



Town of Superior  
**Special Events Application Form**

127 E. Coal Creek Drive ▪ Superior, CO 80027 ▪ 303-499-3675 ▪ 303-494-2521 (fax)

**Contact Information**

Name of Event \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Position Title \_\_\_\_\_

Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Event Information**

Type:     Bicycle Race                       Road Race                       Triathlon                       Parade                       Other

Event Date \_\_\_\_\_ Event Time Range \_\_\_\_\_

Attendance Expected \_\_\_\_\_ Age Range of Attendees \_\_\_\_\_

Event Contact Person (event day official) \_\_\_\_\_ Phone \_\_\_\_\_

**Event Requirements**

Submittal of Application (pages 1& 2)

Payment of \$25.00 Application Fee

Proof of Insurance with Town of Superior listed as additional insured

Street Obstruction Permit

Written proof of notification to Boulder County Sheriff's Department and Rocky Mountain Fire District

Barricade/Traffic Plan (with approval by Boulder County Sheriff's Department)

Medical/First Aid Plan

Clean-up Plan

Sanitation and Refreshment Facilities Plan

Parking Plan including staging and support locations (include written approval from property owners if using their property)

Copy of Resident information letter with plan to distribute (*1 week prior to event*) to neighborhoods affected by event

Other: completed Facility Use Permit Application and Fees for usage of Town of Superior Park Facilities

**Fee Information and Approval (Office Use Only)**

Permit Fee Payment:		Reg. Initials:	
Payment By: (Circle One and Fill in Reference Number)	Cash	Check #	Visa/ Master Card #
Permit Requirements Completed: <input type="checkbox"/> Y <input type="checkbox"/> N	Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		



Town of Superior

# Special Events Application Form

127 E. Coal Creek Drive ▪ Superior, CO 80027 ▪ 303-554-9005 ▪ 303-494-2521 (fax)

## STREET OBSTRUCTION PERMIT

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Purpose of Closure: Neighborhood Party \_\_\_\_\_ Times of Event: \_\_\_\_\_  
 Sporting Event \_\_\_\_\_  
 Garage Sale \_\_\_\_\_  
 Other (list) \_\_\_\_\_

Traffic Control Plan Submitted: (Y/N) \_\_\_\_\_

Description of Area to be Closed (street addresses from – to) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please Read and Initial the Following to Acknowledge:

- \_\_\_\_\_ Streets may not be completely closed and must remain accessible to residents and emergency vehicles.
- \_\_\_\_\_ Residents in obstructed areas must receive prior notification of the street obstruction. Submit names and addresses of contacts.
- \_\_\_\_\_ Event must comply with any other Town Code provisions.
- \_\_\_\_\_ Signage must be posted in area to notify motorists.
- \_\_\_\_\_ Permittee agrees to hold harmless the Town for any consequence arising from the exercise of this permit.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_