

Special Event Guidelines



Welcome to Windsor, Colorado

The Town of Windsor (TOW) has outdoor facilities suitable for a variety of special events that contribute to the individual, social, economic and environmental health and well-being of the community. The TOW offers many public parks that can be used as the site for your special event.

This packet is intended to help you better understand the special event permitting process and provide tips that will facilitate your special event planning. The Town of Windsor is committed to supporting quality special events throughout the community. If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, give us a call before you complete your event plans. Town staff has valuable experience with hundreds of events and want to see your event succeed. Whether you are wondering about the availability of a venue, or seeking technical assistance, a preliminary conversation with Town staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

What is a Special Event?

A special event is defined as an activity or event held on Town of Windsor property by an organized assembly, generally more than 100 people where the event will interfere with vehicular or pedestrian traffic and is beyond regular property usage or where a higher concern exists for the protection of participants, users and/or property.

- A special event may include but is not limited to races, carnivals, festivals, parades, large company picnics, private fundraisers, and camps.

The Town of Windsor will conduct a review process upon receipt of the application and will make a decision to approve the event based on the following criteria:

- Goals and objectives of the Town of Windsor Strategic Plan
- Duplication of events
- Public impact on street access and closures
- Scheduling conflicts with other town activities (i.e. another special event, road work or construction project)
- Applicant References
- Concurrence by other affected agencies

Once you have submitted your application a representative from the Town of Windsor will contact you and serve as your primary point of contact for the processing of your permit. This person will review your permit application and notify you if your event requires any additional permits, licenses, or requires a logistics meeting.

Table of Contents

Application Process.....	4
Fee Schedule	5
General Park Rules.....	5
Accessibility	6
Advertising	6
Alcohol.....	6
Amplified Sound.....	7
Banners and Promotional Signs.....	7
Cancellation Policy.....	7
Communications	7
Deposit	8
Electricity	8
Fees	8
Fencing.....	8
Food Vendors	9
Generators	9
Heaters	9
Insurance.....	9
Maps.....	10
Medical Plan.....	10
Parking	10
Restroom Facilities	11
Sales Tax	11
Security.....	12
Storm Water Protection.....	12
Traffic Control/Street Closures	12
Tents/Canopies	13
Waste Management.....	13
Windsor Lake	14
Addendums	
Addendum A: Insurance Certificate Sample	15

How do I know if I need to fill out a Special Event Permit Application?

- Is the anticipated attendance 100 or more people?
- Will there be alcohol consumption or sales?
- Will you have vendors at the event who are selling goods or services (like a yoga class)?
- Will you be using amplified sound, other than a small, personal speaker for announcements?
- Will your event close or change the traffic pattern of a street or alley?
- Will your event impact the public use of a park or natural resource?
- Will you be using any temporary structures, like tents (larger than 10x10), bleachers, blow up structures or stages?

If you answered "YES" to any of these questions, you will most likely need to apply for and obtain a Special Event Permit.

Application Process

1. Fill out a Special Event Application, found at <http://bit.ly/speceventapp>
2. Submission of the following will put your event on the events calendar, but does not guarantee approval of your event:
 - Applicant and Sponsoring Organization Information (FORM #1)
 - Event Details & Summary (FORM #2)
 - Special Event Rules and Regulations (FORM #3)
 - \$25 application processing fee
 - \$250 refundable deposit
3. Complete and submit remaining forms depending on your specific event AND all fees no later than **60 days before your event.**
4. Your event is not approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. You will be notified no more than 15 working days after the application is submitted if additional information is needed.
5. Once your application is reviewed by all departments and approved, a permit for your event will be issued by the Special Event Supervisor.

Other related documents may be found at <https://windsorgov.com/804/Special-Event-Planning> , such as:

- Windsor Park Maps
- Special Events Permit Questionnaire (Alcohol)
- Liquor Licensing Application Deadlines
- WSFR Tent Policies
- Tax Report Worksheet
- Colorado Guidelines for Temporary Food Establishments

TOWN OF

WINDSOR

PARKS, RECREATION & CULTURE

**Town of Windsor
Parks, Recreation & Culture
Fee Schedule**

Includes right to use Park shelters (not Band Shell or Market Pavilion at Boardwalk Park) and tables. Includes existing trash containers (trash removal by event organizer) and available restrooms. Does not include exclusive playground use. Fees are per day unless otherwise noted.

General Park Fees	
Applicants must submit their full application with a \$25 non-refundable application fee and \$250 deposit.	
Park Special Event (100-500 attendees)	\$300
Park Special Event (501-3,000 attendees)	\$900
Park Special Event (3,001-10,000 attendees)	\$1,200
Windsor Lake Trail Race Event less than 300 estimated participants (includes Trail, Band Shell and Boardwalk Park for duration of event only)	\$350
Specialized Facilities	
Band Shell at Boardwalk Park	\$150
Market Pavilion at Boardwalk Park	\$250
Eastman Park Trail (map)	\$150
Windsor Lake Trail (map)	\$150
Belmont Ridge Open Space	\$150
Greeley No. 2 Canal Trail (map)	\$150
Poudre River Trail (map)	Requires additional review
Other Fees	
Windsor PD Officer (if necessary, # of officers needed will be determined by Windsor PD)	\$55/hour per officer
Windsor Lake	
Windsor Lake outside of swim area (Max of three per year, scheduled prior to February 1 st , athletic/sporting events ONLY)	\$750
Beach at Windsor Lake (includes swim area) – (Max of three per year, scheduled prior to February 1 st , athletic/sporting events ONLY)	May-September - \$400 October-April - \$200

Payment: Fees and deposits are due at the time of application. Cash, check and credit card payment are accepted.

PARKS, RECREATION & CULTURE

General Park Rules

- Parks are available from 5 a.m. – 10 p.m.
- All glass containers, including beer bottles, are prohibited for public and private events.
- Charcoal grills may not be brought into the parks. Propane grills with 200 square inches of cooking surface or less fuel by a 16.4 ounce bottle are allowed. Large gas grills are prohibited unless authorized.
- Vehicle(s) authorized to be driven in the park must have an Authorized Vehicle Permit displayed in the front window or will be subject to citation.
- Pets must be leashed at all times. Clean up after your pets.
- Stay on designated trails and parkland.
- Lakes, ponds and ditches may be present. Unless otherwise designated, stay out of water and off the ice.
- Irrigation and ditch water is not potable.

Accessibility

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc. Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

Advertising

Please ensure that your Special Event has been approved by the Town before you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened by Town staff. Acceptance of your Special Event Application by the Town is neither a guarantee of the date or location, nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the Town will issue a Special Event Permit. Event organizers advertising an event or collecting registration fees prior to the issuance of an approved permit do so at their own risk.

Alcohol

If you would like to serve or sell alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License. Applicants may apply for a Malt Spirituous & Vinous Liquor Permit. By State Law, CRS 12-48-102 (1), applicants for a Special Event Liquor License must meet the following criteria:

“A special event permit issued under this article may be issued to an organization, whether or not presently licensed under articles 46 and 47 of this title, which has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain, or which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, or which is a state institution of higher education, and to any political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1, C.R.S. For purposes of this article, a state institution of higher education includes each principal campus of a state system of higher education.”

As part of the Town of Windsor Special Event Application, at least **60 days** in advance of the event, the applicant must submit one (1) copy of each of the following supporting documents:

- A completed DR8439 Special Event Application Form (see State FORM # DR8439)
- Copy of Certificate of Corporation in Good Standing (nonprofit) issued by the Secretary of State within last two years or if not incorporated, a nonprofit charter, or if a political candidate, attach copies of reports and statements that were filed with the Secretary of the State of Colorado

- Event site plan sketch (8½ x 11) reflecting bars, walls, partitions, ingress, egress and dimensions (If the event is to be held outside, you must submit evidence of intended control, e.g., fencing, ropes, barriers, arm bands, etc.)
- Copy of deed, lease or written permission from owner for use of the premises in the applicant's name
- Submission of \$100 per event fee, payable to the **Town of Windsor**, must accompany the application.

Incomplete applications will be rejected and returned to the applicant for completion. There are no refunds under any circumstances. The event must be held on the **date, time and location** specified in the application and may not be changed. Applicant is limited to 15 days of special events per calendar year. These may be grouped in any manner the applicant wishes. The Town of Windsor must post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received, as a result of posting, a hearing may be held before the Local Authority for approval. During the event, minimum age warning signs must be conspicuously displayed.

Amplified Sound

During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The special event application form shall reflect whether amplified sound equipment will be used during the event. Members of the police department are empowered to make a determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the event organizer. Event participants are cautioned to use amplified sound responsibly.

Banners and Promotional Signs

Temporary sign permits are not needed for any signs/banners that will be hung or mounted inside the parks, once the event is approved. Event signs may only be displayed during the approved event time.

Cancellation Policy

All cancellations must be submitted in writing. If the Town of Windsor cancels the event due to unforeseen circumstances, all fees will be refunded to the applicant.

Refund Policy: The Town of Windsor may refund your park rental fee (and deposit) if for any reason you are not able to fulfill your agreement. Refunds will be distributed on a pro-rated basis as follows:

- **60 day** notice – full refund of the rental fee
- **30-59 day** notice - forfeit 50% of the rental fees
- **0-29 day** notice - forfeit 100% of rental fees

Communications

The applicant must provide proof of any communications, letters, flyers, signage, news releases or newspaper ads informing affected parties of the event and any impacts (traffic volumes, parking, detours, delays, etc.) that may affect them.

The applicant is responsible for notifying all residents/businesses impacted by any street closure by completing the **Street Closure Request (FORM #7)**. **Proof of business notification is required. All street closures are contingent upon Town approval.** This communication should be completed no less than 60 days prior to the event.

Deposit

A \$250.00 security/damage deposit is due at the time of reservation approval. This deposit may be retained by the Town to pay for any damage caused to the park or park property or for any costs incurred by the Town due to the use of the park by the applicant's event. A larger damage deposit may be required if the Town reasonably determines that the risk of any damage to Town property from the event exceeds \$250. The customer is responsible for any damage to Town property that is not covered by the security/damage deposit.

Electricity

All extension cords must be properly grounded, secured and covered to avoid creating a trip hazard. Several parks have access to 110v and 220v power sources. Please check park maps and ensure that the facility has the necessary power for your event.

- There is no additional fee for events requiring access electricity, **however,**
- All events that charge electrical access to vendors will pay the Town of Windsor 50% of each vendor fee.

Electronic Message Board

Use of electrical marquee sign on east and west entrances into Windsor on Hwy. 392 is available to Town of Windsor Sponsored Events only.

Fencing

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing.

- Occupancy: Windsor Severance Fire Rescue will set occupancy load if expected attendance is over 1,000.
- Number of exits: The number of exits shall be in addition to the main entrance. Three exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four exits shall be provided when the site accommodates more than 3,000 persons.
- Exit spacing: Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 ft. of travel from the next exit.
- Exit width: Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit staffing: Each exit shall have a marshal assigned to it. The event promoter shall provide a gate assignment roster upon request.
- Exit sign/marking: Each emergency exit shall have a white background with contrasting red letters. Exit signs shall measure 18 x 24 inches. Sign lettering shall measure 12 inches in height. Signs shall be placed at the top center of the exit panel.
- For more information on fence requirements please contact Windsor Severance Fire Rescue at 970-686-2626.

Food Vendors

- If food is sold, food vendors must provide a **Mobile Retail Food License or a Temporary Food Establishment License** obtained from the Weld County Department of Public Health and Environment.
- For information on obtaining a license call 970-304-6415 or go to: <https://www.weldsheriff.com/cms/One.aspx?portalId=169&pageId=3845>
- The concession stand at Boardwalk Park will be open during most special events. To ensure the success of all food vendors please contact the Special Events Supervisor for current menus and to reduce overlapping of food types.

Generators

- Location: Portable Generators should be placed in an area where attendees are unlikely to come into contact with them, and be placed at least 10 feet from any combustible materials. Generators shall be located a minimum of 20 feet from tents or canopies.
- Refueling: When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can.
- An ABC-type portable fire extinguisher with a minimum 40-B rating must be on-hand and easily accessible at all times. A “K-class” extinguisher is acceptable.

Heaters

A propane heater may be used for outdoor areas with the following restrictions:

- It must be located at least 20 feet from any combustible materials;
- It must be securely attached to the ground.
- It cannot hold more than seven gallons of fuel.
- An ABC-type portable fire extinguisher with a minimum 40-B rating must be on-hand and easily accessible at all times. A “K-class” extinguisher is acceptable.
- An unvented kerosene or similarly fueled heating appliance cannot be used within a room, building or tent.

Insurance

- Evidence of appropriate insurance must be provided with special event application, no less than sixty (60) days prior to the event and maintained throughout the duration of the event, including set-up and dismantle periods.
- The organization/individual shall procure and maintain, at its own cost, general liability insurance in the amount of not less than \$1,000,000, Combined Single Limit (CSL) per occurrence.
- Certain recreational activities require Commercial General Liability (CGL) Limits that must be at least \$2,000,000 CSL per occurrence. Please consult with Special Events Supervisor to determine applicability.
- If vehicles are used for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard for (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage is needed. Minimum limit of insurance shall be \$500,000 CSL per occurrence.

- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.
- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
- The Town of Windsor must be added as additionally insured, listed as:
 - Town of Windsor
301 Walnut Street
Windsor, CO 80550

Maps (Site/Route)

An event site plan and/or route map must be submitted with your event application. The site plan is a visual representation of all event infrastructures, operational elements and amenities used during the event. The activity route map is a visual description of all moving routes, activity and spectator's paths of an event within the park and surrounding boundaries. Primary site plans and route maps should be computer generated using scaled drawings and measurements to depict the components of the proposed event. Park maps available on <http://windsorgov.com/804/Special-Event-Planning>.

- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 1/2" x 11" or 11" x 17" standard format.
- Site plans and route maps must be clearly labeled and include the names of all roads and areas that are part of the proposed event; including auxiliary parking and production areas.

Maps and Plans should clearly indicate:

- All access routes, removable fencing, exit locations, staging and spectator areas.
- All tents, canopies, production areas, registration, food and beer gardens.
- All fixed fencing, barricades, spectator/participant flow and directional signage along routes.
- All portable restrooms and sinks (if required).
- All recycling receptacles and dumpsters.
- All vehicles, trailers and shuttle areas for employees, volunteers and vendors.
- All parking, accessible parking, drop-off, and shuttle areas for participants and spectators.
- All medical and first aid facilities/vehicles and a minimum 20' emergency access lane.
- All generators, PA system(s), announcer and direction of all speakers.
- Any related infrastructure components or activities included in the event application.

Medical Plan

Based on the size and scope of your event you may be required to provide a Medical Plan. It must describe all the types and locations of the medical facilities and staff that that will be provided for the event. Each event is unique in its size, type, duration, and location; therefore, your medical plan should respond to all anticipated needs. Contact the Special Events Supervisor for more details.

Parking

- When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a Transportation Plan will be needed if the venue cannot accommodate the number of anticipated attendees.
- If a Transportation Plan is required, you will be required to identify Town owned or private parking lots that will be utilized, a shuttle plan, ADA accessible parking provisions and/or special parking requests.
- There are 62 parking spaces in the main parking lot of Boardwalk Park. Of these spots, the event organizer must reserve six full boat parking spaces in the Main Parking Lot for the Parks and Recreation Boat Permit holders **unless** entire lake is rented for the entire day.

Restroom Facilities

- Sites that include restroom facilities are taken on an “as is” basis; the rental fee is for reservation rights to shelters only. Additional portable restroom units, if required at the event, are the organizer’s costs and will not be maintained by park staff.
- Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets.
- Public events that require portable units must include at least one ADA portable unit.
- Adequate restroom facilities will be required per the chart below. The recommendation for provision of toilets is one restroom for each gender for every 200 persons. Once the existing facilities are taken into account you can determine the number of portable restrooms required for a site.

		<u>Number of Hours for Event</u>									
		1	2	3	4	5	6	7	8	9	10
<u># of People</u>	<u># of Portable Restrooms Needed</u>										
200-500	4	4	4	6	6	6	8	8	8	8	
1000	4	4	4	6	6	6	8	8	8	12	
2000	8	8	8	8	8	12	12	12	12	16	
3000	8	8	10	10	10	12	16	16	20	20	
4000	8	8	12	12	16	16	20	24	24	28	
5000	12	12	12	16	20	30	30	30	30	34	

Sales Tax

A WINDSOR SPECIAL EVENT SALES TAX LICENSE IS MANDATORY IF THREE OR MORE VENDORS PLAN TO SELL AT YOUR EVENT. A 30-day timeline prior to the event is required for processing; please plan accordingly. No special event shall occur without the issuance of a special events sales tax license to the Organizer of the event. The license is twenty five dollars (\$25.00) for each special event.

PROCESSING REQUIREMENTS:

- Only the Event Organizer shall obtain the Windsor and the Colorado Special Event Sales Tax License. These two licenses shall “blanket” all participants making sales during the event, thereby eliminating the need for individual vendors from applying for the Windsor sales tax license. ***Note: if there are less than 3 vendors, it is not deemed a Special Event, and therefore each vendor must obtain an individual special event sales tax license with Windsor and with the State of Colorado.**
- 30 days prior to the event, the Event Organizer must start applying for the State and Local Special Event Sales Tax Licenses.
 - The Town highly recommends Event Organizers apply for the State license in-person at the Local Service Center located at 3030 S. College Avenue, Ft. Collins CO. The State license number will be issued immediately at this location. To speak with a State Agent in the Ft. Collins office, call 970-494-9805. On-line application with the State can take up to 6 weeks.
 - After the State’s special event sales tax license number is assigned, the Event Organizer must apply for the Windsor Special Event Sales Tax License. Individual vendors are not required to obtain a Windsor license but the Organizer must prepare a participation worksheet listing all vendors who are making sales during the event. The application, vendor worksheet, and a \$25 application fee must be received by the Windsor Finance Department no less than 20 days in advance of the event.
- Collection and Reporting of all sales tax revenues on sales made during the event is the responsibility of the Event Organizer. Participants must report sales tax revenues (3.95% Windsor & 2.9% State) directly to the Organizer who then prepares the tax return for Windsor and for the State of Colorado within 15 days of the conclusion of the event. The Windsor Finance Department will provide more information concerning collection & reporting in a meeting with the Event Organizer one (1) week prior to the event.

Security

As an event coordinator, the safety of the community and attendees are of primary concern at all times. The Windsor Police Department reserves the right to specify the need for and number of police officers or security personnel required to be in attendance at any event based on the following:

- Expected attendance
- Location of the event
- Presence of alcohol
- History of the event (if applicable)
- Nature of the event
- Street closures

The costs associated with additional required security, rangers or police staffing will be at the expense of the event coordinator.

Storm Water Protection

Water can flow from your event site, through storm drains, directly to bodies of water without any treatment. Storm water can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to storm water unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. As an event coordinator, your organization can be liable for any storm water violations. These violations could result in fines. The objective in storm water protection is that only rainwater and snow melt go down storm drains.

Traffic Control/Street Closures (if necessary)

- Applicant must provide a detailed plan of traffic control/street closures (if necessary) with a map showing placement of traffic monitors and public safety officers in critical areas. This plan needs to include an “Emergency Services Plan” (First Aid & Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate emergencies.
- Emergency Services volunteers, including traffic monitors, must be over 18 years of age.
- Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider, unless the Town notes otherwise in the event approval.
- The Town reserves the right to stop any activity if proper traffic control devices are not in place during the event.
- For events that will exceed existing parking facilities, a traffic control plan must be submitted including anticipated vehicle traffic for the event, peak traffic times and any necessary agreement from adjacent private property owners allowing use of their property for parking.

Tents/Canopies

This policy is intended to help groups or businesses that use tents or canopies during special events to have a document that will assist them in understanding the fire codes that relate to these types of events. This policy is general in nature and may not be all inclusive of all codes that may apply for each event. The Windsor Severance Fire Rescue (WSFR) staff member will make the final decision at each event on any matters not clearly defined in this policy.

- If you plan to use ground stakes 12” or longer in any park, line locates will be required, so the irrigation systems are not damaged. Plan accordingly.
- **Tent or canopy size:** Tents and temporary membrane structures having an area in excess of **600 sq. ft. and canopies in excess of 900 sq. ft.;** are required to obtain a permit and meet the 2012 International Fire Code, Article 32 and other safety requirements per WSFR. (Referred to as a large tent or canopy).
- Tents and temporary membrane structures having **less than 600 sq. ft. and canopies having less than 900 sq.ft., do not require a separate permit,** but will need to meet the safety requirements listed by the WSFR. (Referred to as a small tent or canopy)
- Events that have multiple tents and canopies may request a special event permit instead of obtaining separate permits for each tent or canopy. This permit still requires a detailed site plan, but also requires one contact for the whole event.
- No cooking with open flame is allowed under any tent or canopy. Examples include hot griddles, barbecue grills, kettle popcorn poppers, or any other device with an open flame. Outdoor cooking that produces grease laden vapors should not be placed within 20 feet of any tent or canopy. A barrier must be in place to keep the public at least 48 inches from a deep-fat fryer, or otherwise approved by WSFR.
- Tents, canopies and temporary membrane structures shall be adequately roped, braced and anchored to withstand the elements of weather against collapsing.

For more information specific to your event in regards to tents and canopies, contact Windsor Severance Fire Rescue at (970) 686-2626.

Waste Management

The Town of Windsor Colorado is committed to proper environmental stewardship. Protecting both natural resources and the region’s physical beauty, the Town endeavors to practice stewardship both in its internal operations and planning with outside entities. Special Events are an important part of the local economy and are

enjoyed by countless patrons. However, the Town of Windsor does recognize that they have the potential to generate large amounts of waste. To cut down or eliminate the quantity of waste produced in town parks, the Town of Windsor has identified the following goals:

- To completely eliminate the use of Styrofoam within all town parks;
- To reduce the amount of waste sent to the landfill;
- To educate event organizers and vendors about alternative materials and “recycle/re-use/reduce” practices and provide resources to assist in waste management at special events.

Waste containers are available at parks. Recycling is encouraged at all events, but organizers may be required to provide recycling for larger events held in Windsor parks as a condition of their permit from the Parks, Recreation & Culture Department.

- Event coordinators are welcome to utilize containers, but are responsible for removing all materials from the containers to the dumpsters prior to vacating the park.
- Events which expect 300+ attendees should plan on providing at least one additional trash dumpster. Please consult with a waste management company to determine the best fit for your event.
- Drop-off/pick up of dumpster and location must be approved by the Town. Dumpsters must be removed following the conclusion of the event.

Windsor Lake

Windsor Lake is primarily for boating and drop-in uses. Reservations for events closing Windsor Lake must be made prior to **February 1st** for the current calendar year and for a total of three full day events per calendar year. Events that do not require the closing of Windsor Lake may also be considered. Only sporting/athletic events are allowed. A detailed water safety plan must be submitted for any water portion of the event with any corrective measures outlined in plan as required by the Town of Windsor. Events must submit boat/swim course map. No buoys or docks will be removed.

Water Safety Precautions/Requirements:

- 1 Open Water Certified lifeguard (certificate required) is required per 25 participants.
- 1 Open Water Certified lifeguard must be stationed on the beach area with the rest of the lifeguards in the water in boats or kayaks with appropriate safety equipment.
- 1 motorized boat is required with safety personnel on board. A copy of the insurance for the boat and a driver's license is required to be on file at the Parks, Recreation & Culture Department. The safety personnel on board needs to be trained in Water Safety, CPR and First Aid.
- Windsor Severance Fire District may be required to be onsite as dive and rescue staff during any lake event, but additional dive and rescue staff (independent of WSFR) is recommended.
- The Town of Windsor will not provide a boat or staff person on the day of your event.

Addendum A: Insurance Certificate Sample

Business' Insurance Broker

Sample Certificate of Insurance

ACORD <small>PRODUCER</small>		CERTIFICATE OF LIABILITY INSURANCE		Date (mm/dd/yy) 08/01/00	
Agency Manager, Inc. 2500 Bond Street University Park, IL 60466		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
Name No. 800-999-5368		COMPANIES AFFORDING COVERAGE			
INSURED Valet Business		COMPANY A Blue Sky Insurance			
123 Main Street		COMPANY B			
San Francisco CA 45678		COMPANY C			
		COMPANY D			
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE 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.					
	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	UNITS
Claims Made or Modified Occurrence is not acceptable	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	123456789	01/01/16	01/01/17	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMP/OP AGG \$ 1,000,000 PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any One Person) \$ 5,000 COMBINED SINGLE LIMIT \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTO NON-OWNED AUTOS				BODILY INJURY (Per Person) \$ BODILY INJURY (Per Accident) \$
	GARAGE LIABILITY	SAMPLE	ONLY		AUTO ONLY -EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
This section should reference the event and date of event	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER EACH OCCURRENCE \$ EL DISEASE-POLICY LIMIT \$ EL DISEASE - EA EMPLOYEE \$
	DESCRIPTION OF OPERATIONS /LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS				
The Town of Windsor is named as additionally insured as respects General Liability and Automobile Liability. A waiver a Subrogation in favor of the Town of Windsor applies to Workers Compensation. Special Event 5K on July 10 th , 20XX					
CERTIFICATE HOLDER			CANCELLATION		
Town of Windsor 301 Walnut Street Windsor, CO 80550			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
			AUTHORIZED REPRESENTATIVE		
ACORD 25-3 (1/98)			ACCORD CORPORATION 1998		

Current dates are required

Total CGL amount should be \$1mill

Signed by the Broker or Insurance Company only