



Boulder County Transportation Special Event Permit Guide



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Contact Information

Boulder County Transportation Department – Special Event Coordinator

Mailing Address: PO Box 471
Boulder, CO 80306

Street Address: 2525 13th Street, Suite 203
Boulder, CO 80304

Contact: John Holste

Email: se@bouldercounty.org

Phone: (303) 441-3906

Boulder County Sheriff's Office

Mailing Address: PO Box 471
Boulder, CO 80306

Street Address: 5600 Flatiron Parkway
Boulder, CO 80301

Contact: Carla Weinheimer

Email: cweinheimer@bouldercounty.org

Phone: (303) 441- 4894

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Applying for a Special Event Permit

The following information has been developed to guide you through the Boulder County special event permit process and to provide you with guidelines and requirements associated with special event management in Boulder County.

The authority for Boulder County's administration and enforcement of Special Event Permits is derived from the Colorado Revised Statutes (C.R.S.), Sections: §18-9-107, §24-33.5-226, §42-4-106, §42-4-111, and §43-2-147 and Boulder County Commissioners Resolution 2013-32.

As you read through these procedures and complete the Boulder County special event permit application, please be aware that this information addresses a wide variety of event types and elements. On your application, you need only provide information about the elements of event planning that relate to your particular special event. If you have any questions on requirements for your event, please contact the Special Events Coordinator at se@bouldercounty.org or 303-441-3906.

Application

You can obtain a Boulder County special event permit application from the Boulder County Transportation Department website: <http://www.bouldercounty.org/roads/permits/pages/specialevents.aspx>.

Events or organized activities for 50 or more people that involve use of or impact county rights-of-way, including roads and sidewalks, typically are reviewed through the Boulder County special event permit process. Examples include, but are not limited to, festivals, parades, runs/walks, cycling events, block parties, and other planned group activities.

As the event organizer it is your responsibility to assess the location or route, environment, anticipated attendees, and components of your proposed event to develop and implement management strategies that ensure the safety of your guests, citizens, and the impacted environment surrounding your event.

By applying for a special event permit, you and your representatives agree you have sole responsibility at all times to be knowledgeable about, fully understand, and meet or exceed all local, state, and federal codes, laws, policies, and regulations associated with the proposed event and its related activities, including but not limited to the provisions of the Boulder County Special Event Permit Regulations, the Boulder County special event permit application, these procedures, other county documents, permits, requirements and/or correspondence. You and your representatives also agree to inspect all areas within the location or along the event route and immediate surrounding areas for hazards and take any reasonably necessary actions to protect participants and attendees until corrective/remedial measures are implemented.

Application Submittal Deadline

Boulder County Special Event Permit Regulations require permit applications to be submitted no later than sixty (60) days prior to the actual date of your event and allow applications to be submitted as early as one (1) year prior to the event date. Block party requests must be submitted no later than fourteen (14) days prior to the party and filming requests must be submitted no later than seven (7) days before the filming date. The Transportation Department may grant exceptions to the time requirements, but only in cases where such exception will not compromise full review of and public notification for the event in question.

Boulder County may, in its sole discretion, allow you to or require you to amend your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Transportation Department. Information requested by a designated reviewing authority that clarifies information already provided in the permit application, but does not alter the substance of the application, may be submitted directly to the requesting entity.

What makes a complete application?

Boulder County will not act upon an incomplete permit application. A permit application will not be approved or denied if you have not provided the required information as set forth in these Boulder County Special Event Permit Procedures. Therefore, it is important to provide all required information and documentation in a timely and complete manner throughout the permit review process.

For an application to be considered complete, applicants must submit the following minimum information in sufficient detail that the material can be understood and assessed:

- [Completed and signed Boulder County Special Event permit application](#)
- [Application fee](#)
- [Performance deposit](#)
- [Event organizer resume](#)
- [Operations Plan](#)
- [Site Plan/Route Map](#)
- [Accurate insurance certificates \(cannot be submitted more than 30 days prior to an event\)](#)
- Any other required documentation relevant to the permit application processes and requirements set forth in these Boulder County Special Event Permit Procedures and the Boulder County special event permit application

As the event organizer, you are responsible for obtaining all permits, authorization, and/or exemptions required by other agencies with jurisdiction for any element of the event.

Application Fee

An application fee must be submitted with your special event permit application in order for the application to be considered complete and to begin the permit review process. If your event is new to Boulder County, your proposed event date will be reserved at the time the application fee is submitted.

The special event permit application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your special event permit application is complete, nor does it guarantee that any or all aspects of the application will be approved. At the discretion of the Transportation Director, a late fee of up to \$100 may be added to your application fee for each business day your application is submitted after the sixty (60) day deadline.

The application fee is non-refundable. The following exemptions from the application fee apply:

- Activities protected by the First Amendment of the U.S. Constitution are exempt from the application fee; however, other fees such as Sheriff's staffing may apply.
- Local governments are exempt from the application fee.
- Block parties are exempt from the application fee.

Performance Deposit

In addition to the application fee, a performance guarantee deposit of \$500 is required for all permits as a financial incentive to comply with the permit conditions. The deposit will be refunded if all of the special event permit requirements are fully complied with. You must submit your deposit with the application.

Local governments, local schools, and block parties are exempt from the performance deposit at the discretion of the Special Event Coordinator.

Other Costs and Fees

In addition to the permit application fee, you may be assessed other fees associated with personnel or resources provided to your event by the Boulder County Sheriff's Office. Payment to the Boulder County Sheriff's Office must be received fourteen (14) days prior to the event date or the permit will be revoked unless other arrangements have been made with the Sheriff's Office.

Event Organizer Resume

Any type of race event or large fundraiser/special event requires submission of an event organizer resume by the primary contact for the application. Resumes must detail past experience organizing and producing events or races of the same category. Resumes will be reviewed and approved by the county team.

An event organizer resume is required if you have not previously coordinated an event with the county. If you cannot demonstrate appropriate experience for the organizing and producing the proposed event, you will be required to obtain mentoring from an organizer who can meet the requirements. Following two years of incident-free event organization under appropriate mentorship, you may act as primary contact and organizer of the event.

Returning event organizers must provide current contact information.

Reservation of Dates

The County may grant a reservation of a particular date or day for any event. Annual events have first priority. Annual events are those that have been satisfactorily conducted for two consecutive years in Boulder County, and whose organizers have performed satisfactorily during those two years.

In order to secure a date, you must make a request to the Transportation Department to reserve the date after completion of your current year event.

In the event a conflict occurs between two or more events that have reservations for a specific date or day, the event with the longer continuous history on the route will receive preference.

Note that the date will be reserved for the event; however, the Transportation Department cannot guarantee the location or route will be available until the permit application is reviewed and approved. Should an event not be held due to road construction or other occurrence that makes it impossible to use the specific route during any year, you will not forfeit your ability to reserve the date for the following year. The Transportation Department will make all reasonable efforts to work with an organizer to use a specific route, but reserves the right to reject or request alteration of the course route at any time due to unforeseen changes in construction schedules.

Special Events Calendar

Boulder County maintains a Boulder County calendar of events that details various events, including special events, scheduled to take place in the county. Information contained in your permit application may be listed on the Boulder County website. The calendar can be accessed at <http://www.bouldercounty.org/roads/permits/pages/specialevents.aspx>.

Events are added to the calendar from completed permit applications as they are received. The listing of a special event on the calendar does not guarantee that a permit will be issued.

Event Cancellation

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Transportation Department and Sheriff's Office by phone or in writing no less than 48 hours in advance of the set-up time for your event. Should Boulder County Sheriff's deputies or other resources be dispatched to support your proposed event or an event activity that has been cancelled, the event sponsor will be assessed the cost of the services provided.

Permit

The permit issued by Boulder County is valid only for the event location(s) or route(s) and event activities depicted on your site plan and as described in the Boulder County special event permit application and any attachment and/or amendments made to the application during the review process. Boulder County may place conditions or not approve event location(s) or route(s) and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of Boulder County, or requirements established in these Boulder County Special Event Permit Procedures may result in the immediate revocation of the permit, denial of future special event permit applications, and the forfeiture of the performance deposit.

Advertisement of Event

Sponsors and promoters advertising or promoting an event prior to the issuance of a permit do so at their own risk. Previously advertised events or events which have registered participants prior to the issuance of a permit will not receive any extra consideration.

Special Event Permit Process

The Boulder County Special Event permit process is managed by the Transportation Department, with close involvement from the Boulder County Sheriff's Office, and supported by a team of representatives from county departments, divisions, and programs, along with other public agencies that may be affected by or have regulatory authority related to elements found in your event. The process provides a coordinated approach to the planning, review, and on-site management of your event.

The permit process begins when your completed permit application is received by the Transportation Department. All attachments, supporting documentation, fees and deposits should be submitted with the original application if practicable. Acceptance of your permit application or the initiation of the review process does not mean your permit application is complete, nor should submission of a permit application be construed as final approval of your request.

Boulder County will keep you apprised of any issues regarding your permit application throughout the review process. In most instances, Boulder County special event permits are issued seven (7) days in advance of the event date.

Location or Route and Date Availability Confirmation

For instructions on reserving a date for an event, please refer [here](#). For those events that have not previously reserved an event date, staff will check the calendar of events within three full business days of the receipt of the completed application. If the location, route, or date is not available, staff will notify the applicant.

Production Meeting

After confirming site and date availability, you will have a production meeting with the county team for the purposes of pre-event coordination and discussion of special needs or issues unique to an event or community. Production meetings also provide event organizers with feedback regarding proposed new events.

Production meetings should be scheduled with the Special Event Coordinator at least thirty (30) days prior to the event date. If an event requires additional staffing or planning efforts, you may want to schedule your meeting earlier. In some cases, a series of meetings may be required to address all event concerns. An early discussion with the Transportation Department or Sheriff's Office will help determine the appropriate meeting schedule for your event.

As the event organizer, you will present your event plans or issues to be discussed to the county team. Meetings are managed in a roundtable discussion format. The team will provide input, direction for revision, and preliminary approval for the application and submittal documents.

Please bring to the meeting five (5) hard copies of each map or plan to be discussed.

Following are common topics of discussion at production meetings:

- Event Location/Route Design
- Type of Event
- Event Components
- Alcohol Management
- Recycling/Trash Plans
- Insurance Requirements
- Traffic Management Plan
- Americans with Disabilities (ADA) Compliance
- Public Notification Issues
- Additional Required Permits/Approvals

Meeting Attendees

During the production meeting, representatives from the event sponsor including the chief officer, primary contact, and any other individuals authorized to make operational and financial commitments regarding the event on behalf of the event sponsor must attend the meeting with the county team.

Event sponsors are encouraged to invite the professional service providers contracted to provide support services for the event. For new events, have 1,000 or more participants or spectators, or have had identified issues in the past, service providers must attend the production meeting. Professional service providers include:

- Security and Marshal Support
- Medical Support
- Trash/Recycling
- Parking/Transportation Services
- Other

Application Review

After submittal, Boulder County will begin the review process by circulating the completed application to appropriate county departments and divisions. If any modifications to the application or additional documents are required, you will be contacted by the Special Event Coordinator.

Throughout the permit review process, you may clarify your permit application by providing information or documents requested by a member of the county team. At the sole discretion of Boulder County, you may be asked to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Transportation Department. Delays in providing additional required information may affect the ability to finish reviewing your permit application in a timely manner or result in the determination that your permit application is incomplete and cannot be acted upon.

Stipulation Letter

The Boulder County Sheriff's Office will send a stipulation letter to the event organizer or promoter outlining law enforcement staffing services to be provided by the Sheriff's Office. It will include a pre-payment voucher/quote for these services. Pre-payment is required fourteen (14) days prior to the event.

Other agencies such as [Colorado State Patrol](#) may also be required to staff your event. It is your responsibility to ensure that payment to all agencies has been made prior to the event. Failure to provide payment at least 14 days prior to the event may result in revocation of your permit.

Determination of Application

The review process is set up so that Boulder County can make determinations for Boulder County special event permit applications seven (7) days prior to the event date.

Approved permits will generally be available within twenty-four (24) hours after they have been approved and will be sent electronically to the applicant.

Permit Conditions

During the review of your permit application, the County team may identify practices or staffing needs that will be required to make yours a safe event. Additionally, there are procedural requirements for the permit that will probably not be completed prior to the issuance of your permit. These conditions will be identified in the “Conditions” section of your permit which will provide specific requirements for you to follow before and during your event. Failure to conform to these conditions may result in the revocation of your permit, forfeiture of your deposit and/or future denial of your special events permit application.

General Conditions

The following conditions require that you complete the procedural activities noted in the Special Events Regulations. They are common to most events and consist of the following:

Newspaper Notification

Information regarding the newspaper notification requirements may be found [here](#).

Advance Signing

Information regarding advance signing may be found [here](#).

Payment

Payment information may be found in the “[Stipulation Letter](#)” section.

Staffing

During the production meeting, you will identify the location of all volunteer and paid staff along the event route and/or in the event venue. They must be easily identifiable by the event participants and spectators, law enforcement and the general public. You will need to provide information regarding how they will be identified through use of bib, shirt, vest or cap. You will be responsible for proper training of event staff whether they are volunteer or paid.

Routes

Your permit will be approved for a specific route or venue. Any changes to the route or venue will be considered a failure to comply with the conditions of your permit. More information regarding routes may be found in [here](#).

Times

Your permit will be issued with a set starting and ending time. Any changes to these times without notice and specific approval from the Special Event Coordinator will be considered a failure to comply with the conditions of your permit. Notify the Special Event Coordinator up to two business days prior to your event or the identified Incident Commander on the day of the event. More information regarding times may be found in [here](#).

It is expected that normal traffic activity will return after the ending time stated on your permit.

Operations Plan

Your permit will be approved, in part, based on an acceptable operations plan. You will be expected to follow it. Information on operations plan elements may be found [here](#).

Other Permits

Boulder County Transportation Department can only permit those activities that occur on county roads. Consequently, you may be required to obtain permits from other county departments or from other jurisdictions. The Boulder County Special Events permit is only valid if it has been properly approved and all other required permits have been obtained prior to the event date. It is your responsibility to determine which [Special Event Related Permits, Licenses, and Leases](#) you must obtain for your event.

Event Specific Conditions

Road Closures

Any road closures required for your event, and signing and procedures for the closures, will be identified and documented through the permitting process. More information regarding road closures can be found [here](#).

Specialized Personnel

Your permit will identify the number of Sheriff's deputies and certified flaggers you will need to staff your event. Staffing from other jurisdictions may also be required, but not reflected on this permit.

Barricade Company Information

Your permit will identify the barricade company you have contracted with for signing your event. It will include information regarding the name of the company, the day of event contact name, and how to contact him or her on the day of the event, should this be necessary.

Tow Company Information

Your permit will identify the tow company you have contracted with for towing vehicles from those areas designated as a temporary no parking or road closure for your event. Documentation will include information regarding the name of the company, day of event contact is, and how to contact him or her on the day of the event, should this be necessary. The approved relocation site will also be identified on the permit.

Additional Conditions

Other conditions may be added to your permit depending on the type of event conducted. These conditions may relate to participant or traffic control, use of public or private lands, parking requirements or prohibitions, additional staffing requirements, or other requirements as identified through the permitting process.

Event Sponsor/Organizer

The following information in this and subsequent sections has been assembled to assist you in the development of your proposed event plans and in completing your Boulder County special event permit application.

Event Sponsor

The event sponsor is that organization or person who is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

Event Sponsor Chief Officer

The chief officer of the event sponsor is the person who has overall authority of the event sponsor. He or she must be identified on the permit application and must sign the permit application. Typically, the chief officer is the chief executive officer, president, executive director or board chair of the event sponsor.

Primary Contact/Organizer

The primary contact, or organizer, is the person who is responsible for working with the county team and all other jurisdictions to permit the event. The event sponsor must designate a primary contact. The primary contact works closely with the county team throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the event sponsor. Correspondence directly related to operational planning issues may be directed to the primary contact.

The primary contact can be the chief officer, an employee, or a volunteer of the event sponsor; or a professional service provider contracted by the event sponsor. If the primary contact is not the same as the chief officer of the event sponsor, the chief officer of the event sponsor, through their signature on the permit application, authorizes the primary contact to sign county permits and other documents as well as make financial and operational commitments on behalf of the event sponsor. The primary contact, if different from the chief officer of the event sponsor, must also be identified on the permit application and sign the permit application.

Mentor

If you cannot demonstrate appropriate experience for organizing and producing the proposed event, you will be required to obtain mentoring from an organizer who can meet the requirements. Following two years of incident-free event organization under appropriate mentorship, you may act as primary contact and organizer of an event. The mentor should be included as a co-contact on application rather than primary contact.

Billing Information

The event sponsor is legally responsible and financially liable to Boulder County for all county fees and costs associated with the overall organization, management, and implementation of the event and its related activities. The event sponsor maintains ultimate liability for payment of all fees and costs assessed by Boulder County, even if the chief officer of the event sponsor authorizes Boulder County to send invoices to the primary contact or other entity.

You should indicate on the application if the performance deposit should be returned to someone other than the contact information on the check. Make sure you include phone, address and email information.

Event Summary

All portions of the special event permit application that pertain to your event should be filled out. Information you provide on your permit application may be used by Boulder County. In many instances, the information you provide will be used in developing the Boulder County calendar of special events.

Event Date/Time/Time of Occurrence

The time frame noted on your final permit is based on the times indicated on your permit application. No set-up will be permitted before a permit is issued. Set-up must be initiated and clean-up must be completed by the times indicated on your permit. Your insurance must cover all time frames.

If your event takes place over multiple sequential calendar days and the event plans are similar in nature from day-to-day, one application may be submitted to include all of your event plans.

Boulder County may also accept one permit application spanning a series of periodic dates for events such as farmer/art markets that have identical event set-up and dismantle times, site plans, and service providers.

Event Location/Route

If your event will take place on property other than, or in addition to, county roads and public rights-of-way, you are required to secure use of your desired venue prior to or concurrently with your Boulder County special event permit application submission.

To ensure you receive all the necessary approvals for use of the proposed event location/route, it is important that you identify on your application the type of property within your proposed event location/route boundaries. On your application, mark all event location types that apply to your event.

An accurate representation of your entire proposed event location/route including event activity, production and shuttle areas must be included on the site plan or route map.

Written authorization to use any property other than county roads or rights-of-way must be included with your permit application.

County Roads and Public Rights-of-Way

If your proposed event location/route is limited to county roads, submission of the Boulder County special event permit application serves as reservation of this space. The use of highways other than those under county jurisdiction requires an application to the appropriate jurisdiction (i.e. Colorado State Patrol for State/Federal Highways, City of Boulder, etc.).

Typically, permit requests for the same event location/route are evaluated based on the date a completed permit application is received and length of continuous history on the route requested.

Open Space Property

If you plan to hold any part of your event on county open space or the county fairgrounds, it is your responsibility to contact the appropriate facility manager within Boulder County's Parks and Open Space Department in order to secure the use of the proposed venue. Special rules, regulations and restrictions unique to each site or facility may apply. A copy of your [Parks and Open Space Group Use Permit](#), [Parks and Open Space Shelter Reservations](#), [Fairgrounds lease agreement](#) or other reservation document must be included as part of your Special Event permit application. Your special event permit will not be approved without authorization from the Parks and Open Space Department to use the requested venue. Additional information regarding Open Space Property applications may be found [here](#).

Other County Property

If you plan to hold your event on other property managed by Boulder County, you must contact the Office of the Board of County Commissioners to secure approval for use of the venue site prior to or concurrently with your Boulder County Special Event permit application submission. Additional information regarding County Property applications may be found [here](#).

Attendance

Providing the estimated number of attendees for your event helps in the review of your event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood.

Your estimated attendance should be based on the total number of people you anticipate will attend or watch your event. Examples include the total number of people you expect to come and go at a festival, watch a parade, or be in the general area of an event. For athletic events, this number will include both the number of participants as well as the number of spectators. This number does not include the number of staff and/or volunteers you expect to have on site.

Transportation Accommodation

Most events are accessed by private vehicles; however, there are times when the event venue cannot support the number of vehicles for on-site parking or the adjacent road network cannot support the traffic volume generated by the event. The Special Event coordinator may determine you will need to provide other options to accommodate the transportation needs of your attendees.

Boulder County expects all organizers to accommodate parking either on the venue site or at an off-site location that does not involve on-street parking.

Road Use

A written description of those portions of the county road system that will be affected by your event is required in order for the county team to properly evaluate and condition your event permit. You should provide a detailed narrative describing your route if your event uses roads. Your description should identify affected intersections and accesses to private or public property if your event is stationary as in the cases of fairs, festivals and concerts.

Additional information is requested for parades, as there are many variables that can affect the impact a parade may have on the transportation network; these fields will automatically become visible when a parade is applied for using the online application. This information also assists the county team in determining the level of law enforcement staffing required for your event.

Closure Requests

Road closures are sometimes necessary to ensure the safety of event attendees. There are various types of closures: full road closures, partial closures involving one or more lanes, and rolling closures that enclose the moving elements of an event. The county team will help you determine whether a closure is necessary, what type of closure it should be, and how it should be staffed.

Your traffic control plan should describe the location and type of traffic control equipment that will be used for a closure. It is your responsibility to procure and place barricades, signage, and other equipment in the right-of-way according to the approved traffic control plan. You can find more information regarding traffic control plans in the [“Signing Plans”](#) and [“Transportation Plans”](#) sections.

Location and Route Planning

Whether you're planning an athletic or non-athletic event, the health and safety of your attendees should be your primary concern when determining the location or event route. Your location or route will be affected by components of your operations plans, just as your operations plan will be affected by your location or route.

In the preliminary phases of your planning, you should consider:

- The size of your event. Will your location or route safely accommodate the number of attendees you expect at your event?
- Parking. Can you secure enough parking spaces near your location or route for the number of attendees you expect at your event?
- Foot traffic. Can the attendees safely access your location or route?
- Accessibility. Can attendees with special needs safely access your location or route?

Also, when planning a route for an athletic event, you should keep in mind the following guidelines:

- Large events have greater impact on roadways and on the residents who live on or near the route. Organizers are encouraged to consider avoiding the scheduling of large events that occur in the same area within fourteen (14) calendar days of another large event. Organizers are also encouraged to contact the Special Event Coordinator to determine the most appropriate routes and dates for your event.
- Full road closures are generally discouraged on main county roadways, particularly in mountainous areas where detour routes are not readily available.
- Partial road closures of main county roads should be limited in length and duration.

Site Plan/Route Map

A site plan and/or route map(s) is required with your permit application. It is a visual representation of all the infrastructure and operational event elements that you describe throughout the permit application and should include any stationary elements as well as moving routes.

The final permit issued by Boulder County will only be valid for the event locations(s) or route(s) and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and they will be incorporated in the final permit.

The following are guidelines to assist you in the development of your site plan and/or route map(s):

- To ensure appropriate review of your event plans, your primary site plan or route map should be computer-generated using scaled drawings and measurements to depict the components of your event.
- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format if static maps are submitted. Links to dynamic maps (i.e. Google Maps, Strava, MapMyRide) are also acceptable.
- There are many online mapping tools and websites that provide mapping capabilities. If you utilize one of these mapping sites, please use the 'plain', 'road', or 'parcel' view as the base to create your map. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map. Links to dynamic maps created in online mapping sites are acceptable and may be included in the online application.
- Please do not use aerial or ortho-type photomaps as the base for your primary route map; however, such maps may be submitted to provide supplemental information (i.e. detail of aid station, start/finish line setup, site plan for a festival).

Boundaries and Routes

- Your site plan and/or route map must include the names of all roads and/or areas that are part of the proposed event; including auxiliary parking and production areas.
- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.

Event Infrastructure

Your site plan and/or route map(s) should include the location of all event infrastructure elements identified in your permit application including, but not limited to:

- Fencing, including areas such as beer gardens and production areas
- Portable restrooms and sinks
- The locations of recycling, zero waste, and/ or trash receptacles and dumpsters
- Placement of any vehicles and/or trailers including production and shuttle areas for employees, volunteers, and vendors
- Parking, accessible parking, drop-off, and shuttle locations, etc. for attendees, i.e., participants and spectators
- Medical facilities
- Other related infrastructure components not listed above but included in your permit application

Event Operations

Your site plan and/or route map(s) should include the location of all event operational elements identified in your permit application including, but not limited to:

- Individual plans for each route of walk, ride, run etc. if appropriate – start/finish points
- Command post
- Medical personnel along route
- Aid stations
- Sanitation facilities along route
- Staging areas for the event
- Spectator areas
- Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- Other related operational components not listed above but included in your permit application.

If the following information is not delineated on your traffic control plans, they should be shown on your site plan:

- Direction of travel and all proposed lane closures for walk, ride, run etc. if appropriate
- Fencing, barriers and/or barricades to articulate participant flow for walk, ride, run etc. if appropriate
- Traffic control signs, and devices along route
- Directional signs along route
- Informational signs and banners along route
- Law enforcement
- Course marshals

Narrative

To supplement your site plan or route map, you must provide a detailed narrative and timeline of your event to better assist in the review of your event. The narrative should include details regarding the setup, sounds checks, operations and dismantle of your proposed event activities. If there is a moving route associated with your proposed event, you must include a traffic control plan that incorporates the names of all proposed road/lane closures, detours, etc.

Insurance Requirements

Before final approval of your Boulder County special event permit application, you will need to provide Commercial General Liability insurance. If your event includes the use of alcohol, you will also be required to conform to the insurance requirements of the liquor license permit.

You must also provide a certificate of insurance, naming the County of Boulder, State of Colorado, a Body Corporate and Politic as additionally insured in the "Description" section of the Certificate of Insurance.

The "Certificate Holder" section shall show:

Boulder County
Attn: Risk Management
P.O. Box 471
Boulder, CO 80306

The insurance certificate may not be submitted more than 30 days prior to the event. Please make sure the amounts, additional insureds, and certificate holders are correct. Boulder County will review the certificate and inform the applicant of any necessary changes but is not responsible for communicating these changes to the insurance carrier.

Minimum policy limits are generally \$1 million per occurrence with a \$2 million aggregate; however, Boulder County reserves the right to adjust policy limits according to the level of risk associated with the event. Each policy and endorsement must include Boulder County, its officer, employees, volunteers and agents as additionally named insured. Insurance coverage must be primary and maintained for the duration of the event including set-up and dismantle dates and times.

If you require a waiver of insurance requirements (e.g. Workers' Compensation and sole proprietorships) you may request one in your response with an explanation.

Block parties are not subject to these insurance requirements.

Failure to provide accurate insurance documents is one of the most common reasons an event may not receive a final permit or be permitted to incorporate specific event elements; therefore, in the early stage of your event planning, contact your insurance provider and all of the professional service providers you plan to use to ensure that they will be able to provide insurance documents to Boulder County in a timely manner.

Submittal Information

Submit your insurance documents to the Boulder County Special Event Coordinator via email to se@bouldercounty.org.

This Date must be Within
30 days of contract date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/28/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|--|---|
| PRODUCER ABC Company 1111 Your Street Outtown CO 99999 | CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Any Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: |
| INSURED XYZ Vendor 1 Busy Street Smalltown, CO 99999 | NAIC # 9999 |

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-------------------------------------|---------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | <input checked="" type="checkbox"/> | GL123456 | 01/01/2014 | 01/01/2015 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | <input checked="" type="checkbox"/> | AU123456 | 01/01/2014 | 01/01/2015 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | <input type="checkbox"/> | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/EMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N | WC123456 | 01/01/2014 | 01/01/2015 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

COUNTY OF BOULDER, STATE OF COLORADO, A BODY CORPORATE AND POLITIC IS NAMED AS ADDITIONAL INSURED WITH RESPECT TO GENERAL LIABILITY.

Please refer to the Boulder County Contract Insurance Requirements above for further insurance requirements.

(Edition Date: 2/28/2014)

CERTIFICATE HOLDER
CANCELLATION

| | |
|--|---|
| Boulder County, Colorado Risk Management Division PO Box 471 Boulder CO 80306 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of ABC Company |
|--|---|

ACORD 25 (2010/05)

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Public and Agency Notification

There are three forms of notification you will be required to conduct to notify the public of your event:

- 1) Written notification to residents and businesses within the impact area of your event
- 2) Newspaper notification
- 3) Advance signing at the event location or along the route as is appropriate for your event

Notification to the public serves two purposes. The first purpose is to give the traveling and resident public an opportunity to plan their activities on the day of the event so that they and the event attendees will be minimally impacted. The second purpose is to become aware of any private events that conflict with your event or any other special considerations that should be made with regard to the location or route of your event. Boulder County uses public comments to help you manage your event in a way that is sensitive to the traveling and resident public. Please note that the cost and implementation of the advertisement and signage shall be your responsibility.

You will also need to notify affected [fire protection districts](#).

Written Notification

Boulder County requires that notices/fliers be mailed or hand delivered thirty (30) days prior to your event to all entities directly impacted by your event and its associated activities. This notice should include the following information:

- Name of the event
- Type of event, i.e., bicycle tour, running race, parade
- Date of the event
- Day of the week
- Time of the event
- Location or route
- Contact information of event organizer

The notice must also provide detour or alternate route information if regular access is affected or if transportation systems are impacted.

The area of notification is determined during the production meeting for first time events. Events that have occurred in the past may use the area previously determined unless directed otherwise at the production meeting or by the Special Event Coordinator.

A mailing list can be generated by the [County Assessor's Office](#). You are responsible for delivery of notifications by mail.

Newspaper Notification

At least twenty-one (21) days prior to the event, the Applicant must place an advertisement explaining the details of the event in at least one local newspaper of general circulation as required by the County.

Advance Signing

Advance notice signs are required to be placed along the event route/at the event location seven (7) days prior to the event date. They inform the travelling public that your event will be held in the near future. The Special Event Coordinator will help you determine appropriate locations for the signage. The specifications for these signs are not defined in the [Manual on Uniform Traffic Control Devices](#) (MUTCD). The following guidelines for advance signing have been developed by Boulder County:

Signs must include:

- Type of event
- Name of event (optional)
- Date of event
- Timeframe (i.e., from ___ AM to ___ PM)
- Contact information
- Phone number
- Website

Sign construction must conform to following specifications:

- Must be made of metal or corrugated plastic
- Dimensions must be at least 4' x 4'
- Orange background
- Lettering minimum 4" high
 - Signs must be placed seven (7) days prior to date of event
 - Signs must be removed within 24 hours of the event

Sign language and locations must be approved by Boulder County Special Event Coordinator prior to placement.

Agency Notification

At least 30 days prior to the event, via certified mail or e-mail with a confirmation of receipt message from the recipient, the Applicant must notify the appropriate [fire protection districts and volunteer fire departments](#). If your medical plan does not include contracting with an ambulance service, you must also contact any other emergency response agencies that may respond to your event in the case of an emergency. The applicant may request information regarding appropriate agencies by contacting the Sheriff's Office liaison with Transportation.

Operations Plan

There are many components to the operations of a special event. Your operations plan should describe how several key aspects of your event will be managed.

You should provide a written operations plan to be given to all event staff regarding the management of the event. The operations plan shall be submitted with the application, but is subject to changes through the review process. The final operations plan is to be available for review by the Boulder County Sheriff's Office at least 14 days prior to event.

Day of Event Contact Information

Designation by the Applicant of a contact person, associated with the event, who has decision-making authority. This person is to be continuously available to the appropriate law enforcement personnel present at the event. The name and contact information for the contact person must be supplied in the operations plan and to all appropriate emergency response agencies affected by the event (i.e., law enforcement, EMS, fire departments, hospitals).

Safety and Security Plan

As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event, as well as the overall activities proposed to take place in association with your event, are all areas that need to be analyzed in-depth and addressed through the safety and security components of your operations plan. These components will be noted as your "security plan" for the remainder of this chapter.

Once your security plan has been submitted, the Boulder County Sheriff's Office, and law enforcement from other impacted jurisdictions, will review the plan and has final authority to require a minimum number of volunteer and staff positions as well as sheriff's deputies and traffic controllers necessary to staff your proposed event.

Role of Sponsoring Organization

The sponsoring organization is responsible for the safety and security of the people and physical elements in and around your venue. Ensuring the safety of all those affected by your event includes implementing safety measures that address all aspects of your proposed event. These measures may involve implementing safety strategies ranging, but not limited to, lighting, and event location/route design.

Role of Law Enforcement

The Boulder County Sheriff's Office may require deputies to be present at your event to supplement your security plan. These sworn officers are there to increase safety and enforce laws. The Boulder County Sheriff's Office has final authority over your event safety requirements.

The applicant must provide to the Transportation Department written confirmation from the appropriate law enforcement agency that sufficient staffing has been contracted. It is the applicant's responsibility to have secured such law enforcement coverage a minimum of twenty-one (21) days prior to the event. Should the need for services of secured law enforcement personnel be cancelled within twenty-four (24) hours prior to the event, the organizer may be responsible for the original cost of the services.

Private Security Personnel

Private uniformed security guards may be used in some instances in place of uniformed law enforcement personnel. If you wish to use a private security company for some of your security needs, the county team, in conjunction with any other relevant jurisdiction will assist you in determining the roles and functions the security guards will have at your event. A uniform gives an authoritative appearance that is often not supported either by adequate training or authority in law.

Care needs to be taken to ensure that private uniformed security personnel are recruited only from reputable sources with competent and suitably trained personnel. You should discuss any special requirements for the event with the security firm.

Use of Volunteers

As part of your event security plan, the Boulder County Sheriff's Office may allow you to use volunteers in specific predetermined locations and capacities. Should the volunteer services fail to be provided, and/or prove inadequate; the Boulder County Sheriff's Office maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the event sponsor.

Often, both marshals and certified flaggers are needed to organize and stage a safe event that uses a route. While the duties of marshals and certified flaggers are distinct, they do share a number of responsibilities including:

- Knowing the approximate time and direction to expect participants moving through their intersection.
- Knowing the entire event route, starting times, and estimated ending times, in order to be prepared and to answer motorists' questions.
- Being easily identifiable
- Wearing an American National Standards Institute (ANSI) approved vest at all times when on a public right-of-way.

Marshals

Marshals are responsible for:

- Controlling spectators.
- Informing participants of road conditions.
- Communicating event information to participants, spectators and motorists such as detour or tow company information.
- Communicating emergency information to the Incident Command Post.

Event organizers are responsible for proper training of marshals. Marshals must be eighteen (18) years of age or older.

Certified Flaggers

Certified flaggers are responsible for:

- Stopping, holding and starting motor vehicle traffic during an event.
- Maintaining appropriate certification for flagging.
- Making sure proof of certification is available to the organizer and law enforcement during the event.

Pre-event Briefing of Security Personnel

To enable security personnel to perform effectively, they must be briefed prior to the event. The pre-event briefing should cover:

- Details of the event site and/or route, including medical aid locations and potential hazards
- Clear direction on what is unacceptable behavior for all attendees
- Basic information about the event
- Details of emergency response plan
- Details of the communications plan

Safety and Security Plan Requirements

Your safety plan should be integrated with your emergency response plan or traffic control plan and should include the following:

- Number and location of law enforcement officers and from which jurisdiction
- Number and location of certified flaggers
- Number and location of marshals
- Number of and location supervisors
- Length of shifts
- How relief will be provided
- Method of deployment for mobile members

Traffic Control Plans

The [Manual on Uniform Traffic Control Devices](#) (MUTCD) establishes the national guidelines for equipment used in the public right-of-way. Signage, safety equipment and traffic control devices you use to support your event should be in compliance with the MUTCD. In instances where a particular sign, safety equipment or traffic control device is not defined in the MUTCD, the principals of the MUTCD should be applied to the design of the sign, safety equipment or traffic control device.

This information should be used in preparing your transportation plans as well as your barricade and signing plans.

Safety Equipment

Based on the location, components and configuration of your event, you may be required to provide safety equipment such as barricades, traffic cones, directional signage, fencing, lighting, etc. All equipment must be free standing, unless otherwise authorized. It is prohibited to affix temporary signage and equipment to trees, light poles, traffic signs, etc. You are responsible for obtaining and properly placing this equipment prior to the beginning of your event in compliance with local and state laws. The county does not provide required safety equipment.

Safety equipment must be positioned at the specific location(s) and time(s) indicated on the special event permit or signing plan approved by Boulder County. Equipment must be properly placed at the required dates and times and must be removed as soon as it is safe to do so. All signage and barricades used after dark must be retro-reflective. Any barricades used at your event after dark must have flashing amber caution lights securely attached to them. You should also provide informational material and/or meet with businesses, residents, and other entities in any area where safety equipment will be placed.

Barricades

A barricade is a portable or fixed device having one or two rails with appropriate markings and is used to control road users by closing, restricting, or delineating all or a portion of the right-of-way. If barricades are required as part of your road closure and/or traffic plan, they will be included in the approved signing plan. After dark, any barricades used at your event must be retro-reflective and have flashing amber caution lights securely attached to them.

Road closure signs and barricades must meet [MUTCD specifications for temporary control devices](#). The number and types of road closure signs and barricades should be clearly shown on the traffic control plan. Generally, Type III barricades are required for road closures in combination with the appropriate closure signs. Type II barricades may be allowed by the Special Event Coordinator for low volume roads after consultation with the County Engineer.

Barricades for Block Parties

Block parties are typically held on low-volume streets, preferably cul-de-sacs; requests for parties on higher volume through streets will be denied.

An easily removable barricade shall be used to close the street (i.e., cones, sawhorses with signs, rented barricades). The barricade must be able to be removed quickly in the event that emergency personnel need to access the street.

Signage and Markings

Directional Signage and Markings

Any directional or other markings on the road surface must be temporary. Markings must be removable or of a material that will degrade or dissipate within seven days of the event. Use of permanent markings of any kind along the route of the event will result in the forfeiture of the performance deposit provided by the applicant, and possible charges assessed against the applicant to cover the costs of removing the road markings.

Acceptable methods and materials for marking on pavement

- Chalk
- Duct tape in a highly visible color

Signage and course markings, including but not limited to, panel and posted signs, flags, and banners must be removed immediately following the conclusion of the Special Event.

All signage and markings must be removed within 24 hours of the event. Failure to do so may result in removal by the county, forfeiture of the performance deposit, and/or the denial of future permits for the specific event and/or sponsor.

Event Signing

Advance notice of No Parking

No Parking signs must be posted seventy-two (72) hours prior to your event start time, including set-up. You should verify that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the time of initial placement of the signage and a minimum of twelve (12) hours prior to your event start time.

Missing, collapsed, improperly placed, or damaged signs may prevent you from legally towing vehicles within your event location/route and may result in an impact to your overall event plans. All signage must be removed from the site immediately following the event.

Tow Authorization

Only a representative of the Boulder County Sheriff's Office can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the Boulder County Sheriff's Office for the towing of all vehicles within your event location/route prior to the onset of your event activities, including set-up.

Escort Vehicles

The lead and follow escort vehicles operating with a race shall display a warning sign on the top, front, or back as appropriate. Each escort vehicle shall be marked with a sign that identifies the type of vehicle it is, i.e., "Event Support," or "Event Medical." The signs shall be 12" X 36" with 6" C (Highway Gothic Font) black letters on a reflective orange background. The sign shall be mounted so it is essentially rigid and easily readable when the vehicle is in motion.

Signing Plan Requirements

Your signing plan may be integrated with your traffic control plan or be a separate map. For large events, multiple pages may be required. The signing plan should include the following:

- Identify all types, number, and location of all signing to be used during event (i.e. course directions, warning signs to motorists, road closed ahead, etc.)
- Illustration of all signs to be used for event. Illustration must identify text, sign materials, and dimensions
- Description of method of installation

Transportation Plans

An important part of the event planning process includes: planning for the safe route for road events; the safe arrival and departure of event attendees, participants, and vendors; and, the accommodation of the general traveling public impacted by the event by creating a transportation plan that is suitable for the environment in which your event will take place. Transportation plans address all traffic associated with an event and the impacted area of an event. They describe how traffic, parking, bicycle, and pedestrian operations will be managed on the day-of-event. They also include operations strategies for managing background traffic within the local and regional area impacted.

The key components of transportation plans for special events include:

- Site access and parking plan
- Pedestrian and bicycle access plan
- Traffic flow plan
- Traffic control plan – must be certified by a traffic control supervisor

Not all plan components represent a distinct formal plan but warrant consideration, either individually or combined with another component.

Access and Parking

Your transportation plans must include a description of the manner in which event staff, participants, spectators and emergency services will access the event and how parking will occur. All plans must comply with accessibility laws and should include the use of car pools, public transportation and alternate modes of transportation whenever possible. Following are guidelines that should be incorporated in your site access and parking plan:

- For large special events, strong consideration should be given to remote, off-site parking with shuttle service for employees and volunteers.
- Accommodation for emergency response must be provided at all times. Barricades and similar devices must be staffed at all times and must be movable to accommodate emergency access for police, fire, and emergency medical services. Depending upon the size and nature of the event, an emergency plan may be required. In some cases, event marshals must maintain internal radio contact to facilitate immediate access to event areas.
- If you plan to implement a shuttle plan to support your event needs, you must include approval of the property owner for use of the property in your transportation plan. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- Your access and parking plan should not incorporate the use of nearby shopping center parking lots or other private property without the express written permission from the affected property owner(s). If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.

Access and Parking (continued)

- Any drop-off/pick-up zones should be coordinated with the Boulder County Sheriff's Office.
- Off-street parking should be provided, unless an acceptable alternative is approved.
- Your access and parking plan should consider circulation patterns within the parking area
- You must include accessible parking and/or access in your event plans.

Pedestrian Access

Your transportation plan should include a description of how attendees will move safely and efficiently within the immediate area of the event. All plans must comply with accessibility laws and should provide for the safe pedestrian movement from the parking area, or other travel mode terminus such as a bus stop, to the event location. Following are guidelines that should be incorporated in your pedestrian access plan:

- You should avoid allowing pedestrian access routes and parking access points to intersect.
- Whenever possible, provide an uninterrupted pedestrian walkway.
- Use barricades and law enforcement to separate traffic and pedestrian flow.
- Staff pedestrian crossings, when needed, to ensure safety.
- In limited instances, road closures may be appropriate to accommodate pedestrian movement in a safe manner.
- You should provide flags in those areas where crosswalk signage will not be readily visible due to topography, crowding or other circumstance.

Traffic Flow

The traffic flow plan should describe the transportation system affected by the event and how background traffic flow will be accommodated in a safe manner. The traffic flow plan may be combined with the traffic control plan, when appropriate. Following are guidelines that should be incorporated in your traffic flow plan:

- Background traffic flow should be accommodated and recommended alternate routes or detours identified in addition to transit service, which will be promoted as an event patron travel alternative.
- There should be no adverse impacts on transit service.
- Recommended traffic flow routes should not traverse or intersect emergency access routes, if possible.

Traffic Control

Your traffic control plan should describe how background and event traffic flow as well as the event itself will be facilitated on county roads and public rights-of-way. The following guidelines should be incorporated into your traffic control plan:

- The traffic control plan must conform to the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#).
- All traffic control in the public right-of-way must be conducted by a representative of the Sheriff's Office or by a civilian who is certified in traffic control and authorized by the Sheriff's Office.
- All required traffic control will be done at the Applicant's expense.

Road Closures

Full or partial road closures may be required during events where conflicts between the event participants and traffic may significantly reduce safety. Road closures must conform to the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#) and should be accessible by local traffic and emergency vehicles. The following guidelines should be considered when planning road closures:

- You must obtain appropriate traffic/safety equipment for the safe closure of your event location/route and ensure proper detour information is posted.
- The traffic/safety equipment must be removed immediately as soon as safely practicable following the close of the event, or when no longer needed to accommodate the event safely.

Road Closures (continued)

- You must notify the appropriate agencies and make reasonable accommodations for the following agencies when access is affected by a road closure:
 - Public safety agency stations
 - Hospitals
 - Public transit stations and/or stops
- Road closures should make reasonable accommodations for the impacted residents and the traveling public.

Transportation Plan Requirements

Depending on the size of the event and/or the location, the transportation plans for your event will address some or all of the requirements listed below. All items listed below should be considered and, at a minimum, your transportation plan should include those items marked with an asterisk (*). Plan elements may be combined where appropriate.

- Access and Parking
 - Identify routes to access site*
 - Identify dedicated emergency response access route and means of delineation
 - Identify employee/volunteer parking location(s)*
 - Identify attendee parking location(s)*
 - Identify disabled parking areas*
 - Identify # spaces for parking location(s)*
 - Identify circulation patterns for parking areas
 - Identify any temporary no-parking areas
 - Identify any vehicle relocation areas for towed vehicles
 - Identify any drop-off/pick-up areas
 - Identify any shuttle bus routes, stop locations, and direction of travel
- Pedestrian and Bicycle Access
 - Identify recommended pedestrian access routes*
 - Identify designated pedestrian crossings*
 - Identify any special pedestrian crossing tactics, i.e., road closure, mid-block crossings
 - Identify pedestrian access routes and crossings suitable for attendees with special needs
 - Identify recommended bicycle access routes*
 - Identify designated bicycle crossings*
 - Identify any special bicycle crossing tactics, i.e., road closure, mid-block crossings
- Traffic Flow
 - Identify road closures*
 - Identify detour routes*
 - Identify alternate routes*
 - Identify emergency access routes*
 - Identify transit routes*

Transportation Plan Requirements (continued)

- Traffic Control
 - Identify road closures*
 - Identify directional lane control*
 - Identify event route*
 - Identify parking restrictions
 - Identify command post location*
 - Integrate signing plan, when possible
 - Identify location of permanent and variable message signs
 - Identify location and number of traffic/safety equipment, i.e., cones and barricades
 - Identify equipment staging areas

Medical Plan

All special events must have a medical plan. The medical plan you include with your application will likely be less specific than the one you circulate among your medical team on your event day. It should describe the types and locations of the medical facilities and staff that will be provided for your event. It includes provisions medical staff, medical facilities medical transport and communications between medical, other event support and emergency response staff. Each event is unique in its type, time and duration, location and size. The information in this section is provided as background to assist you properly fulfilling your medical plan requirements.

Once your medical plan has been submitted, the Boulder County Sheriff's Office, and law enforcement from other impacted jurisdictions, will review evaluate your plan based on the characteristics related to your event.

Roles

Organizer

As the event organizer, you should develop a medical plan that is appropriate for your event. This plan should be developed in partnership with your event medical director and should incorporate any feedback you receive during your production meeting with the county or with any other jurisdiction.

Keep in mind that part of your responsibility to implement the medical plan is to ensure that all medical support staff, whether paid or volunteer, has the appropriate licensing, certifications, and insurance to provide services at your event.

Event Medical Director

You may want to consider adding an event medical director to your staff for your event. For events that meet or exceed a certain number of attendees, you will be required to retain an event medical director. The medical director shall have the appropriate credentials and experience directing medical operations for events like yours. Appropriate credentials include licensure or certification for the following professional positions:

- Doctor of medicine (MD)
- Doctor of osteopathy (DO)
- Doctor of chiropractic (DC)
- Physician assistant (PA)
- Certified athletic trainer (ATC)

The event medical director assumes the responsibility for:

- Recruiting and appointing the medical personnel for the event day
- Assigning posting locations for the medical personnel
- Organizing the medical area, assuring it is equipped with proper supplies
- Developing medical protocols
- Executing the emergency notification process for injured attendees
- Monitoring weather conditions
- Assisting the race director in assessing the course safety throughout the event
- Acting as the medical spokesperson for the event

He or she should also have direct input with race management as to the number and distribution of aid stations and fluids/food available, in the case of athletic events.

Medical Support Staff

The medical support staff should be recruited and appointed by the event medical director who will determine the appropriate number of staff, level of training for each staff member as well as the location where each staff member will be assigned. All medical support staff should be easily identifiable to event personnel and attendees through the use of distinctive jackets, vests, bibs, shirts, or caps.

Plan Detail

The level of detail required for the medical plan you submit to the County for review will vary according to the size, type, and location of your event. The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1 and a representative on-site with CPR training certification and basic first aid supplies.

If your event has a higher potential for risk, you will need to implement an appropriate medical plan to address the specific needs of the attendees. Should Advanced Life Support (ALS) transport be needed at your event, your event medical director will be required to use an approved EMS paramedic service provider or the 9-1-1 system. Your event medical director should be familiar with this requirement.

Notification

Prior to your event, you should notify the local health authorities of the details of your event and provide them with emergency plans for a major incident. Additionally, you should notify the local hospital designated by your medical director to be the primary transport facility for the event in writing (email is fine) one week prior to your event and provide the following information:

- Date of event
- Name of event
- Estimated number of attendees
- A copy of the course map

When a medical director is required, he or she shall email the hospital designated for all transports, (i.e., Boulder Community Hospital, Longmont United Hospital). The email should state information about your event including name and date of event, number of participants, and contact information for the medical director. Additionally, the medical director should email the local EMS paramedic service provider contracted to work the event the following information:

- A copy of the communications plan
- A copy of the course map so that their ambulances not assigned to the event also have a copy of the course map.
- A copy of the medical plan

A copy of your medical plan will be forwarded to the appropriate fire protection district representatives for their information from the Boulder County Sheriff's Office.

Medical Teams

Your events should be in compliance with the medical staffing requirements of your liability carrier and/or sanctioning organization.

Medical aid providers are generally not required for non-competitive athletic or non-athletic events that are smaller than 500 attendees and are held in close proximity to central ambulance/hospital services.

A licensed, dedicated ambulance is required on site for your event for every 2,000 attendees. At least one licensed, dedicated ambulance is required on site for non-competitive athletic or non-athletic events with more than 500 but less than 2,000 attendees. For athletic events, the ambulance(s) should be stationed at the finish line and there should be a means to initiate 911 response by cell phone or communication device, via course marshals or event staff, every 5 miles of the course.

Competitive athletic events, as defined by an event where participants are competing for time or placing, also require one licensed, dedicated ambulance to be on site for every 2,000 attendees.

Competitive events of any size or non-competitive events with more than 2,000 attendees, shall hire a formal medical director to outline medical plan, coordinate/credential on course medical staff, supplies, dedicated ambulances services (credentialed by Boulder County Sheriff's Department to transport emergently and communicate on EMS frequencies by county), communications plan, documentation, and emergency notification process. An example of recommended event medical guidelines for a competitive triathlon may be found in the appendix of this manual.

As you are planning your event you may provide a "Quick Response Team." A "Quick Response Team" as defined by the State of Colorado and Boulder County is: a team of state certified medical personnel who provide initial care to a patient prior to the arrival of an ambulance. If your event would like to provide a "Quick Response Team" any member of that team must hold a State of Colorado Certification. If you choose to provide a "Quick Response Team" then you will be required to also contract with a Certified Boulder County Ambulance Company for the transportation of any patient from your event.

Medical Aid Posts

The number and location of medical aid posts needed for your event depends on the size, type and location of your event. When establishing medical post number and locations, you should keep in mind that the post should:

- Consider high risk areas such as placing medical staff, an ambulance, or ALS paramedic team on steep bike descents, swim course on triathlons at designated extraction points, and exposed areas of the course where response times would be vital or delayed.
- Provide easy ambulance access and egress. Consider these emergency access points and lanes as well as spectator density when designing your finish line layout and placing the location of the medical post.
- Be located within 5 minutes of all sections of the crowd.
- Have available a mode of transport to them.
- Be clearly marked. Have adequate signage for direction to the aid post. A minimum of a banner or teardrop wind flag displaying “medical or first aid” prominently above eye level visible from 100 yards away. For athletic events, a banner or teardrop wind flag is required at the finish line or at any high risk area and is recommended on the course.
- Be clearly marked on official maps of the venue layout with medical cross designations.
- Provide some means of communication with the primary medical control point, venue control, and with mobile medical teams in the venue.

Ambulance Vehicles

You or your Medical Director should consult with ambulance services to determine what the ambulance requirements will be for your event.

Be aware that all ambulances used for events in Boulder County must be inspected in accordance with 6 CCR 1015-3 and hold a Boulder County permit. The Boulder County Sheriff’s Office has a process in place for licensing and permitting ambulance services to operate in Boulder County. For more information, contact the Boulder County Sheriff’s Office at 303-441-3650.

Emergency Response Access to Venue

At times, a dedicated access route, or emergency service lane, is needed to allow rapid access to and from the venue for ambulances and other emergency vehicles. The Boulder County team can help you or your Medical Director make the determination if such access is need for your event and, if so, where it should be located and how it will be delineated. This information should be incorporated into your transportation plan.

Communications

For those events with medical plans that include greater medical support than calling 911, a way to communicate between the medical staff and other emergency service providers efficiently in real time with limited relay is imperative for ensuring a safe event. For competitive athletic events and non-competitive athletic events larger than 2,000 participants, you should consider having a designated command center staffed by: 1) an EMS dispatcher from your contracted EMS provider and 2) a communications director who scribes all communications and ensures responses to all incidents systematically. The communications director or your medical director will also initiate all emergency notifications and suspend or delay the event in an emergency.

Participant Emergency Information

For athletic events, you and your Medical Director will need to determine how much medical history you should obtain from participants and how you will manage this information. At the very least, you should obtain the following emergency contact information:

- Name
- Cell phone
- Known conditions
- Medications
- Allergies

You must ensure this information is available to emergency service providers during your event either as an electronic database, printed hard copies, or designated on the back of each participant bib. The ideal time to collect this information is during the electronic registration process as designated data fields.

Medical Plan Requirements

For Events Not Requiring a Medical Director

- Identify method for contacting 911
- Identify mix of staff trained in basic first aid
- Identify method for collecting and disseminating participant emergency information, for athletic events
- Consider the plan requirements below and include as appropriate

For Events Requiring a Medical Director

- List name of and contact information for Medical Director
- Outline qualifications of Medical Director
- Identify mix of medical personnel (first aid providers, paramedics, nurses, doctors)
- Identify method of medical staff identification specifically signage, same color shirts with medical logos
- List number and location of medical stations with specific attention to high risk areas such as finish line, swim course extraction points, steep descents, and hard to access areas
- List name of ambulance service if required for size/nature of event
- Identify method of other medical transport, both ambulances and private vehicles/ATV utility vehicles
- Identify method of communication with emergency medical staff specifically how will non-medical staff contact medical staff and localize medical incidents
- Identify method of making participant information available to emergency service providers
- Identify means available to control environmental thermal injuries, i.e., hyperthermia and hypothermia for high risk events such as summer triathlons on exposed courses
- List of hospitals and fire protection departments to notify one week prior to event.

Communications Plan

All permit applicants are required to have a written communications plan, appropriate to the size and scope of the event. This plan must include the following considerations:

- Type of communications platform being used (Phone, Radio, etc.)
- Radio channels being used, or a phone number list
- Viable communications between the event organizer/director and all event personnel
- Reliable communications with emergency personnel involved with the event, to include medical and law enforcement representatives
- Reliable communications with 911, and/or the local Fire Protection District
- A plan for communications with all participants of the event in case of emergency

This communications plan must be written and submitted with the Operational plan for the event prior to the issuance of a permit.

Emergency Response Plan

All permit applicants are required to prepare and submit an Emergency Response Plan, appropriate to the size and scope of the event. This Emergency Response Plan should include, but not be limited to:

- Emergency notification/communications plan for all event staff
- Emergency notification system to communicate with all event participants
- Evacuation routes for event participants and staff
- Designated shelter locations in the vicinity of the event
- Pick up and evacuation plan for event participants along any route or section of an event
- Designated Reunification location for participants and staff evacuated from an event
- Emergency contact information for all staff and participants
- Effective communications with local Emergency Responders (See Communications Plan Requirements)
- Designated Emergency Treatment facility to be used in the event any staff member or participants are transported from the event.
- Plans for cancellation or alteration of event in the event of weather or other environmental issues at the time of the event

Sanitation Plan

The sanitation plan you include with your permit application should describe types and locations of the health and sanitary elements that will be provided for your event. These elements include provisions for water supply, sanitary facilities, and trash and recycling containment and removal. The information in this section is provided as background for you in order for you to properly fulfill your sanitation plan requirements.

Water Supply

An adequate, safe, supply of potable water shall be provided. The recommendation from the Colorado Department of Public Health and Environment is:

- Where water is distributed under pressure and flush toilets are used, the water supply system shall deliver water at normal operating pressures (20 pounds per square inch minimum) to all fixtures at the rate of at least 30 gallons per person per day.
- Where water is not available under pressure, and non-water carriage toilets are used, at least 3 gallons of water per person per day shall be provided for drinking and lavatory purposes.
- Transported water shall be obtained from an approved source, stored and dispensed in an approved manner. Such stored water shall meet the state standards for drinking water supplied to the public.

Restrooms and Sinks

Restrooms

The Boulder County Public Health Department requires one (1) chemical or portable toilet for every 100 people. A minimum of two (2) toilets is required for each event. The number of portable toilets should be determined based on your estimated peak time attendance. You must provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event.

If the special event is associated with a permanent structure on a septic system, that septic system needs to be adequate for the maximum number of guests for the special event.

Accessibility

Ten percent (10%) of restroom facilities must be accessible by people with disabilities. No less than one (1) accessible restroom will be required for each event. More information regarding accessibility may be found in the "Accessibility" section of this chapter.

Sinks

Hand washing facilities, provided and maintained by a sanitary facility provider, are recommended.

Trash and Recycling

You are required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. The county does not provide road sweeping services or recycling or trash containers for special events, so please plan accordingly. At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities.

Trash

Responsible management of waste means pre-planning methods to reduce waste before your event, as well as planning for recycling and waste generated at your event. It is essential to communicate the importance of the recycling/waste reduction program to everyone involved in the management of your event and to the people who attend or participate in your event. By developing guidelines for your event attendees, participants, vendors, and service providers, your event may generate less waste and save money on collection and disposal costs.

Failure to perform adequate clean-up and/or repair damages to county property and facilities due to your event will result in Boulder County providing the services and billing the event sponsor at full cost recovery rates for clean-up and/or repair.

Recycling Requirements

All special events in Boulder County must make recycling available to event vendors, attendees and participants; and [Zero Waste events](#) are encouraged. The following guidelines are meant to standardize the provision of recycling services at events.

Commingled containers

Provide bins that allow the public to mix all these items together in one bin:

- #1, #2, #5 Plastic Bottles
- Glass Bottles
- Cans (steel and aluminum)
- Paper milk and juice cartons

Use a recycling bin that:

- Is clearly labeled for recycling the items above and use signage with pictures if possible
- Have a round opening only big enough for depositing bottles, cans and cartons

All trash cans should have recycling bins next to them.

Recycling bins should never be situated in a place where they stand alone; otherwise they will fill up with trash.

Recyclable items can be brought to the [Boulder County Recycling Center](#) at 1901 63rd St. in Boulder, just north of Arapahoe on the west side of 63rd Street, 24 hours a day, or recyclable items can be hauled from your event by a contracted waste hauler of your choice (see Recycling Bins and Transporting Recyclables and Trash sections below).

Corrugated cardboard

If there is corrugated cardboard waste being generated at an event, usually by vendors selling or distributing goods, the organizer must recycle it. Alert any vendors who may be at the event that they will need to recycle their cardboard and be sure to tell them where the cardboard collection area is located. Organizers must either request a hauler to provide you with a bin for collecting it at a central drop-off location on your premises, or bring it to the [Boulder County Recycling Center](#) (see above). All corrugated cardboard should be flattened before it is recycled.

Recycling bins

Organizers may contact waste haulers to provide recycling bins and collection service for events or provide their own containers and drop off recyclables to the appropriate facility. [Eco-Cycle has temporary special event recycling bins available to rent for a small fee](#) that are specially marked and signed for commingled container collection. There is no fee to use these containers as long as they are returned clean and empty. Organizers can use these whether handling the recyclables themselves or using them for the collection. The bins are collapsible and will fit in a car.

Cardboard collection bins are also available from waste haulers for a fee. These should be labeled “cardboard only” and should be used only by those collecting cardboard from vendors, otherwise they will fill up with trash.

Transporting recyclables and trash

Call a waste hauler to inquire about hauling your recyclables and/or trash from your event. For a fee, these haulers will provide you with large, collection dumpsters, either rolling flip-top carts, sometimes called “toters”, or large 30 cubic yard “roll-off” dumpsters. Organizers may haul their own recycling, by bringing the recyclables to the recycling center.

Haulers in the Boulder area:

- [Eco-Cycle](#): 303-444-6634
- [Green Girl Recycling](#): 303-442-7535
- [One Way Disposal](#): 303-823-0556
- [Republic Services](#): 303-286-1200
- [Waste Connections](#): 720-382-7877
- [Western Disposal](#): 303-444-2037
- [Waste Management](#): 800-482-6406

Zero Waste Events

Organizers are encouraged to expand recycling efforts beyond collection of the above items and may contact Eco-Cycle at 303-444-6634 or www.ecocycle.org/zwevents for a guide to creating a Zero Waste event. Using these advanced guidelines, you can learn how to compost food waste (including paper plates, napkins and “corn starch” cutlery) as well as “pre-cycle” before your event to prevent waste from occurring in the first place.

A successful Zero Waste event requires food vendors to distribute only compostable and recyclable materials to the public for the duration of the event. Special Zero Waste stations comprised of a compost bin, a commingled recycling bin, and a bin for “whatever’s left” will be used to collect the discards at the event. Depending on the size and complexity of your event, volunteers may be needed to monitor the Zero Waste stations: Resource Conservation Division can supply zero waste volunteer aprons if desired. Special attention is given before the event to assure that non-recyclable and non-compostable items are kept to an absolute minimum at the event.

Participant and Spectator Expectations

Feed zones and/or bottle discard zones should be designated and clearly marked for sporting events that use a route. Participants of sporting events are not permitted to discard water bottles, food wrappers or other litter except in designated feed zones or bottle discard zones. Participants who violate this requirement should be disqualified from the event and be removed from it.

Sanitation Plan Requirements

The sanitation plan should include the following:

- Water supply
 - Note whether water will be used for drinking and lavatory purposes
 - Amount of water to be supplied
 - Source of water
 - Description of how water will be stored and dispensed
- Restrooms and Sinks
 - Note whether portable toilet and/or hand washing facilities will be used
 - If using a company to provide facilities, provide company name and address, contact person and phone numbers for home, work and cell
 - Amount of each type of facility
 - Amount of accessible facilities
 - Location of facilities
- Trash and Recycling
 - Note whether the event will be a Zero Waste event
 - If using a company to transport recyclables and trash, provide company name and address, contact person and phone numbers for home, work and cell
 - Amount of trash receptacles
 - Amount of recycling bins
 - Provisions for recycling corrugated cardboard
 - Location of receptacles
 - Location of feed zones and bottle discard zones

Applicant must submit a plan including what agency you will be working with for your event, location of trash, recycling and compost receptacles and plan for making sure items are being sorted appropriately.

Accessibility

Your event plans must comply with all county, state and federal disability access laws and regulations applicable to your proposed event activities, most notably the Americans with Disabilities Act (ADA). All temporary venues, related structures, and outdoors sites associated with your event must be accessible to people with disabilities and compliant with the ADA. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be limited only to patrons with disabilities because the ADA requires integration.

It is important that you evaluate the unique components and activities associated with your proposed event to develop plans to ensure your event complies with all accessibility laws. Provide training to all staff and volunteers regarding the accessibility requirements under the ADA and disability etiquette. The following guidelines have been established to help develop plans to make your event accessible to the attendees, participants, and service providers that are part of your event. Please note that these are guidelines only and may not be inclusive of all county, state, and federal disability access requirements.

Paths of Travel/Accessible Routes

- Your event should include accessible routes throughout your event location, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 36" in width, not including the curb. If your route is less than 60" wide, then passing spaces at least 60" by 60" must be located at reasonable intervals not to exceed 200'. Accessible routes should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than 1/4".
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed. The alternate path of travel must be compliant with the accessible route requirements.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

Accessible Parking/Transportation

- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place accessible parking areas as close to the event venue as possible. If the surface is level and provides access to the event, private property with written permission may be used.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

Accessible Restrooms/Sinks

- A minimum of 5% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessible Communication

- Be prepared to provide event information in alternative formats, sign language interpreters, and assistive listening devices if requested. The ADA does not allow you to charge an individual with a disability for the cost.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.

Service Animals

- Be prepared to allow service animals to accompany people with needs in all areas of your event where the public is normally allowed to go.
- Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's need prevents using these devices.
- Be aware of the rules regarding inquiries of a person's need and the exclusion of persons with needs using a service animal.

Resources

There are a number of resources to assist you in including accessibility in the planning for your event. If you would like assistance in incorporating accessibility components into your operations plans, a web search for "ADA compliance Colorado" should yield good results for you.

Also, links to the following publications are provided to assist you in planning for accessibility for your event:

- 2010 ADA Standards for Accessible Design
http://www.ada.gov/2010ADASTandards_index.htm
- Readily Achievable Barrier Removal and Van-Accessible Parking
<http://www.ada.gov/adata1.pdf>
- Restriping Parking Lots (provides general information regarding parking space dimensions and number of spaces required)
<http://www.ada.gov/restribr.pdf>
- Revised ADA Requirements: Service Animals
http://www.ada.gov/service_animals_2010.pdf
- The Center for Universal Design at the North Carolina State University offers a list of publications that includes a section for Event and Exhibit Planners. Of particular note is a publication titled, "Accessible Temporary Events, A Planning Guide"
<http://www.ncsu.edu/project/design-projects/udi/publications/recommended-archive-articles/>

Special Event Related Permits, Licenses, and Leases

There are a number of different special event related permits that may be issued independent of a Boulder County special event permit or may be required in conjunction with a county special event permit. The proposed event location/route, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types. Boulder County maintains sole discretion to determine the required permit types for the proposed location/route and/or components within areas of Boulder County jurisdiction.

Following is a summary of the most common permits types you may be required to obtain if you are planning a special event or an activity associated with a special event:

Colorado State Patrol Special Event Permit

If your proposed event has fifty (50) or participants and uses any portion of a state or federal highway, you will be required to obtain a special event permit from the Colorado State Patrol. No application or permit is required for most events that have less than 50 participants unless, the event requires any type of road closure, restriction, or may create a significant impact to the motoring public.

The application can be downloaded at <https://www.colorado.gov/pacific/csp/obtain-special-event-permit> and must be submitted to the Troop Commander in whose jurisdiction the event starts.

US Forest Service Special Use Permit

You may need a Special Use Permit from the US Forest Service if:

1. If you will need to occupy, use, or build on USFS land for personal or business purposes, whether the duration is temporary or long term
2. If there is a fee being charged or if income is derived from the use on USFS land
3. If an activity on USFS land involves individuals or organization with 75 or more participants or spectators

Please visit the Arapahoe & Roosevelt National Forest website for more information:

<https://www.fs.usda.gov/detail/arp/passes-permits/?cid=stelprdb5127723> or call the Boulder Ranger District office at 303-541-2500.

Fairgrounds Leasing Process

The Boulder County Parks and Open Space Department maintains the County Fairgrounds located at 9595 Nelson Road, Longmont, CO. There are several facilities available for lease for special events, including five barns, parking lots, indoor and outdoor arenas and an exhibit building. Use of any facility at the fairgrounds requires a lease Agreement with Boulder County.

You can obtain more information about leasing the fairground facilities at <https://www.bouldercounty.org/open-space/fairgrounds/> or by emailing fairgrounds@bouldercounty.org.

Group Gathering Permit

If your event involves the gathering of twenty-five (25) or more people on private property for a meeting, festival, social gathering, or other similar purpose which exceeds 10 hours or is over multiple days, you must apply to the Boulder County Land Use Department for a Group Gathering permit.

You can obtain more information about group gathering permits by contacting the Land Use Department at planner@bouldercounty.org

Liquor License

If you plan to have alcohol at your event, you should contact Boulder County and/or the appropriate municipality to see if there are any restrictions on the use of alcohol at your event. Any sale of alcohol requires a special event liquor license.

Only non-profit entities may apply for a special event liquor license, i.e. a license for a one-time event lasting one to several days. Each non-profit entity is entitled to only 10 days of permits per year. There is an application process and referral system and once the application is approved by the Local Authority (Boulder County), the application is forward to the state for review and approval. Special event licenses are issued at a variety of locations including privately owned property and some county owned property.

You can obtain more information at <https://www.bouldercounty.org/records/licenses/liquor/> or by emailing liquorlicensing@bouldercounty.org.

Municipal Permits

If your proposed event uses any portion of right-of-way, public or private property under municipal jurisdiction, you may be required to obtain a permit from the appropriate municipality. Contact information is listed below for each municipality.

City of Boulder and Boulder Reservoir

Website: <https://bouldercolorado.gov/city-manager/boulder-special-events>

Contact: specialevents@bouldercolorado.gov

Town of Erie

Website: <https://www.erieco.gov/398/Special-Events-Permit>

Contact: Special Events Coordinator at specialevents@erieco.gov

Town of Jamestown

The Town of Jamestown does not currently administer a special event permit process of its own. A Town of Jamestown representative is invited to participate in the Boulder County process. However, organizers of proposed events must still work with Jamestown officials to ensure an appropriate event.

Contact: townclerk@jamestownco.org

City of Lafayette

Website: <http://www.cityoflafayette.com/484/Licenses-Permits-Forms>

Contact: Susan Barker at susanba@cityoflafayette.com

City of Longmont

Website: <https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/licenses-and-permits/special-events-permits>

Contact: City Clerk at city_clerk's_staff@ci.longmont.co.us

City of Louisville

Website: <http://www.louisvilleco.gov/residents/city-clerk-s-office/special-event-block-party-permits>

Contact: Meredyth Muth at meredythm@louisvilleco.gov

Municipal Permits (continued)

Town of Lyons

Website: <http://www.townoflyons.com/160/Special-Events>

Contact: recreation@townoflyons.com

Town of Nederland

Website: <http://nederlandco.org/government/town-hall/special-events/>

Contact: townclerk@nederlandco.org

Town of Superior

Website: <http://superiorcolorado.gov/services/forms-permits>

Contact: 303-499-3675

Town of Ward

Contact: Pete Lawrence at plawrence.marshall@ward-co.org

Adjacent County Permits

City and County of Broomfield

Application form: <https://www.broomfield.org/DocumentCenter/View/1409>

Contact: Engineering Department engineeringpermits@broomfield.org or 303-438-6380

Jefferson County

Application form: <https://www.jeffco.us/documentcenter/view/10509>

Contact: Planning & Zoning: <http://planning.jeffco.us> or 303-271-8700

Larimer County

Application form and website: <https://apps.larimer.org/specialevent/>

Contact: specialevents@larimer.org

Weld County

Contact: Clerk to the Board: crempel@weldgov.com or 970-400-4213

Parks and Open Space Group Use and Special Use Permits

The Boulder County Park and Open Space Department maintains parks, open space, trailheads and trails. Permits are needed when people want to use a Boulder County Parks and Open Space property outside its everyday use. Examples of everyday use are hiking, biking, birding, and fishing.

There are two types of permits: 1) Group Use and 2) Special Use. A Group Use permit (free) is required for any group with 25 people or more on any property. A Special Use permit (free) is required for any activity that does not fall under the generally accepted definition of passive use, regardless of the number of people.

Permits will not be issued for any commercial activity such as:

Races or events

Filming movies or commercials

Guiding services

Equipment demonstrations

Riding activities of a commercial horse stable, riding school, or livery

Individuals engaging in still camera photography are exempt and do not need to apply for a permit if the activity occurs during open hours and has less than 25 people.

Each permit is reviewed on an individual basis, taking the following into consideration: activity details, impact on the resources, number of people, number of parking spaces needed, location, and day of the week and time range.

Permits will not be issued to areas closed for seasonal and permanent wildlife closures.

All Boulder County Parks properties are closed from sunset to sunrise. After-hours requests need additional approval from the Parks and Open Space Director.

You can obtain more information about obtaining Group Use and Special Use permits at <https://www.bouldercounty.org/open-space/activities/permits/>.

Parks and Open Space Shelter Reservations

The Parks and Open Space Department also provides the opportunity to reserve certain shelters for a fee.

You can obtain more information about reserving shelters at <https://www.bouldercounty.org/open-space/activities/picnic-shelters/>.

Public Assembly on County Property Permit

It is the policy of the Board of County Commissioners (BOCC) to grant permission to groups and organizations to use specific County-owned properties for scheduled events on a reservation basis. Use of county property is limited to the grounds only and interior spaces are expressly reserved solely for the functioning of the county government.

Any assembly of twenty-five (25) or more people generally requires a permit. You can obtain more information at <https://www.bouldercounty.org/government/about-boulder-county/public-assembly/> or by contacting Sheree Stroud at sstroud@bouldercounty.org.

Post-Event Activities

Introduction

A number of actions must occur after your event is over. For instance, demobilization activities must occur immediately after your event to return the county roads and event location to its original condition. Accomplishing these activities in a timely and complete manner is essential in order to refund your full performance deposit. Other activities that occur after your event is over include collecting various data about your event and reviewing all relevant information during the post-event debrief meeting.

Post-Event Actions

Demobilization

The demobilization process should be part of the overall planning process for your event. Factors such as how and when to release response agencies and other resources and returning the site and route to its original condition require thought and consideration.

Release of Security Personnel and Marshals

Before you allow security personnel and marshals to leave, you should ensure that all participants have completed the course unless alternative arrangements were made during the production meeting. If yours is an all-day event you should also ensure that the security personnel and marshals are sufficiently rested so that they may return to their home bases safely. Often the personnel working an event are busy taking care of others and forget to take care of themselves. Your consideration in this area is appreciated.

Sanitation Plan

Please note that all sanitation facilities must be removed within 24 hours of the end of the event.

Trash and Recycling

Any litter, garbage or other debris left from participants or spectators to your event must be cleaned up and removed within 24 hours of the event. Failure to do so may result in forfeiture of all or part of the performance deposit to cover the costs for the county to clean the area and route and/or the denial of future permits for the specific event and/or sponsor.

Release of Performance Deposit

The performance deposit you placed for your event is typically released for refund fourteen (14) days following the event as staff allows and as long as all demobilization requirements have been fully satisfied. All financial obligations with the county team must be settled as well prior to your deposit being refunded.

Reasons for forfeiting your performance deposit include but are not limited to:

- Improper or neglect of placement of advance signage seven (7) days prior to the event date.
- Improper or neglect of placement of all other signage and barricades as approved through permitting process.
- Neglect to remove all signage and barricades within twenty-four (24) hours of the end of the event.
- Improper removal of or neglect to remove trash, recycling and/or compostables from the event route or venue within twenty-four (24) hours of the end of the event.
- Revocation of approved permit for any reason.

Data Collection

Collecting data about your event prior to the post-event debrief meeting will facilitate the discussion and assist in determining appropriate recommendations for future events.

You, your team and county team members will be responsible for collecting data as appropriate to discuss at the post-event debrief meeting. For those unable to attend this meeting, it may be useful to have them provide written feedback so that their information can be available for discussion.

Data should include the following information, as appropriate:

- Actual attendee figures.
- Critiques from security personnel and marshals. Critiques from officers and marshals provide general and specific information regarding the process of the event as well as how personnel responded to incidents.
- Critiques and observations from personnel involved in
 - Communications
 - Medical response
 - Traffic management
- Feedback from the public. The public feedback generally includes those who may have been impacted by your event even though they did not attend the event. Comments from the public are most often provided by phone and mail. An effort is made to collate all comments so that it may be considered.
- Feedback from attendees
- Operational costs from the county team members. While meeting attendees are responsible for gathering information on their own time and costs, there is also benefit in merging the figures of all agencies to have a better picture of total expenses for personnel and equipment. This may also provide opportunities to see how dividing responsibilities in different ways could result in cost savings. Among the costs that should be analyzed are overtime expenses, costs of deploying equipment, equipment rental costs, additional communications expenses, and expenses for public information efforts.
- For repeat events, a comparison to the previous year should be made to determine any significant changes in attendance, traffic volumes, impacts on roadways, congestion, permitting compliance, etc.

Post-Event Debrief Meeting

Following your event, a post-event debrief meeting may be scheduled. The meeting may occur soon after your event or it may occur at the end of the special event season (the middle or end of October is generally considered the end of the special events season in Boulder County). The purpose of the post-event debrief meeting is to provide you with feedback that includes open discussion of what went well and what could have gone better. Also at this meeting you should be prepared to conclude any outstanding financial obligations or other matters concerning the County team.

Meeting Attendees

All those who attended the production meetings at the beginning of the planning process and, as necessary, those in charge of various resources for your event, should participate in the post-event debrief meeting. Professional service providers that contracted with you to provide support services for your event should also be invited to participate in the meeting. And any professional service providers that either experienced or witnessed challenges during the event should also be present at the meeting.

Agenda

The agenda for the post-event debrief meeting will vary according to the type of event you held and what occurred during the event. However, the agenda will typically include at least some of the topics below:

- Planning process/demobilization
- Communications
- Medical support/emergency response
- Command post operations
- Security and marshal support
- Signing
 - Advance signing
 - Barricades/other safety equipment
 - Traffic control signs
 - Directional signing and markings
 - Event signs
- Other traffic management efforts at and outside venue site
 - Other pre-event information; radio announcements, newspaper advertisements
 - Day-of-event information; VMBs, detour information
 - Direction provided to the event and at the venue
 - Access and parking
 - Pedestrian access
 - Egress from the venue
 - Other traffic flow
- Sanitation
- Plan revisions during event
- Actions that deviated from the plan and why
- Operational cost analysis
- Include staffing, overtime, and equipment for each involved agency.
 - Identify potential cost savings.
 - Reallocation of personnel
 - Division of responsibilities
 - Use of technology
 - Include total staffing, overtime, and equipment for all agencies.
- Qualitative evaluation
 - Critiques from officers, marshals and other security personnel
 - Feedback from public
 - Feedback from event attendees
- Recommended improvements

Outcomes

The post-event debrief meeting is not only to identify what could have been done better but to also note what was successful. The meeting provides the opportunity for several perspectives to be shared and discussed. Through this process successes, as well as recommended improvements, can be identified. These successes and recommendations will be documented in a post-event report so that they may be incorporated in the next year's event or next event that is similar to the one being debriefed.