



Town of Superior
Special Events Application Form

127 E. Coal Creek Drive ▪ Superior, CO 80027 ▪ 303-499-3675

A special event permit is required for all planned and promoted activities conducted on public property that meet any of the following criteria:

- When the expected number of participants and spectators totals 100 or more people; and/or
- When using tents, structures and/or sound amplification; and/or
- When providing, selling or distributing alcohol and/or food to the public; and/or
- When using public right of ways (e.g., city streets, multi-use paths and sidewalks), and/or impacting vehicle, bike or bus traffic.

Contact Information

Name of Event _____

Sponsoring Organization _____

Contact Person _____ Position Title _____

Phone _____ Work or Cell _____

Address _____

Email Address _____

Business Type: For Profit Non-Profit Individual Other (specify) _____

Event Information

Type: Bicycle Race Road Race Triathlon Parade Other

Event Purpose / Details: _____

Event Location: _____ Event Date(s) _____ Event Time _____

Attendance Expected _____ Age Range of Attendees _____

Event Contact Person(s) (event day official) _____ Phone _____

Will the event include the distribution and/or consumption of alcoholic beverages? Yes No

If yes, have you submitted for a Town alcohol permit* (require 30 days advance filling)? Yes No

*A special event permit does not allow for the sale, service or consumption of alcohol on public property. Alcohol is allowed only on private property unless otherwise requested by the applicant and specifically approved by the Town. All state and city alcohol laws apply during block parties. If the permittee would like to request permission to consume alcoholic beverages on public property then the applicant needs to provide additional information to the Town as requested. Permission to serve alcohol may or may not be granted at the Town's discretion in accordance with the BRC 5-7-2 and 5-7-5.

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:

If street obtaining street obstruction permit:

_____ 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.

_____ Signage must be posted in area to notify motorists.

ALL EVENTS:

_____ Event must comply with all Town Code provisions

_____ Permittee agrees to hold harmless the Town for any consequence arising from the exercise of this permit.

Signature of Applicant _____

Date _____