



BLOCK PARTY PERMIT APPLICATION

645 Holbrook Street • P.O. Box 750 • Erie, CO 80516 • 303.926.2731 • F-303.926.2706

FEES: BLOCK PARTIES/STREET CLOSURES - \$10.00 OTHER SPECIAL EVENTS/CLOSURES OF MAIN STREETS -\$50.00

CHAPTER 2-4-2B-1 OF THE ERIE MUNICIPAL CODE: PERMIT AND/OR LICENSE REQUIRED; EXEMPTIONS:

All special events, circuses, carnivals or similar exhibitions, parades, processions or open air meetings conducted within the town shall be required to obtain a permit and/or license from the town prior to commencing such activities. This requirement shall not apply to such activities as private parties, community group functions, church activities, etc., that are conducted solely on private property; except, that such activities shall be conducted in compliance with all applicable ordinances of the town, applicable regulations imposed by the counties of Boulder and/or Weld, and applicable laws of the state. **(Ord. 353, 8-8-1985)**

DUE TO PROPER REVIEW AND EVALUATION TIME, APPLICATIONS MUST BE COMPLETED AND SUBMITTED TO THE TOWN CLERK AT LEAST THIRTY (30) DAYS PRIOR TO THE DATE THE ACTIVITY IS TO OCCUR, OR A PERMIT AND/OR LICENSE MAY NOT BE ISSUED.

EVENT DESCRIPTION / NAME:			
DAY AND DATE OF EVENT:		CLOSURE TIME:	(INCLUDING SET-UP & BREAKDOWN)
PROPOSED EVENT START TIME	_____ AM/PM	AND FINISH TIME	_____ AM/PM
PROPOSED CLOSURE AREA:			

A map is required showing where the event will be taking place and which streets will be blocked. This street closure request will be forwarded to the Public Works Department for review. Public Works staff may contact you regarding the appropriate placement of blockades used for street closures. **YOU MUST ALLOW FOR EMERGENCY VEHICLE ACCESS INTO AND OUT OF THE AREA; THEREFORE DO NOT PLACE TABLES AND OTHER ITEMS IN THE CENTER OF THE STREET – PLACE THEM CLOSE TO THE CURBING.** ADDITIONALLY, Some applications will require a petition form with the approval of those affected by the closure. The Town requires that all neighbors affected by the street closure must sign a petition stating that they have been notified of the street closure, hours of closure, and any amplified music, etc. This petition must be submitted to the Clerk’s office at the time of submitting the request. **(Please discuss with clerk)**

ESTIMATED NUMBER OF PARTICIPANTS AT THE EVENT: _____

Crowd Control Plan may be required for events expecting more than 100 people or as deemed necessary; adequate crowd control, including ingress and egress control, noise control, restroom facilities, space for anticipated number of participants, clean-up, and parking are all the responsibility of the applicant. **(Please discuss with clerk)**

Applicant:		Contact Person:	
Address	City/State:	ZIP Code:	
Bus/Home Phone:	Cell Phone:	Email:	

WILL ALCOHOL BE SERVED? YES NO

Alcoholic beverages ARE NOT allowed on Public property including rights of way, park, open space, etc...within the Town of Erie. Alcohol must be contained, served and consumed on private property. All State of Colorado liquor laws shall apply. Alcohol shall not be given or sold to any person under the age of 21. No alcohol may be sold without issuance of a Special Events Liquor Permit by the Town of Erie and the State of Colorado (only persons who are eligible for Special Events Liquor permit are non-profit, fraternal, political organizations, etc.), this includes receiving of tips or charging of cover charge, etc. **Please discuss with clerk if you are planning to serve alcoholic beverages.**

ARE YOU REQUESTING TO USE THE TOWN OF ERIE CONES/BARRICADES? YES NO

If cones are needed, there will be a \$50.00 refundable deposit required. If cones are lost or not returned, there will be a full charge for replacement costs on the blockades. Maximum of 30 cones if available. Please contact Public Works at 303-926-2880 to schedule a date and time for you to pick up the cones. You must provide a \$50.00 deposit check made to the Town of Erie. The deposit check will be returned upon receipt of cones by the Public Works Division located at 150 Bonnell Avenue.

Proof of liability insurance will be required will be required for events expecting more than 100 people or as deemed necessary. Such proof must be provided to the Town at least five business days in advance of the event date. The Town of Erie must be listed as an additional insured party on the insurance policy. Vendors contracted by the applicant for the event should be covered on the insurance policy as well. If proof of insurance is not provided at least five business days prior to the event date, the Town reserves the right to cancel the event.



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- The Town** has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the applicant and participants. The Town's insurance does not cover the applicant. The Applicant agrees to comply with all of the terms, conditions and stipulations of this permit, all ordinances of the Town, other applicable laws and understands that failure to comply will result in immediate revocation of this permit.
- Please include a Medical/First Aid Plan** (if applicable)
- Please include a Clean-up Plan** (if applicable)
- Sanitation and Refreshment Facilities Plan** (if applicable)
- Parking Plan**, including staging and support locations (include written approval from property owners if using their property.)
- Other:** Copy of Facility Use Permit for usage of Town of Erie Park Facilities. (if applicable)
- Event Sponsors** may be responsible for costs associated with providing onsite services.

Signature: This application is being submitted with the understanding that the Special Event will be conducted in accordance with all applicable Town Ordinances, laws of the State of Colorado, and/or other requirements imposed by the Erie Board of Trustees and that all information submitted is true correct, and complete. **The applicant agrees** he/she has read and will comply with all of the terms, conditions, and stipulations of this permit, all ordinances of the Town, and all other applicable laws, and understands that failure to comply will result in immediate revocation of this permit.

Applicant's Signature:	Date:
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TOWN OF ERIE USE ONLY (DEPARTMENT REVIEW)

POLICE DEPARTMENT **Approved - Yes** **No**

Comments:

Signature:	Date:
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PUBLIC WORKS DEPARTMENT **Approved - Yes** **No**

Comments:

Signature:	Date:
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PARKS & RECREATION DEPARTMENT **Approved - Yes** **No**

Comments:

Signature:	Date:
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FIRE DEPARTMENT **Approved - Yes** **No**

Comments:

Signature:	Date:
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