Only

_____**Date of Traffic Meeting** _____**Date PD Notified** _____**Date CDOT Notified**

STRUCTURES, HAZARDOUS ACTIVITIES & ELECTRICAL

FORM #7
Event Name:_____
Event Date:_____

Town staff will carefully review each event in order to mitigate any hazard or danger to the public. The Town may require additional insurance amounts and/or certificates of insurance from each individual provider of high-risk activities.

TENTS, CANOPIES & STAGES

Yes ☐ No ☐ Will you have tents or canopies?

How many? _____10' x 10' _____20' x 20' _____Other _____

Please provide the rental company information, if applicable.

Name of Company:_____

Address: _____City & Zip:_____

Phone: _____Town of Minturn Business License #: _____

Yes ☐ No ☐ Will there be any stages?

How many? _____Size _____ Construction _____

Please provide the rental company information, if applicable.

Name of Company:_____

Address: _____City & Zip: _____

Phone: _____Town of Minturn Business License #: _____

HAZARDOUS MATERIALS

Yes ☐ No ☐ Will any of the following be used in the event area for cooking or any other purposes?

- ☐ LP gas
- ☐ Charcoal
- ☐ Open Flame

Describe the number, locations and purposes:

_____

_____

Yes ☐ No ☐ Will there be a fireworks display?

Please provide the fireworks display provider's information.

Name of Company:_____

Address: _____City & Zip: _____

Phone: _____Town of Minturn Business License #: _____

Yes ☐ No ☐ Will you power wash any surfaces before/during/after the event?

Describe the reason for power washing and list substances that could be washed away:

_____

_____

HIGH RISK ACTIVITIES

Yes ☐ No ☐ Are any of the following activities included in your event? (check all that apply)

Each activity should also be shown on your Site Plan Drawing.

Please note that you or the activity provider may be required to provide additional insurance in order to provide these types of high-risk activities on Town property.

- ☐ Balloon Rides
- ☐ Bounce House
- ☐ Bungee Jumping
- ☐ Climbing Wall
- ☐ Skydiving
- ☐ Other: _____

POWER SOURCES

Yes ☐ No ☐ Do any components of this event require a power source?

Describe event elements requiring power: _____

_____

Please indicate the source:

☐ Generator

_____Quantity _____Make _____Wattage

Please provide the rental company's information, if applicable.

Name of Company:_____

Address: _____City & Zip: _____

Phone: _____Town of Minturn Business License #:_____

☐ Existing Source/Outlet (if approved by Town staff)

Describe: _____

ENTERTAINMENT & VENDORS

FORM #8
Event Name:_____
Event Date:_____

ENTERTAINMENT AND RELATED ACTIVITIES

Yes ☐ No ☐ Will sound amplification be used?

If yes, Start time _____Finish time _____

Yes ☐ No ☐ Are there any musical entertainment features to your event?

Number of Performers/Bands:_____

Yes ☐ No ☐ Will sound checks be conducted prior to the event?

If yes, Start time _____Finish time _____

Describe your plan for maintaining acceptable decibel/sound levels:

_____

_____

_____

Decibel readers may be checked out from the Economic Development Office to assist you with monitoring the noise levels of your event upon payment of a $100 refundable deposit.

VENDORS

Yes ☐ No ☐ Will there be food vendors at your event?

Yes ☐ No ☐ Will there be merchandise vendors at your event?

Yes ☐ No ☐ Will services be provided at your event (massage, animal rides, etc.)?

Each service provider may be required to provide a certificate of insurance.

<u>If yes, provide a complete list of vendors including their business address, business phone, and their Town of Minturn Business License # or copy of Single or Multiple Event License to the Economic Development Office within seven (7) days of the conclusion of your event.</u>

FOR OFFICE USE ONLY

(Approvals must be signed by Town Administrator's designees for sound amplification to be executed MMC 7-3-160)

Economic Development Approval: _____Date: _____

Police Approval: _____Date: _____

FORM #9
Event Name:_____
Event Date:_____

SIGNS, ADVERTISING & MEDIA

SIGNS

Yes ☐ No ☐ Will there be promotional signs at or around the event?

1. Dimensions: _____Material: _____Location: _____
2. Dimensions: _____Material: _____Location: _____
3. Dimensions: _____Material: _____Location: _____

Date of Sign Placement: _____Date of Sign Removal: _____

Yes ☐ No ☐ Will there be directional signs or markings?
Describe the number, locations and materials:

_____

_____

Date of Placement: _____Date of Removal: _____

Method of Removal: _____

ADVERTISING

Yes ☐ No ☐ Will this event be marketed, promoted or advertised?
Please attach a sample or copy of your marketing material(s).
Describe your promotional plan:

_____

_____

_____

MEDIA COVERAGE

Yes ☐ No ☐ Do you anticipate media coverage of your event?
Describe:

_____

_____

_____

_____