



SPECIAL EVENT APPLICATION INSTRUCTIONS AND GUIDELINES

What is a Special Event?

Summit County Government regulates **Special Events** on County Property or Property Interest and Roads under the authority of Resolution No. 2004-90 approved by the Board of County Commissioners (BOCC) on December 16, 2004, for the protection of the public health, safety, welfare and/or convenience, potentially requires changing, restricting, or adapting the public's normal use of such road, property or property interest. Special Events specifically include, but are not limited to, bicycle races or rides, foot races or walks, philanthropic events, and motorized vehicle events. Any event that expects to use County services (i.e., emergency/ambulance services or law enforcement) or expects to impact any county right-of-way, and has fifty (50) or more participants at any one time is required to complete the enclosed Special Event Permit Application. Events that exceed thirty (30) days in length or six successive weekends are considered long-term land use and are beyond the scope of the Special Event permit and intended purpose of the regulations.

What other permits do I need?

For Special Event located on private property, contact the Planning Department at (970) 668-4200 for permitting requirements.

For Special Events that provide water and/or food, contact the Environmental Health Department at (970) 668-4070 for permitting requirements

For Special Events that are held on Recreath sections managed by Summit County under Special Use Permit from United States Forest Service (Ten Mile Canyon, Frisco to Farmer's Korner, Dillon Dam, Swan Mountain), contact Jackie Brown at 970-262-3453 for additional permitting requirements.

Other jurisdictions within the boundaries of Summit County have their own permitting process and would require separate applications. These include but are not limited to the following:

- Dillon Reservoir Recreation Committee (DRReC)
- United States Forest Service (USFS)
- Colorado Department of Transportation (CDOT)
- Colorado State Patrol (CSP)
- Town of Breckenridge
- Town of Frisco
- Town of Dillon
- Town of Silverthorne

When do I apply?

Special Event permit applications may be submitted as early as the first regular business day of the year of the Special Event, but not less than forty-five (45) days prior to the proposed Special Event date. Dates will not be reserved until the completed permit application is received. Event sponsors are encouraged to contact the Open Space and Trails Department as early as possible. Permits must be approved and issued prior to the event's occurrence.

How do I apply?

- 1. Pick up an application.** Summit County Government *Special Event Permit Applications* are administered by the Open Space and Trails Department and are available in the following locations:
 - Open Space & Trails
 - Summit County Government Web Site at www.summitcountyco.gov/236/Special-Events
- 2. Complete the application** along with all the required attachments using these *Instructions and Guidelines* and **submit one copy of your application** to the Open Space and Trails Department. (There is no need to make copies of the

Application Instructions and Guidelines).

- **All applications will be reviewed for completeness** within five (5) business days from the date received by the Open Space and Trails Department.
- **Incomplete applications will be returned to the applicant** and will not qualify as submitted.
- **Completed applications will be placed on the schedule to be reviewed by the Special Events Committee.** Applicants will be notified if they are required to attend the committee meeting.

Use the following instructions to assist in completing the application. The following sections correspond with the same section on the application form:

A. Fill in the blanks. The questions in this section should be self-explanatory. Attach additional pages if necessary. Do not leave any of the questions blank. If you have any questions please contact Open Space and Trails at 970-668-4060.

B. Vicinity Map/Site Plan

Please attach a vicinity map and site plan for your event to indicate the location and movement of the entire event. All vicinity maps and site plans must include the following (when applicable):

- route access and circulation
- aid stations and rest stops
- locations of security personnel/route marshals
- scaled drawings and placement of all signage
- first aid and emergency service locations
- parking areas
- food service and alcohol booths locations
- water stations
- location of all sanitation facilities
- electrical sources and lighting locations
- location of all trash receptacles
- location of County facilities (i.e. trails, open space parcels, roads, etc.)

C. Parking/Traffic Flow

Traffic signage on State Highways must comply with Manual Uniform Traffic Control Device (MUTCD) specifications. A parking plan is required for all event staff, participants and spectators and must be approved by the County Sheriff and the County Engineer prior to permitting. Plan requirements include:

- Personnel to direct traffic
- 1 parking space per every 2 participants for 50-400 participants
- 1 parking space per every 3 participants for 400+ participants

If using County facilities, security deposits for extra cleaning costs, port-o-lets and trash removal may be required.

D. Summit County Sheriff's Office/Law Enforcement

A communications plan that includes radio interface with law enforcement personnel is required. The plan will be subject to review and approval by the Summit County Sheriff's Office and/or Communications Department prior to permitting.

A meeting with the Summit County Sheriff's Office is required to determine if sufficient security and law enforcement is planned for your event. Written confirmation that sufficient staffing has been contracted from the appropriate law enforcement agency is required.

The Office of the Summit County Sheriff may be able to provide uniform deputies and patrol vehicles for your event. All services provided to any special event organizer are based upon availability and subject to additional **contract costs not included in any permit fees paid to Summit County Government.**

For questions or information please contact Captain Cochran, of the Sheriff's Office at 970-423-8905 or e-mail Joel.Cochran@SummitCountyCo.gov

E. Emergency Medical Care

Describe EMS arrangements/plan. Describe the plan for communications to be used in the event of an emergency

(i.e. radio (what channels), cell phones, etc.). Indicate routes for EMS and Fire Crew access.

Events required to have Certified Medical Coverage

Certified Medical Coverage is defined as an EMS plan adequate to meet the needs of the event and approved by Summit Fire & EMS. This may vary from a simple plan to activate EMS as needed to providing on-site medical personnel and/or ambulance coverage.

- Any organized athletic or competitive event involving more than 500 people in motion.
- Any event requiring closure of major roadways.
- Any organized event involving more than 100 persons greater than one mile from State or County road access.
- Any event determined to be hazardous by its nature or likely to cause injury to participants or spectators. This determination will be based on the opinion of the permitting authority.

Events required to have Standby Ambulance Coverage

Standby ambulance coverage requires at least one ALS licensed ambulance to be available on-site for the duration of the event. Standby ambulance coverage may be provided by Summit Fire & EMS or by any ambulance service licensed by their “home” County in Colorado, provided they have a current mutual aid agreement with Summit Fire & EMS. If outside ambulance providers are utilized, they shall be required to be certified by Summit Fire & EMS prior to the event. Certification will include a briefing related to the operations, communications, and integration with Summit County agencies, and treatment and transportation guidelines.

- Any organized athletic or competitive event involving more than 1000 people in motion.
- Any organized event with crowds expected to exceed 5000 people. An additional ambulance will be required for every 7500 additional people expected at the event.
- Any other event determined to be hazardous or likely to cause injury to participants or spectators, based on the opinion of the permitting authority.

Events Exempt from Medical Coverage Requirements

Routine recreational activity (requiring no additional permit) in established recreation areas with existing medical plans in place. (i.e. ski areas, rec. centers, pools, ice rinks, golf courses, equestrian centers and school sporting events)

The Summit Fire & EMS Department may be able to provide qualified medical technicians and emergency vehicles for your event. All services provided to any special event organizer are based upon availability and subject to additional **contract costs not included in any permit fees paid to Summit County Government.**

For questions or information please contact Jamie Woodworth, at Summit Fire & EMS at 970-262-5100 or e-mail jwoodworth@summitfire.org

F. Food Service

Any event that has food that will be served to the participants or spectators of the event must submit an *Application for a Temporary Retail Food Establishment* and *Food Booth Worksheet* at least 14 days prior to the event for approval by the Environmental Health Department. All food service must meet applicable State and County Food Service Licensing requirements.

The Summit County Environmental Health Department may assess fees for additional services provided at the event. All services provided are subject to additional **contract costs not included in any permit fees paid to Summit County Government.**

For questions or information please contact Dan Hendershott, at the Environmental Health Department at 970-668-4072 or e-mail Dan.Hendershott@SummitCountyCo.gov

G. Water

In this section, describe water source and method of distribution. Water supply must meet State potability standards as follows:

- Drinking water and ice must come from an approved source such as commercially bottled water or

manufactured ice or water from a regulated public drinking water system.

- Private water wells are not regulated for quality or safety.
- Applicants must name the source of the water they provide and whether it is commercially packaged or provided in approved sanitary dispensers.
- Water that is not commercially prepackaged must be served from sanitary, tightly covered containers with a spigot that is specifically designed for potable beverages.
- At no times shall hands come in contact with drinking water or ice. Appropriate scoops with handles must be provided and used for dispensing ice.

Event organizers are required to sanitize water dispensers using the following procedure prior to filling with drinking water.

- Thoroughly rinse the container for at least 2 minutes with a solution of 1 teaspoon of regular bleach per 1 gallon of clean water (no scented products as they are toxic).
- Empty the container through the spigot.
- Allow the container to thoroughly air dry before filling with drinking water.

H. Alcohol

Any event that has alcohol that will be served to the participants or spectators of the event must submit a Colorado Department of Revenue Liquor Enforcement Division *Application for a Special Events Permit*. For questions or to obtain an application, contact the Summit County Clerk and Recorder's Office at 970-453-3470.

I. Sanitation

In this section describe sanitation/waste disposal plan. State law requires a minimum number of sanitation facilities as follows:

- 51-100 people = 4 facilities
- 101-200 people = 6 facilities
- 201- 400 people = 8 facilities
- 401+ people = 12 facilities

Provisions must be made for disposal of additional wastewater generated at the event and approved by the Summit County Environmental Health Department.

J. Trash Collection/Removal

A sufficient number of trash receptacles along with frequent removal of trash throughout the event are required to maintain a rubbish free event.

Summit County encourages recycling. The High Country Conservation Center is one organization that offers information about recycling services. You may contact this non-profit organization at 970-668-5703 or at <http://www.highcountryconservation.org> for more information.

It is the responsibility of the event organizer to make sure that any hired help performs as agreed upon, independently of the information obtained by Summit County Government.

K. Animal Control

Summit County requires animals to be under physical control using leash or by requiring that a responsible person must remain within 10 feet of an animal with voice control at all times.

L. Utilities

Describe the utilities that are required for this event including all electrical and gas needs for lighting, cooking, operating event activities, etc. Describe the source that is to be used and attach any approvals that may be necessary for accessing these utilities. If the event is to occur at night, describe how lighting will be provided.

M. Open Space and Trails Facilities

Any special event that is to be conducted on any Summit County Open Space Property must comply with the *Rules and Regulations for Summit County Open Space Properties*. Authorization by the Open Space Director is required for all activity proposed on Open Space Property. Use of County trails and the recreational pathway for an event

must be also approved by the Open Space and Trails Department.

The Open Space Department encourages but does not require event organizers for donations to assist efforts to acquire and protect open space parcels and trails. For information or questions, please contact the Open Space and Trails Department at 970-668-4060.

N. Road and Bridge Facilities

Any special event that is to be conducted on any Summit County right-of-way or roads must be authorized by the Road and Bridge Director for all activity proposed.

The Summit County Road and Bridge Department may assess fees for additional services provided at the event. All services provided are subject to additional **contract costs not included in any permit fees paid to Summit County Government.**

For questions or information please contact Tom Gosiorowski, at the Road and Bridge Department at 970-668-4231 or e-mail Tom.Gosiorowski@SummitCountyCo.gov

O. Signage

The Summit County Special Events Committee may determine appropriateness of applicant's application and proposed signage.

When do I get my permit?

Applicants will be notified within five business days of the Committee's decision that their application has been:

- a) **Approved** - A Special Events Permit shall be drafted and sent to the applicant for signature along with any other documents that the County may require to be signed or provided by the applicant.
- b) **Denied** - A letter with an explanation for the Special Events Committee's decision shall be sent.
- c) **Rejected as incomplete** – The application shall be returned with a description of the defects.
- d) **Conditionally approved** – Same approval procedure as with approved with a description of the supplemental requirements to be satisfied by the applicant and a corresponding timeline for completion these requirements.

Appeals of decisions by the Special Event committee shall be made to the County Manager and shall be filed in writing with the Open Space and Trails Department no later than ten (10) days from the date of the decision.

Any appeals of decisions of the County Manager shall be made to the Board of County Commissioners and shall be filed in writing to the County Manager not later than ten (10) days from the date of the decision.