

EVENT SUMMARY

Please provide the following information:

1. A brief description of the proposed activities and whether the event is open to the public and if there is a fee; if the number of participants will be limited and how that limit will be maintained; whether there will be amplified music; how volunteers will be trained and who is the coordinator.
2. Approximate expected attendance numbers
3. Personnel numbers: staff, volunteers, independent contractors, security, vendors, etc.

EVENT SITE PLAN

The site plan/map shall depict the physical layout of the event. Please provide an accurate detailed drawing or map that includes, but is not limited to, the following elements.

1. **Boundaries**
 - a. Delineate the boundary for the entire event venue, including the names of all streets or areas that are part of the venue and surrounding area.
 - b. If the event involves a moving route of any kind, show the particular route(s), indicate the direction of travel, label street and/or trail names and identify any street or lane closures.
 - c. Locate fencing, barriers and/or barricades, points of ingress and egress and any queuing lines. Advertising signs, banners, flags and inflatables, including size. Show any removable fencing for emergency access.
2. **Site Improvements**
 - a. Locate all stages, platforms, scaffolding, ramps, grandstands, bleachers, chairs, tents, canopies, booths and other temporary structures.
 - b. Placement of generators, electricity sources, amplified speakers, soundboards, jumbo-tron screens and lighting.
 - c. Locate areas for RVs, buses, trailers, vans, tech trucks or other vehicles.
 - d. Identify start and finish areas.
3. **Security, Medical and Safety**
 - a. Show security checkpoints and stations; identify placement of traffic control personnel.
 - b. Locate first aid facilities, ambulance stationing, 20' wide emergency/fire lanes and attendee access aisles.
 - c. Identify ambulance pick up points for off-road or on-mountain events.
 - d. Identify all event components that meet accessibility standards.
 - e. Locate all temporary directional signage and portable night lighting.
4. **Transportation and Parking**
 - a. Identify all parking areas (on/off-site) that are needed to service the event.
 - b. Show the inbound and outbound transit stops that will be utilized.
 - c. Locate any special bus, shuttle, van or limo drop-off/pick-up areas.
 - d. Identify disabled parking areas.
 - e. Identify locations and provide a list of all informational signage.
5. **Sanitation and Solid Waste**

- a. Locate and identify the number of restrooms and/or portable toilets and hand wash stations.
 - b. Placement of trash and recycle containers and dumpsters.
- 6. Alcohol, Food Service, Vending and Tech Areas**
- a. Placement of bar areas and/or beer gardens including security fencing and entry/exit gates.
 - b. Indicate if there is a Family Friendly seating area
 - c. Label any designated smoking areas
 - d. Locate food vendors and identify those cooking with flammable gases or barbecue grills. Show all vending booths, tech booths/trailers, work areas and/or storage.

COMMUNICATIONS PLAN

A plan between you, the event organizer, and participants and staff can be the key to a smooth operating event. Please provide the following information in this plan

1. STAFF

- a. Staff contact list with designated responsibility.
- b. Include all phone numbers.
- c. If using hand held radios include radio channels.
- d. List assigned frequencies (UHF or VHF).
- e. Identify radio channels for each staffing group. i.e. Security=channel #2
- f. Be prepared to provide Law Enforcement and/or Emergency Medical Services with one of your radios.

2. EMERGENCY MEDICAL SERVICE PROVIDERS

- a. List assigned radio frequencies and detail how staff will communicate with emergency medical providers and other emergency services.
- b. Provide an Emergency Point of Contact that will coordinate with Emergency Service Providers.
- c. Include Names, Phone Numbers and Responsibilities of each designated Point of Contact.

3. PUBLIC INFORMATION

- a. Detail how you will update participants or attendees with changing information about your event. (i.e. radio spots, newspaper, etc.)
- b. Describe informational signage that will serve to inform attendees as they arrive at your event.

An operational and communication flow chart will assist in organizing this information, and may be required by County agencies depending on the scope and scale of your event

SAFETY PLAN

Promoting public safety at and around your event will help ensure your event's success. Developing a safety plan will help identify and ultimately reduce the risks associated with your event. You should consider the following a template to developing your Safety Plan.

1. Detail your proposed event attendee capacity.
2. Describe in detail the appropriate safety measures you will have in place for the event. Include in your plan the following:
 - a. Procedure for detecting and responding to emergencies.
 - b. Requests for assistance procedures.
 - c. Dispatch/communications for your internal emergency response. **Include this in your Communications Plan**
 - d. Include in your Site Plan: emergency facilities, emergency access routes and any hazards, fire extinguisher locations.
 - e. Detail all safety and/or egress lighting if your event takes place after dusk.
 - f. Develop a written safety plan to be handed out to your staff during your safety briefing. Have your plan reviewed by Law Enforcement and the Fire Marshall.
 - g. Describe exit routes for attendees
 - h. What are your inclement weather contingency plans?
3. Does the event pose substantial risks to the individual participant or public safety?
 - a. If Yes, describe in detail all the activities, risks, or other safety issues associated with staging or participating in your event.
4. Does the event occur in wilderness, swift water/open water or mountainous terrain and have the potential to affect normal public safety resources?
 - a. If Yes, describe in detail the locations where your event will take place.
5. Will you be using fixed wing or rotor aircraft?
 - a. The use of fixed wing, helicopters or balloons for your event requires the need for airport and FAA approvals.
6. If you answered yes to any of the above questions you may be required to post financial security to the Sheriff's Office.
7. **If your event will take place in backcountry locations all participants are required to purchase and carry during the event a hiking, fishing, hunting, snowmobile, boat registration or backcountry certificate, which may cover costs of an emergency/rescue through the Colorado Department of Local Affairs-DOLA.**
8. Your event may be required to supply its own Emergency Medical Services (including ambulance services) depending on the scale and risk assessment of the activities. **See Medical Plan for additional information.**
9. **For Major and Extreme Events, event organizers must be ICS100 certified.**
10. Provide a Safety/Security Contact who will be available to public safety officials at all times during your event.
 - a. Name of Contact & Phone Number

SECURITY PLAN

A safe and secure environment needs to be provided for your event, this plan is required if alcohol is being served. Please describe your Security Plan.

1. Have you hired a professional security company (bonded/insured) to plan and manage security for your event? If Yes, please provide the following information:
 - a. Security Organization
 - b. Contact Person
 - c. Mailing Address
 - d. Telephone/Email
 - e. Number of personnel, times they will be in place and describe duties
 - f. Show security stations on the event Site Plan**
 - g. Include security communications in Communications Plan**
2. Will public law enforcement services be requested?
 - a. If yes, please explain for what purpose (i.e.: security, traffic control, parking control, etc.) and list dates and times when officers are needed
 - i. Public law enforcement services may be charged out at a rate to be determined in your agreement with the appropriate Chief of Police or Sheriff. The Chief of Police and/or Sheriff reserve the right to place officers and staff events as deemed necessary in the best interest of public safety. An application for an agreement with the Police Department and/or Sheriff's Department will also need to be completed in addition to this Plan.
3. Provide a Security Contact who will be available to public safety officials at all times during your event.
 - a. Name of Contact & phone number

MEDICAL PLAN

Medical and emergency service needs of the attendees and participants are an important consideration for your event. As the event organizer, you should develop a medical plan that is suitable for your environment and size of your event. Enlisting the help of a Licensed Professional Emergency Medical Services Provider to develop your plan is strongly encouraged. **If you are providing Emergency Medical Services by calling 911 or hiring a professional service you must provide this plan.**

1. Will emergency medical services be summoned through 911?
 - a. If Yes, please provide the following information:
 - i. Name and number of the onsite staff person designated as the medical point of contact.
 - ii. Medical point of contact person must have the necessary information and training regarding emergency calls.
 - iii. Identify an area or areas on your event site plan where ambulances can pick up people.

2. Do you intend to have an onsite Licensed Professional Emergency Medical Services Provider?
 - a. If Yes, please provide the following information:
 - i. Name of Service Provider
 - ii. Contact Person, Telephone and Email
 - b. Ambulance Coverage
 - i. Number of ambulances and staging locations at your event.
 - ii. Number of medical staff and level of certification, i.e. MD, RN, Paramedic, EMT.
 - iii. Identify hours of coverage for ambulance and staff.
 - iv. Provide plan for backup services in case your medical staff becomes unavailable.
 - c. Aid Stations
 - i. Number of Aid Stations and their locations at your event.
 - ii. Hours of operation.
 - iii. Number of medical staff and level of certification at the Aid Stations, i.e. MD, RN, Paramedic, EMT.
 - iv. Resources available at each aid station.
 - v. Detail how medical staff will be identified, i.e. badges, uniforms, etc.
 - vi. **Aid Stations, ambulance staging areas, ambulance routes and points of ingress/egress must be shown on your Site Plan.**
 - vii. **Emergency medical services must be included within your Communications Plan.**
3. Provide a Safety/Security Contact who will be available to public safety officials at all times during your event.
 - a. Name of Contact & Phone Number
4. **NOTE: Event organizer will provide at least one of the following options:**
 - a. Provide PARTICIPANT EVENT INSURANCE adequate to cover participant's medical expenses resulting from injury acquired while participating in your event.
 - b. Post MEDICAL BOND to cover EMS/hospital/aeromedical transport/physician charges. Unused bond would be refunded at 30 days post event.

TRANSPORTATION & TRAFFIC PLAN

If your event is going to require the use of buses, vans or taxis to transport attendees or staff to and from your event please provide a detailed plan.

1. Safe arrival and departure of event attendees, participants, volunteers, vendors and staff in a timely manner are very important. Your plan should encourage the use of alternate transportation and include methods for mitigating traffic congestion. Please detail your transportation and traffic plan. Please describe how people will arrive and depart from your event (i.e. private vehicles, walk, bicycle or regularly scheduled public transportation).

2. Please provide a detailed plan including the use of buses, vans or taxis to transport attendees and/or staff to and from the event site. In addition, please include the following in your transportation plan:
 - a. Statement of transportation objectives.
 - b. Transportation Point of Contact. (phone numbers, email, etc)
 - c. Route description with maps.
 - d. Route schedule.
 - e. Transport calculations, (i.e. Egress Route #1- Event to Parking Lot) Total bus capacity x Round trips/hour = Passengers/hour x Length of egress = Total passengers/route).
 - f. Transportation companies contracted w/point of contact and copy of contract.
 - g. Traffic flow maps (including location of barricades and/or cones).
 - h. Road and/or traffic lane closure requests.
 - i. Temporary informational signage locations. Safety lighting for night egress.
Include signage and safety lighting on your Site Plan.
 - j. Provide for lodge vans, limos and taxis as needed; **designate pick up/drop off locations on Site Plan**
 - k. .Describe any special transportation needs for artists, staff and/or volunteers.
 - l. Will there be need for traffic control and flagging on State Highways or County roads? If so, a traffic control plan prepared by a certified traffic control firm will be required. A certified Traffic Control Supervisor (TCS) must be on site at all times flagging operations are taking place. All flaggers working on State Highways or County roads shall be certified.

SANITATION & RECYCLING PLAN

Proper sanitation and disposal of solid waste garbage is a required part of your event plan. Throughout the duration of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the venue(s) better than you found it, you can have a highly beneficial impact on the community. Proper storage and daily pickup of waste is required due to the wildlife activities in the community and surrounding wilderness. **RECYCLING IS REQUIRED**

1. Refuse containers must conform to Pitkin County regulations concerning the protection of wildlife
2. If using a sanitation company please provide the following information:
 - a. Name of Service Provider
 - b. Contact Person, Phone number and Email
3. Should you fail to perform adequate cleanup, or if damage occurs to public property due to your event and mitigation attempts fail, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a special event permit.
 - a. Please describe your plan for cleanup and removal of recyclable goods, waste and garage during and after your event. Recycle containers are available for your event through any of the jurisdictions.

- i. Pitkin County Landfill hours of operation: Monday - Friday 7:30 AM - 4:30 PM | Saturday 10 AM - 2 PM
 - ii. Will your trash hauler need additional access to the landfill? If yes, please contact the Landfill at 970-923-3487 to make arrangements.
4. Portable Restrooms
 - a. The Environmental Health Departments recommend two (2) chemical or portable toilets for the first 100 attendees and one (1) for every 100 after that. Ten percent (10%) of these facilities must be ADA-accessible. This figure should be based upon the anticipated maximum number of attendees at your event during peak time. The Environmental Health Departments may determine the total number of required restroom facilities on a case-by-case basis. Please make sure these facilities are shown on your site plan.
 - b. You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA-accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event.
 - c. **Potable Water:** Colorado Group Gathering Law says "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."
 - d. Do you plan to provide portable restroom facilities at your event?
 - i. If yes, please provide a total number of portable toilets and ADA-accessible portable toilets
 - ii. Please provide the following information for your portable restroom provider
 1. Name of Service Provider
 2. Contact Person
 3. Phone Number and Email

ALCOHOL MITIGATION PLAN

Responsible sale and/or distribution of alcohol is critical to a safe and successful event. Please describe your alcohol mitigation plan.

1. If your event involves the sale and/or distribution of alcoholic beverages, please provide a plan including, but not limited to, the following:
 - a. Hours of operation (include dates and times)
 - b. Alcohol service should be ceased at a predetermined time prior to the end of the event.
 - c. A designated, secured area for the dispensation and consumption of alcoholic beverages is required. **Show the area on your Site Plan**
 - d. Provide non-transferable ID bracelets for persons 21 and over.
 - e. Use of TIPS trained servers. (drink maximum, ID check and no self serving)
 - f. Will security staff and volunteers be trained on friendly intervention?

- g. Staff and volunteers should be prohibited from alcohol and drug use while on duty.
 - h. Have you designated a "family friendly" seating area? **If so, indicate it on your Site Plan**
 - i. Will you provide alternative beverages to alcohol?
 - j. Will food be available at all times?
 - k. Is there a designated smoking area? **If so, show it on your Site Plan**
 - l. Will you provide alternative transportation for intoxicated attendees?
 - m. Have you promoted public transportation in the planning of your event?
 - n. Will you provide a designated medical detox facility on-site?
 - o. How will you discourage Drinking and Driving?
2. Alcohol Permit & License
- a. A special event liquor license from the state of Colorado will be required if you plan to sell, distribute or consume alcoholic beverages at your event. An application for a special event liquor license shall be submitted to the Pitkin County Clerk. Only incorporated non-profit organizations are eligible for special event liquor permits.
 - b. The special event permit you receive will likely prohibit the consumption of alcohol in the event venue outside of a controlled area or beer garden. Liquor liability coverage with a \$1,000,000 limit must be included on your certificate of insurance.
 - i. **State of Colorado**
http://www.revenue.state.co.us/liquor_dir/pdfs/8439.pdf
 - ii. **Pitkin County** http://www.revenue.state.co.us/liquor_dir/pdfs/8439.pdf
 - c. You must submit your special event liquor license application to the Pitkin County Clerk at least 30 days prior to your event. Applications submitted to the Town or County will require a public hearing before the applicable review body, which will be scheduled by the Clerk. After the public hearing (if applicable), the Clerk will send the application to the State, which must receive the application at least ten (10) days prior to the event.

ADA ACCESSIBILITY PLAN

All city, county, state and federal disability access requirements applicable to your event need to be addressed. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities. Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible a map or program must be provided to attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

1. This Accessibility Checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements

- a. Will there be a clear path of travel throughout your event venue? Please describe.
- b. Have you developed a disabled parking and/or transportation plan (including the use of public transportation or shuttle services) for your event? Please describe.
- c. Will a minimum of 10% of portable restrooms at your event be accessible? Please describe.
- d. Will all food, beverage and vending areas be accessible? Please describe.
- e. Will all signage be located so pedestrian flow will not obstruct its visibility? Please describe.
- f. Will adequate egress lighting be provided if your event operates beyond dusk? Please describe.

TEMPORARY STRUCTURES

1. **Definition:** A temporary structure is any structure that is erected for a period of less than 180 days. A structure erected for 180 days or more must comply with the International Building Code ("IBC"). "Temporary" refers to the structure being erected, not the use of the structure; therefore, if a structure is erected for 365 days a year, but is used on a seasonal basis for less than 180 days, it is considered permanent.
2. **Permits required:** Tents and other membrane structures erected for less than 180 days shall comply with the International Fire Code ("IFC"). Such structures require a permit from the building department and will be reviewed and inspected by the fire marshal. Such structures erected for 180 days or more require a permit from the building department and will be reviewed and inspected to the IBC.
 1. Any temporary structure, other than a tent or membrane structure, that covers an area in excess of 120 square feet that is used or intended to be used for the gathering together of 10 or more persons requires a building permit and must comply with the IBC.
 2. Temporary structures may also include temporary wiring and other fire hazards that are different from those that are expected in permanent structures. Any electrical wiring in a structure that is open to the public will require an electrical permit from the building department. Temporary gas heating appliances will require a permit from the fire marshal.
 3. Temporary structures that are open to the public may also require sanitary facilities as required by the International Plumbing Code Table 403.1 and may also have to comply with the accessibility requirements of IBC Chapter 11.
 4. Bleachers, grandstands and folding and telescopic seating: Bleachers, grandstands and folding and telescopic seating erected for less than 180 days shall comply with National Fire Protection Association ("NFPA") 102 and shall require a building permit from building department that will be reviewed by the fire marshal. Those erected for 180 days or more will require a permit from the building department and will comply with International Code Council ("ICC") 300.
3. **Construction Documents:** A permit application and construction documents must be submitted for each installation of a temporary structure. The construction documents must include a site plan indicating the location of the temporary structure(s) and

information specifying the occupant load and means of egress and the use of electrical wiring or gas appliances or other items that may cause a fire hazard. Include the location and number of sanitary facilities and the accessible routes as required by IBC Chapter 11.

FOOD PERMIT

If your event will be preparing, selling, distributing or giving away food to the public, you may be required to obtain a permit from the Pitkin County Environmental Health Department.

1. Guidelines for food facilities are provided by the Pitkin County Environmental Health Department. These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner.
 - a. [Pitkin County Environmental Health Department Food Safety Guidelines](#)
2. You may be required to apply for a health permit if food or beverages are sold or given away during your special event. Contact the Pitkin County Environmental Health Department at 970-920-5070. If applicable, be sure to include your organization's 501(c)(3) identification number in order to receive a "nonprofit" classification by the Environmental Health Department. Different permits, policies and procedures depend on your classification and the number of days of your event.
 - a. Does your event include food concessions, preparation areas and/or giveaways?
If Yes, please describe how food will be prepared and/or served.
 - b. Do you intend to cook food in the event area? If Yes, please specify:
 - i. Gas, electric, charcoal or other
 - ii. Will food and/or cooking supplies be stored on site overnight?
 1. If Yes, please describe where and how it will be securely stored.