

Welcome to Windsor! We are excited that you have chosen Windsor as your event location! This application packet will guide you through the process of applying for a Special Event Permit. The Town of Windsor Event Supervisor will be your point of contact throughout the process, answering all your questions, coordinating all your approvals internally, and issuing your permit. The success of your event relies upon you providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits, and to head off any potential problems or concerns.

In an effort to make the event application experience as smooth and efficient as possible, we have created a book of guidelines to accompany the application. Please begin your application by downloading the "Special Events Guidelines" PDF from the Town of Windsor website, where you will find answers to many of your questions and an explanation of the steps required to complete your application and obtain the permit for your event.

How do I know if I need a ***SPECIAL EVENT PERMIT***?

Our parks and trails are open for all to enjoy, and some gatherings and uses of city facilities, including many parks and trails, do not need to obtain a special events permit. A permit is required for the use of all or any portion of a public street, sidewalk or alley by an organized assembly of more than 100 people, or if your activity meets one or more of the conditions listed below and is not regulated by a Park Shelter Agreement. Answering a few simple questions on this helpful checklist will help you determine if your event is required to obtain a Special Event Permit.

- 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 checked any of the above questions, then you will be required to apply for and obtain a Special Event Permit for your event. If you did not check any of the boxes, you may be able to hold your event without obtaining a permit or by renting a park shelter or pavilion through the Community Recreation Center at (970) 674-3500. Please contact the Special Event Supervisor for more information about holding your event.

DO NOT SUBMIT THIS FORM

**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	
All applications 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	\$150
Windsor Lake Trail	\$150
Belmont Ridge Open Space	\$150
Greeley No. 2 Canal Trail	\$150
Poudre River Trail	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 PRIOR to permit issue. Cash, check and credit card payment are accepted.

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 at 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.
- Alcohol cannot be sold without a special events alcohol permit.

Applicant and Sponsoring Organization Information

FORM #1

All events need to complete and submit this form

Planner Name			
Street Address			
City, State, ZIP Code			
Day Phone			
E-Mail Address			
Sponsoring Organization			
Onsite Contact		Cell Number:	
Event Information			
<input type="checkbox"/> New Event <input type="checkbox"/> Returning Event			
Type of Event (Check all that apply):			
<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Awareness Walk	<input type="checkbox"/> Ride	<input type="checkbox"/> Triathlon
<input type="checkbox"/> Swim/Water	<input type="checkbox"/> Park Festival	<input type="checkbox"/> Corporate Party	<input type="checkbox"/> Expo
<input type="checkbox"/> Other (specify):			
Event Name:			
Event Date:			
Event Location:			
Advertised Event Hours:	Start:	End:	
Set-up:	Date:	Time:	
Clean Up:	Date:	Time:	
Attendance	Participants:	Spectators:	Total:

Submission of the:

- Applicant and Sponsoring Organization Information (FORM #1);**
- Event Details & Summary (FORM #2);**
- Special Event Rules and Regulations (FORM #3);**
- \$25 application processing fee (all events)**
- \$250 refundable deposit**

will put your event on the events calendar, but does not guarantee approval of your event. A complete application must be submitted **NO LATER THAN 60 DAYS** before your event. Your event is not approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. If your event is determined to need a review by the Special Events Review Committee, you may be required to submit additional information.

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature

Date

Event Details & Summary

FORM #2

All events need to complete and submit this form

This form will help us understand the details of your event and determine which approvals are needed. Answering the following questions will guide which forms and what supporting materials you will need to submit.

- Does your event involve the sale of alcoholic beverages?
- Will items or services be sold at the event by vendors?
- Will you be using amplified sound, other than for announcements or a simple 'boom box'?
- Will you need access to power?
- Will vendors be cooking or heating food?
- Is the event free to the public? (Please include admission/registration cost)
- Will vendors be charged any fees? If yes, please describe and include a copy of your vendor event application.
- Will there be any tents in excess 600 sq. ft., awnings or other structures (bounce house, climbing walls, etc.) brought into the park for your event?
- Does your event involve any streets activity or closure?
- Does your event involve a parade?

Please provide a brief summary of the Event. Include details about vendors, food or beer, parade, run or race component, live performances etc. This does not have to include specifics; just explain what a first time attendee might experience at the Event:

Special Event Rules and Regulation

All events need to complete and submit this form

FORM #3

All applicants will pay a \$25 non-refundable application fee and a \$250 refundable deposit at the time the application is submitted to secure the date. All applicable fees will be paid to Windsor Parks, Recreation & Culture prior to issuance of permit.

A site plan of your event must be submitted identifying the location of stages, vendor booths, portable toilets, registration area, etc. Applications may require review by the Town of Windsor Parks, Recreation & Culture Special Events Review Committee approval or denial. Need for review is based on size, scope and impact of event.

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. Insurance must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle period. The Town of Windsor must be named as Additional insured. The additionally insured language should read: "The Town of Windsor is named as additionally insured as respects General Liability and Automobile Liability. A waiver of Subrogation in favor of the Town of Windsor applies to Workers Compensation."

All debris and trash must be removed from an event site immediately after the event. Failure to follow proper clean up procedures may result in forfeiture of deposit and a rejection of future event permit applications to the Town of Windsor.

The safety of the event and participant is the utmost concern of the Town. For use of Town streets, a Traffic Control Plan that meets the Model Traffic Code standards must be included with the completed application. If traffic control is not provided as represented in the application, the Town reserves the right to shut down the event.

Adequate crowd control, ingress and egress control, noise control, restroom facilities, and space for anticipated number of participants is required.

In some cases, the hiring of officers from the Windsor Police Department, a professional security company, or a combination of both may be required by the Department of Parks, Recreation & Culture. The Windsor Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.

The Windsor Severance Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; use of an open flame; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Fire Department may require an inspection at your cost before and/or during the event.

As an applicant for a Special Event, I certify that I have read and understand all of the fees, requirements, conditions and procedures as described in the Special Event Guidelines and Park regulations. I agree to comply with each of these requirements, conditions and procedures. I agree that my deposit may not be returned to cover the repair any damage incurred as a result of the event.

I agree to indemnify and hold harmless the Town of Windsor, and all Town of Windsor officers, employees, agents and representatives, from any claims (including costs of defending such claims) or damages that may arise from the occurrence of the Park Event or from related events.

I understand that a Special Event does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, special events.

The permit holder and all persons in his organization or group shall comply with the rules and regulations of the TOWN OF WINDSOR and the laws of the STATE OF COLORADO. Any violation thereof shall render permit void. In consideration of the granting of permit, the user, on behalf of himself and all individuals using the facility, agree to hold the Town of Windsor, its agents, officers and employees harmless from any injuries of whatever kind or nature resulting from the use of the named facility.

In addition, Alcohol cannot be sold without a special events permit. PLEASE NOTE: Regulations and fees are subject to change. Please be advised that parks are public space and may not be blocked from public use. All other cancellations will forfeit the non-refundable fee. I hereby certify that I am of at least 18 years of age, and have read and understand all of the provisions of this permit and all specifications under which it is issued and I further certify that I will personally advise all participants of these provisions prior to the event and as many times thereafter as may be required, to include advisement that violation may subject me and all participants to revocation of this permit and to be prosecuted under Town Ordinances and/ or state laws that are violated.

Agreement and Signature

Name (printed): _____

Signature: _____

Date: _____

All events need to complete and submit this form

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 existing 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.

Failure to follow proper clean up procedures may result in forfeiture of deposit and a rejection of future event permit applications to the Town of Windsor.

- Size of event **does not** require additional waste services. As the Event Coordinator, I am responsible for ensuring all trash has been picked up from event area, removed from containers and taken to the appropriate dumpster prior to vacating the park.

Signature: _____ Date: _____

- Size of event requires additional waste services. As the Event Coordinator, I am responsible for ensuring all trash has been picked up from event area, removed from containers and taken to the appropriate dumpster prior to vacating the park. Location of additional dumpsters must be approved by the Town of Windsor

Provider: _____

trash carts: _____ #recycling carts: _____ #trash dumpsters: _____ #recycling carts: _____

Date/time when receptacles are delivered? _____ Picked up? _____

Staff notes: _____

Events setting up in Windsor Parks must fill out this form

You must apply for use of a Town park or trail, even if you are not formally setting up in the park, but expect crowds from your event to overflow into a park or onto a trail. If you only need use of a **park pavilion** for a private event, call 970-674-3526 or 970-674-3500.

The applicant requests use of the following Windsor park and facility:

- Boardwalk Park
- Eastman Park
- Main Park
- Specialized facility (see page 2): _____
- Trail: _____

Attach an event site plan sketch to this application that shows what areas of the park will be in use and for what purpose. Maps of the parks may be found at <http://windsorgov.com/804/Special-Event-Planning>

The applicant requests the following public facilities or Town services **if they are available** at the site:

- Electrical work or equipment utilizing in excess of 120 volts
 - o Describe electrical needs: _____
- Restroom facilities
- Event holder requests irrigation line marking due to stakes being used for tents, bounce houses, etc.
 - o Damage done by stakes will result in forfeiture of damage deposit
- Event holder requests the Town of Windsor to turn off park sprinkler systems prior to event.
- Other: _____

The event-holder agrees to provide:

- Additional portable restrooms Quantity: ____
 - o See Special Event Guidelines for portable restroom special event planning chart.
- Supplemental electrical equipment as necessary
- Event-holders are expected to return Town parks to the condition in which they were in prior to the event. Failure to do so may affect future event approval and may result in the forfeiture of some or all of the damage deposit.
- Vehicle traffic on turf and trails should be avoided unless absolutely necessary. If you anticipate vehicles on turf or trails, contact the Special Event Supervisor for a marking of infrastructure. Crowds spilling over from parks cannot block access to public streets that have not been closed by this event permit.

I have read, understand and agree to the requirements concerning the use of Town of Windsor parks.

Applicant Signature

Date

Staff notes: _____

Complete this form if your event includes a race, run or ride.

Please provide a map of your route, including start times, estimated finish times, estimated number of participants, the location and number of course marshals and/or other event staff stationed along the route.

Description of the run or race (please provide a brief description of the run or race and the participants):

Estimated Number of Participants:_____

Starting Time(s) of Race or Run (if there are staggered starting times, please explain):

Are you requesting street closures for some or your entire route?

- Yes
- No

Is this a “rules of the road” ride or run?

- Yes
- No

If you have indicated a ‘rules of the road’ race or run, your participants will be expected to obey all traffic regulations along the route. Stop signs, traffic signals and right of way must be obeyed during the event; event staff may not stop traffic for your event participants.

The Windsor Police Department, the Streets Division and Windsor Severance Fire Rescue will review your route for safety and may make recommendations for the course. The Town of Windsor may also request a course change for your event if it is deemed to negatively impact a business or other organization.

- I have attached the route associated with my event.

I have read, understand and agree to the conditions as set forth in this application.

Applicant Signature

Date

Staff notes:_____

Special Event Liquor Permit Application and Full Strength Alcohol and Wine Permit Application FORM #8
ONLY nonprofit organizations are eligible to apply for this permit

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 Full Strength Alcohol and Wine 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 Special Event Application, at least **60 days** in advance of the event, the applicant must submit to Windsor Town Hall office 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, i.e., 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
- Submit a \$100 local application fee, along with a \$25 state fee for a Malt, Vinous and Spirituous Liquor Permit, payable to the **Town of Windsor**.

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 age warning signs must be conspicuously displayed.

INSERT APPLICATION FOR AN ALCOHOL SPECIAL EVENTS PERMIT

<https://windsorgov.com/DocumentCenter/View/13106>

Fill this form out if you intend to sell OR give away food at your event

Event Coordinators: All food applications and fees will be routed through Weld County Department of Public Health and Environment. For more information, visit https://www.weldgov.com/departments/health_and_environment/environmental_health/food_safety_for_regulated_facilities/temporary_events/

Each Event Coordinator is responsible for submitting applications (coordinator and vendor) to the Weld County Department of Public Health and Environment. All vendors that are selling or giving away food do count as vendors for your list and require a license EXCEPT vendors that only provide commercially prepared, individually portioned and pre-packaged items that do not require temperature control (canned pop or individual candy bars).

No later than 30 days prior to the event the Event Coordinator must submit the following:

- Coordinator Application
- Finalized Event Site Map
- Coordinator Fees
- Finalized Vendor Information List
-

A Vendor Application for Temporary Food Events has been included below and should be given out to each vendor. Coordinator applications and a final list of vendors should be submitted at least **30 days prior to the event**.

Each vendor selling/giving away food must fill out a temporary vendor application and submit it to you, the event coordinator. Please make sure the vendor applications have been filled out completely, and submit all vendor applications at one time at **10 days prior to the event**. If the vendor needs to become licensed, they will deal directly with the Department of Health and Environment.

Coordinators should also know:

- "Taste of" events and sampling events are charged coordinator fees
- Types of food vendors required on coordinator application:
 - o Temporary event vendors
 - o Mobile units
 - o No fee/ non-profit
 - o Wholesale operators with non-phf prepackaged food
 - o Cottage food
 - o Sampler

I have read, understand and agree to the conditions as set forth in this application.

Applicant Signature

Date

INSERT WELD COUNTY TEMP EVENT FORM

<http://bit.ly/2CNmcWc>

Special Event Sales Tax License Application

FORM #10

If any goods or services will be offered or are for sale at your event, you must fill out this form

Event Organizers: If your event involves **more than three** vendors or organizations that are selling, or offering goods or services, you must submit a list of all vendors and organizations present at your event, **no later than twenty (20) workdays** before your event. Submit this list to the Town of Windsor Finance Department, 301 Walnut Street, Windsor, CO 80550. This list can also be submitted as part of your Special Events Permit Application.

Please answer the questions below to understand your responsibilities:

- YES I, as the Event Organizer, will be collecting all the Sales Tax for the vendors associated with my event because there are **three or more vendors** selling or offering goods or services.

You have indicated that you will be responsible for collecting, reporting and submitting the sales tax generated from the vendors at your event. Please follow these steps:

- Complete the SPECIAL EVENT SALES TAX LICENSE APPLICATION (attached)
- Submit a Vendor List to the Town of Windsor Finance Office no later than twenty days before the event.
- Submit a \$25 fee for sales tax due, payable to the Town of Windsor.
- Collect all the sales tax due from the revenues generated at the event using provided envelopes.
- Report all the sales tax due from the revenues generated at the event using the Vendor/Participant Worksheet (fillable Excel spreadsheet available at <http://windsorgov.com/804/Special-Event-Planning>)

INSERT SPECIAL EVENT SALES TAX LICENSE APPLICATION

<http://co-windsor3.civicplus.com/DocumentCenter/View/1170>

Buildings and Other Structures Application

FORM #12

Fill out this form if you intend to have any tents in excess 600 sq. ft., awnings or other structures (bounce house, climbing walls, etc.)

Please check all boxes that apply to your event:

- Tents and temporary membrane structures having an area in excess of 600 sq. ft.
 - If checked, you must submit a Windsor Severance Fire Rescue structure form along with the appropriate payment, payable to WSFPD.
 - Call Windsor Severance Fire Protection District at (970) 686-2626 to schedule inspection prior to start of event

- Any site-built platforms (stages) and/or bleachers
- Any site-assembled platforms (stages) and/or bleachers greater than 30-inches above grade
- Bounce House (must be from professional, licensed and insured company)
- Climbing Wall (must be from professional, licensed and insured company)
- Other: _____

Company Name: _____

Phone: _____

Email: _____

- Applicant has provided proof of insurance of professional company providing bounce house/climbing wall/other structure

I have read, understand and agree to the conditions as set forth by the Windsor Severance Fire Protection District and any other conditions deemed appropriate.

Applicant Signature

Date

Staff notes: _____

INSERT WSFR FORM

<http://windsorgov.com/DocumentCenter/View/19636>

Parade Application

FORM #13

Complete this form if your event includes a parade

Parade Supervisor: _____

Phone: _____ Email: _____

How can we contact the parade supervisor the day of the event? _____

- Please submit an event site plan, including the route of your parade, beginning and ending points and times, staging locations and times, and if you are requesting a street closure for your parade, complete the Street Closure Request.

Will you have any mechanized floats (self-motorized displays)? Note that vehicles pulling trailers are not considered mechanized floats.

- Yes
- No

As the event organizer, or if you have a parade supervisor, it is required that the following safety precautions are communicated to all parade entrants:

- No smoking, flames or other sources of ignition or readily combustible materials are allowed on parade entries
- Parade entries may not exceed a height of 13 feet, or a length of 45 feet
- Small children should not walk alongside parade entries
- Parades must include parade marshals to keep pace and prevent gaps
- Candy and other items should be handed out. No throwing of candy or other items is permitted for safety reasons

Participants:

1. Number and type of motor vehicles: _____

2. Number and type of mounted animals: _____
3. Number of pedestrian groups: _____
4. Other: _____

As a condition of being granted the permission to hold an event deemed potentially hazardous, the applicant agrees to abide by the rules, regulations and conditions set forth. The Town reserves all police power it has with respect to the regulation and control of its right-of-way, including enforcement of the model traffic code. Any permission to use the rights-of-way shall not entitle the user to any compensation from the Town by virtue of the exercise of its police power. Conditions, surrounds and arrangements must be in accordance with the Uniform Fire Code. The Fire Marshal or Police Chief may modify the event plan as necessary.

Applicant Signature

Date

Insurance

All events must provide 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 Coordinator 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. 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
 - Town of Windsor
301 Walnut Street
Windsor, CO 80550

Third party insurance is available through CIRSA, please contact the Town of Windsor Special Event Supervisor for more details.

Event Organizer Checklist

DO NOT SUBMIT

This list is to help you verify all the required documents and permit applications are completed and submitted to the Town. **You DO NOT have to submit this form.**

Required for all Special Events

- To confirm date, submit filled out and signed copies:
 - Applicant and Sponsoring Organization Information (FORM #1)
 - Event Details & Summary (FORM #2)
 - Special Event Rules and Regulation (FORM #3)
 - \$25 application fee
- Completed Application
 - Waste Management Plan (FORM #4)
 - FORMS #5-13 (depending on event)
 - Payment of appropriate fees
- Certificate of insurance listing the Town as additionally insured
- Permit Issued after application is reviewed and all applicable fees have been paid

Important Dates to Note

Day of Event: _____

120 days prior: _____

90 days prior: _____

60 days prior: _____ (Application deadline)

20 days prior: _____

10 days prior: _____

Do not submit this form