

# CITY OF CHERRY HILLS VILLAGE

2450 E. Quincy Avenue  
Cherry Hills Village, CO 80113  
www.cherryhillsvillage.com

Village Center  
Telephone 303-789-2541  
FAX 303-761-9386

## Event Permit - City Property

Approved  
 Denied  
Staff Initial \_\_\_\_\_

### Application Instructions

Please submit your application at least ten (10) business days prior to but no more than 6 months in advance of your event to allow sufficient time to review and process the permit. All permits must be submitted with a \$25 application fee. To reserve a conference room in City Hall, you do not need to fill out this form – please contact the City Clerk at (303) 783-2732 to make a reservation.

### Applicant Information

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Event Information

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

Date(s) of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

*(Events held in City parks, trails, and rights of way are responsible for leaving the area free of trash – because trash cans are limited in some areas, it is recommended to bring your own trash bags and to take them with you when you leave.)*

Start time of Event: \_\_\_\_\_ End time of Event: \_\_\_\_\_  
*(Events held in City buildings are allotted one hour for setup and one hour for cleanup unless otherwise specified in facility agreement)*

Maximum Attendance: \_\_\_\_\_

Do you plan to serve alcohol at your event?

Yes  No

Please note that alcohol is prohibited in all City parks and trails.

Will alcohol be for sale or donations be accepted?

Yes  No

If yes, contact the City Clerk for a Special Events Liquor Permit.

Event Coordinator Name & Phone Number:

*(Individual who will be the City's point of contact the day of your event and available for any emergencies)*

Detailed Description of Event: \_\_\_\_\_

\_\_\_\_\_

Permits must be submitted with a \$25 application fee. To pay by credit card, please call your staff representative to provide your information. Checks can be made out to the City of Cherry Hills Village and mailed to the following address: Accounting Clerk, 2450 E Quincy Ave., Cherry Hills Village, CO 80113.

Please contact your staff representative to determine which of the following you might need to provide:

- Completed facility-specific agreement
- Certificate of insurance
- Use fee
- Map showing locations of street closures

If your event will include third-party vendors, the City strongly encourages the event coordinator obtain proof of liability insurance from each vendor prior to the event.

### **REIMBURSEMENT AND INDEMNIFICATION AGREEMENT**

In consideration of the granting of a city property usage permit by the City of Cherry Hills Village (“the City”) for an event that is to occur on (date) \_\_\_\_\_, 20\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_ at (location) \_\_\_\_\_ (the “Event”), the undersigned, as an individual applicant or as a sponsoring organization applying for a special event permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City due to the actions of the undersigned, and/or by the undersigned’s officers, employees or agents, or any person under the undersigned’s control, including event participants. Further, the undersigned hereby agrees to defend the City against and indemnify and hold the City harmless from any liability to any person or entity resulting from any damage or injury occurring in connection with the Event proximately caused by the actions of the undersigned and/or by the undersigned’s officers, employees or agents, or any person who is under the undersigned’s control, including event participants.

The undersigned further agrees to comply with the requirements of Cherry Hills Village rules and regulations governing its parks, streets and public facilities. In the use of City Property, permittee will neither allow, nor engage in, any discriminatory practices or policies regarding age, race, sex, gender, color, religion, ethnicity, disability, military status, genetic information, marital status, sexual orientation, creed, ancestry, or any other status protected by federal, state, or local law.

**If reservation is for an individual applicant, sign below:**

Print Name:
Signature:
Address:
City, State, Zip:
Phone:

**If reservation is for an Organization, sign below:**

Print Organization Name:
Signature:
Print Authorized Officer’s Name and Title:
Address:
City, State, Zip:
Phone:

**I have received a copy of South Metro Fire Rescue Authority’s “Special Event Notification and Permitting” document and understand that it is my responsibility to notify South Metro prior to the event for appropriate sign-off, if necessary.**

\_\_\_\_\_  
Applicant Initials

**FOR CITY USE BELOW THIS LINE**

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***Staff representative for this event***

**Name & Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Attachments**

- Completed facility-specific agreement
- Use fee (John Meade Park Pavilion)
- Certificate of insurance
- Map of street closures

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>REVIEWER</b>	<b>COMMENTS</b>	<b>DATE</b>
<b>POLICE DEPARTMENT</b>			
<b>STREETS</b>			
<b>PARKS &amp; TRAILS</b>			
<b>COMMUNITY DEVELOPMENT</b>			

City Manager approval is required for any event where alcohol will be served, and any event where extra police presence has been requested.

Approved by City Manager, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(Name) (Date)

# South Metro Fire Rescue

## SPECIAL EVENT NOTIFICATION AND PERMITTING

Life Safety Bureau



9195 E Mineral Ave, Centennial, Colorado 80112  
Phone: 720-989-2230 Fax: 720-989-2030

*"Serving the communities of Castle Pines, Centennial, Cherry Hills Village, Foxfield, Greenwood Village, Lone Tree, Louviers, Parker and unincorporated Arapahoe and Douglas Counties."*

Special events sometimes require the involvement of South Metro Fire Rescue (SMFR) to ensure safety of both the participants and of first responders. SMFR's involvement may be as simple as a courtesy notification of the event, or may be more complex to include issuance of permits, conducting pre-event inspections, and providing fire watch during the event. Here are some examples of when SMFR should be notified:

- The event is anticipated to host more participants than would normally be encountered in the building or area.
- The event will occur in a building that is normally used for a different purpose. Examples include, but are not limited to:
  - Using an aircraft hangar for a charity dinner and silent auction.
  - Using a school gymnasium for a retail craft fair.
  - Using a warehouse building for a dance party.
- The event will employ crowd control measures that can impact egress, such as fencing an outdoor area to admit only ticketed participants.
- The event will impact access to buildings by fire apparatus, including the closing of streets, driveways, and any part of a marked fire lane.
- The event will include tents which are larger than 400 square feet (20'x20').
- The event will include food trucks and/or use of portable cooking appliances, especially propane appliances.
- The event will include open flame or any type of fireworks display.

To notify us of your event, please call our office at the number provided above. Our staff will gather some information and provide you with guidance on how to proceed. Thank you for helping us to make your event successful and safe!