

Outdoor Events on Public Land or Commercial Lot

Please fill out the following information and refer to the attached information and additional forms, which may be necessary for your event

Event Organizer _____

Name of Event _____

Location of Event _____

Date(s) of Event (including rain date) _____

Telephone _____

Email _____

Event Description:

Event Checklist (Check all that apply)

- Amplified Sound
- Alcohol Sales **
- Vendors **
- Street Closure **
- Temporary Outdoor Sales, Storage or Display of Merchandise on Commercial Property
- Banner on Public Road
- Tents or canopies (Fire Department Permit) **
- Food concessioners or trucks (Fire Department Permit) **
- Festival Plaza Reservation **
- Traffic Control, Crowd Control or Security (Off-Duty Police Services) *

Refer to the attached descriptions of permits needed for the items that you checked.

- Attach a map of the event
- Provide a plan for trash collection and removal
- Provide a plan for portable toilets
- Provide insurance documents for general liability coverage naming the city as additionally insured as well as proof of insurance from providers of rides, petting zoo, climbing wall, bouncy castle or other inflatable amusement device, dunk tank, etc.

* Liability insurance required; City of Lafayette must be named as additionally insured.

** Liability insurance may be required if the event takes place on City property; subject to review.

Descriptions of Permits for Outdoor Events on Public Land or Commercial Lot

The following permits and information sheets correspond with the Event Checklist. You will need to coordinate with a number of city departments, depending upon the permit you need.

Sound Amplification Permit – Attachment A

If your event is to be held on public land or commercial property that abuts residential development, you must obtain a Sound Amplification Permit for live music or other amplified sound. Contact Deputy City Clerk Susan Barker to obtain this permit.

303-661-1222 or susanba@cityoflafayette.com.

Special Event Liquor Permit – Attachment B

An event at which alcohol will be sold requires a special event liquor permit. The applicant must be a nonprofit organization registered with the Colorado Secretary of State for purposes of social, fraternal, patriotic, political, or athletic activities; a regularly chartered branch, lodge, or chapter of a national organization or society; a regularly established religious or philanthropic institution; or a political candidate or committee. Contact Deputy City Clerk Susan Barker to make sure you are eligible to apply, before proceeding.

303-661-1222 or susanba@cityoflafayette.com.

One Time Sales License – Attachment C

The City of Lafayette issues Special Event licenses for vendors who come to Lafayette to attend festivals or events and sell products. The Special Event application has 2 parts: a license and a return. This license is less extensive than the regular sales tax license and does not require continued filing of returns after the event return is completed. The Special Event license should be filled in and mailed or brought to City Hall at 1290 S. Public Road, Lafayette, CO. The license requires a deposit of \$25.00 which applies to the taxes that will be collected at the event. Vendors should keep the receipt as proof of the license. After the event, the vendor should fill in the return, deduct the \$25.00 and remit the balance due. If the vendor doesn't sell enough to have a tax liability of at least \$25.00, the City will refund the difference. Any refund under \$1.00 will not be refunded.

If the vendor is attending an event with multiple dates, put the dates on the Special Event License and pay the \$25.00. Then after each date, the vendor should fill in the return and remit the taxes without deducting the \$25.00 until the final return. Please contact the Finance Department at 303-661-1246 for more information.

Street Closure Permit – Attachment D

If you are hosting an event in which you are seeking to close a street, you will need to fill out a Block Party/Street Closure Permit. Applications for street closures must be submitted to and approved by the Public Works Department at least 72 hours prior to any proposed event. Please contact Public Works at 303-661-1277 for more information.

Temporary Outdoor Sales, Storage, or Display of Merchandise – Attachment E

In the commercial areas, an outdoor event on a commercial lot will require a Temporary Outdoor Sales, Storage, or Display of Merchandise Permit. This application requires

information about items such as sales tax licenses, bathroom and trash facilities, storage of dangerous chemicals, tents, and parking. In each calendar year, the aggregate total number of days for which a temporary outdoor sales, storage or display permit is granted shall not exceed 120 days per lot or tract. Please contact Neighborhood Services at 303-661-1268 for more information.

Public Road Banner Request – Attachment F

The City allows banners to be placed over Public Road near Lafayette Florist for Lafayette community events, City-sponsored events, Chamber of Commerce events, public community events (school, library, fire department, etc) and semi-public community events (community plays, non-profit events, etc.). Reservations may be made up to 6 months in advance by filling out a Public Road Banner Request Form. If payment is not received at least two weeks prior to the date the banner is to be hung, the reservation will be cancelled. No commercial advertising is allowed on the banners. The fee for the hanging and taking down of banners is \$50. Please contact Public Works at 303-661-1277 for more information.

Fire Department General Permit – Attachment G and H

The Lafayette Fire Department may require a permit for outdoor events, including those where a large tent or canopy would be erected. Additionally, the Fire Marshal may require a public safety plan to address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles) vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical service personnel at the event. Please see attached Lafayette Fire Department General Permit or contact 303-661-1202 for more information.

Mobile food vehicles may need to be inspected by the Fire Marshal. Please see attached guidelines (Attachment H).

Festival Plaza Reservation Permit – Attachment I

A Reservation Permit is required to hold an event at the Festival Plaza. Festival Plaza reservation requests are handled through the Community Development Department at City Hall or can be submitted online at www.cityoflafayette.com/festivalplaza. Office hours are Monday-Friday, 8am-5pm. For questions, please call 303-661-1265.

Off-Duty Police Services

Depending on the event, you might need or want to hire off-duty police officers to assist with traffic, security or crowd control. The Police Department needs at least two weeks notice to schedule these services. Please contact Carol Wurtz Sellers at 303-665-5571 x1382 for more information and for a fee structure.

Insurance J

If liability insurance is required, policy must provide coverage of minimum \$1 million per occurrence, \$2 million aggregate, and name the City of Lafayette as additionally insured. Special event policies are available through the City's insurance provider. Please see attached application or provide insurance through another underwriter.

City of Lafayette Sound Amplification Permit

Sound Amplification Permits are required for private events that will be using sound-amplifying equipment such as, music amplifiers, boom boxes, public address systems, stereo equipment or other noise-producing devices.

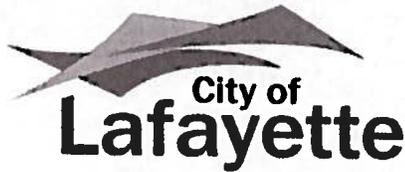
Those who live in a community governed by a home owners association must have cleared the event through their HOA before applying. Every effort should be made by all applicants to inform their neighbors of the upcoming event.

A Sound Amplification Permit allows the holder to temporarily exceed permitted noise levels established by City code from 10:00 a.m. to 10:00 pm., Monday through Thursday, Friday and Saturday from 10:00 a.m. to 10:30 p.m. and from 12: p.m. to 6:00 p.m. on Sunday.

The permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers and it does not provide immunity from the complaints of third parties. The permit holder must take all necessary steps to resolve complaints about their use of amplified sound.

Applications must be submitted at least 24 hours in advance of the event. A copy of the Sound Amplification Permit Application may be obtained in the office of the City Clerk, between 8:00 a.m. and 5:00 p.m., Monday through Friday, or downloaded from the City's website. The applicant must pay a fee of \$10 in person at City Hall.

The City Clerk will issue the permit and a copy of the application and permit will be forwarded to the Lafayette Police Department. The applicant must post the permit in a visible location in the immediate vicinity of the event.



SOUND AMPLIFICATION PERMIT
(Chapter 75, Article X of the Lafayette Municipal Code)
Fee: \$10.00

Applicant: _____ Phone: _____

Applicant Address: _____
Street City

Owner of Equipment: _____ Phone: _____

Owner Address: _____
Street City

Description of Sound Amplifying Equipment /noise disturbance activity:

Location where equipment will be operated or noise disturbance activity will be conducted:

Are you a member of an HOA? _____ Permission Granted for Event by HOA? _____

Describe the Event at which equipment will be operated or noise disturbance activity will be conducted:

_____ Commercial Purpose _____

_____ Noncommercial Purpose _____
(Residential)

Date and time requested for equipment use: _____ Date _____ Time _____

- 1 I understand that a Sound Amplification Permit does not authorize violation of city or state laws, except to the limited extent that it allows for temporarily exceeding permitted noise levels established by city code.
- 2 I understand that a Sound Amplification Permit 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 the complaints of third parties.
- 3 I will make every effort to inform my neighbors of the upcoming event that has prompted the need for a sound permit.
- 4 By accepting this permit I agree to take all steps necessary to resolve complaints about my use of amplified sound.

Applicant signature: _____

By offering this permit, the City of Lafayette does not accept any responsibilities, expressed or implied for any damage arising out of the use of this permit, nor does the City have any responsibilities, expressed or implied for any damages arising out of, or connected in any way with the use of this permit.

**CONDITIONS OF APPROVAL FOR SMALL EVENTS:
(private parties, neighborhood events)**

Will not cause an unreasonable interference with pedestrian or traffic safety.

Will not violate permit hour restriction of permit. Noise from the activity will not unreasonably disturb the peace and quiet of any residential neighborhood.

Noise Disturbance will be allowed on Monday through Thursday between the hours of:
10:00 am to 9:30 pm

Noise Disturbance will be allowed Friday and Saturday between the hours of:
10:00 am to 10:30 pm

Noise Disturbance will be allowed on Sunday between the hours of :
12:00 pm to 6:00 pm

The Parks Department may adjust time limits for sound amplification in the City parks

**CONDITIONS OF APPROVAL FOR LARGE EVENT VENUES:
(city sponsored events)**

For large event venues, the use of a sound amplification device is restricted to the periods between 10:00 am and 10:00 pm Monday through Thursday, between 10:00 am and midnight on Friday and Saturday, and 12:00 pm and 6:00 pm on Sunday.

Unreasonable noise means any sound of such level, intensity or duration as may or tends to be injurious to human health or welfare, or that unreasonably interferes with the enjoyment of life or property, or causes damage to any property.

**POLICE MAY REVOKE PERMIT IMMEDIATELY IF REQUESTS TO TURN DOWN THE
VOLUME ARE IGNORED.**

ARTICLE X. - NOISE

Sec. 75-280. - Definitions.

For the purpose of this article, the following words and phrases used herein are defined as follows:

Amplified outdoor music means the use of musical instruments or sound equipment to produce or amplify sound that is not fully enclosed by permanent, solid walls, and a roof.

Chief of police means the chief of the city's police department or the chief's authorized designee.

Community development director means the city's community development director or the director's authorized designee.

Construction activities means any and all activity incidental to the erection, demolition, assembling, altering, installing or equipping of buildings, structures, roads or appurtenances thereof, including land clearing, grading, excavating and filling.

Domestic power equipment means any power equipment, rated five (5) horsepower or less, used in home or building repair or grounds maintenance, including, but not limited to, lawn mowers, garden tools, snow blowers and chain saws.

Muffler means an apparatus consisting of a series of chambers or baffle plates designated for the purpose of transmitting gases while reducing sound emanating from such apparatus.

Plainly audible means any sound which can clearly be heard, by unimpaired auditory senses on a direct line of sight from fifty (50) or more feet; however, words or phrases need not be clearly discernable but such sound shall include bass reverberation.

Public works director means the city's public works director or the director's authorized designee.

Sound equipment means a loudspeaker, public address system, amplification system, or other sound producing device.

Sound level means the A-weighted sound level in decibels (dBA).

Sound level meter means an instrument used to measure sound pressure levels conforming to standards as specified in American National Standards Institute (S.I. 4-1983), as same may be amended from time to time.

Unreasonable noise means any sound of such level, intensity or duration as may or tends to be injurious to human health or welfare, or that unreasonably interferes with the enjoyment of life or property, or causes damage to any property, but excludes all aspects of the employer-employee relationship; concerning health and safety hazards within the confines of a place of employment.

Vehicle means any machine propelled by power other than human power, designed to travel along the ground by use of wheels, treads, runners or slides to transport persons or property or pull machinery and includes, without limitation, automobile, airplane, truck, trailer, motorcycle, motor scooter, tractor, buggy and wagon.

(Ord. No. 2014-13, § 1(75-159), 5-6-14)

Sec. 75-281. - Noise prohibited.

- (a) It shall be unlawful for any person to make, cause to be made, or to permit any unreasonable noise upon any property within a residential, public or developing resource district or for any district within any vehicle owned, possessed or operated or controlled by such person.
- (b) Law enforcement personnel, including community service officers, may, in the determination of whether a noise is unreasonable consider factors that include, but are not limited to:
 - (1) The time of day;
 - (2) The size of any gathering of persons creating or contributing to the noise;
 - (3) The presence or absence of sound amplification equipment; and
 - (4) Any other factors tending to show the magnitude and/or disruptive effect of the noise.
- (c) With regard to vehicles, the determination of unreasonable noise, in addition to the previously stated factors shall include, but not be limited to:
 - (1) The continuous or repeated sounding of any horn, alarm or signal device of a vehicle, except where an actual emergency or danger exists. For the purposes of this subsection, "continuous" shall mean continuing for an unnecessary or unreasonable period of time.
 - (2) The operation of any vehicle in a manner which causes unreasonable noise as a result of unnecessary rapid acceleration, deceleration, revving the engine or tire squeal.
- (d) It shall be unlawful for any person to make, cause or permit any noise as measured in the manner described herein, from any source, at a level in excess of the dBA established for the time period and zoning districts set forth herein.

Zoning Districts	Time Period	Max dBA Level
Commercial and Business Districts	7:00 a.m.—10:00 p.m.	70
	10:00 p.m.—7:00 a.m.	65
Industrial Districts	7:00 a.m.—10:00 p.m.	75
	10:00 p.m.—7:00 a.m.	70

- (1) If the noise source is located on private property, or public property other than public right-of-way, the noise shall be measured at the property boundary of any property receiving the noise.
- (2) If the noise source is located within the public right of way, the noise shall be measured at least twenty-five (25) feet from the noise source.
- (3) No outdoor measurement shall be taken without a commercial wind screen, or during periods

when wind speeds, including gusts, exceed fifteen (15) miles per hour.

- (4) The measurement time period shall not be less than five (5) minutes in length, and highest dBA reading measured for a majority of this time shall be deemed the official measurement.
- (5) Outdoor amplified music in commercial, business or industrial districts shall be exempt from the time and dBA requirements of this section but are subject to the requirements set forth herein in section 75-284.

(Ord. No. 2014-13, § 1(75-160), 5-6-14)

Sec. 75-282. - Conditions/exceptions.

- (a) The prohibitions set forth in section 75-281(a), (c) and (d) shall not apply to sound from or subject to the following conditions:
 - (1) Any bell or chime from any building clock, school or church operated between the hours of 7:00 a.m. and 10:00 p.m. and not continuing for more than five (5) minutes.
 - (2) Any siren, whistle, or bell lawfully used by emergency vehicles or any other alarm system used in case of fire, collision, civil defense, police activity or other imminent danger; provided, however, that burglar alarms not terminated within fifteen (15) minutes after being activated shall not be excepted.
 - (3) City authorized events, including, but not limited to, parades, festivals, community activities and fireworks displays.
 - (4) Any domestic power equipment operated between 7:00 a.m. and 10:00 p.m.
 - (5) Noise from commercial construction activities between 7:00 a.m., and 7:00 p.m., Monday through Saturday. The public works director, upon consultation with the community development director and chief of police, may grant an exception to the time restrictions herein upon receipt and review of a written request when the public works director determines such exception is necessary for the public welfare, and/or denial would cause an undue hardship upon the applicant. Any exception must be in writing, shall not violate any restrictions of an approved planned unit development (PUD), and shall be subject to all terms and conditions deemed reasonably necessary by the public works director.
 - (6) Activities directly related to the abatement of an emergency.
 - (7) Loading, unloading, opening or otherwise handling boxes, crates, containers, trash or recycle materials, or other objects or goods between the hours of 6:00 a.m. to 9:00 p.m.
 - (8) Noise generated from open space, golf course and park maintenance activities or operations.
 - (9) Noise generated from agricultural activities or operations on property owned by the city.
 - (10) School activities.
 - (11) Noise generated from snowblowers, snowplows, or snow removal equipment for the purpose of snow removal.
- (b) As a means to mitigate noise generated by the activities set forth herein in subsections (a)(8) and (9), the city administrator, for improvements within his or her purchasing authority, or city council, for improvements in excess of the city administrator's purchasing authority, may authorize construction or installation of sound mitigation improvements on city property without regard to zoning restrictions set forth in chapter 26 of the Code.

(Ord. No. 2014-13, § 1(75-161), 5-6-14; Ord. No. 2014-24, § 1, 1-6-15)

Sec. 75-283. - Specific prohibitions.

- (a) It shall be unlawful for any person to make, cause or permit the following, all of which shall be deemed unreasonable noise; however, the following list shall not be deemed exclusive:
- (1) The operation of any vehicle with an engine compression brake device (jake brake) which is not properly muffled.
 - (2) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, air compressor equipment, motorboat, vehicle or other power device, which is not at all times equipped with an adequate muffler in constant operation and properly maintained to prevent any unreasonable noise, and no such muffler or exhaust system shall be modified or used with a cutoff, bypass or similar device.
 - (3) To play, use or permit the operation of any device for producing or reproducing sound in such a manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for any persons in the structure or vehicle in which the device is operated or in such manner as to be plainly audible from the structure or vehicle.

(Ord. No. 2014-13, § 1(75-162), 5-6-14)

Sec. 75-284. - Amplified outdoor music restrictions.

- (a) It shall be unlawful for any person to make, cause to be made, or to permit amplified outdoor music upon any premises possessed or controlled by such person where such music occurs:
- (1) Between the hours of 9:30 p.m., through 10:00 a.m., of the next day, except that on Friday and Saturday nights music is permitted until 10:30 p.m.; or
 - (2) Where any amplified outdoor music as measured in accordance with subsection 75-281(d) herein exceeds 82 dBA.
 - (3) City authorized events, including, but not limited to, parades, festivals, community activities and fireworks displays which include amplified outdoor music shall be exempt from the restrictions set forth in this section.

(Ord. No. 2014-13, § 1(75-163), 5-6-14)

SPECIAL EVENT LIQUOR PERMIT POLICIES AND GUIDELINES

These policies and guidelines have been established by the Lafayette Liquor Licensing Authority to assist your organization in having a successful event and to assure that it is run in an efficient manner.

Qualifications

In order to qualify for a special event permit, an applicant must be non-profit and registered with the Secretary of State for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain. A Special Event permit may be issued to any group that is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes; or is a regularly established religious or philanthropic institution; and to any political candidate who has filed the necessary reports and statements with the Secretary of State. Organizations are limited to fifteen (15) special event permits in one calendar year.

The Event must be held on the date, time and location specified in the application and may not be changed. If the event is cancelled, the application fees are forfeited and the day(s) are counted as part of the 15 days allowed per calendar year. Sale of alcohol may occur between the hours of 5 a.m. and midnight of the day specified for a 3.2% beer permit; and between the hours of 7 a.m. of the day specified, and 2 a.m. of the following day for malt, vinous and spirituous permits.

Application

- Submit a completed application.
- Complete Special Event Permit Questionnaire and sign.
- Attach 8 ½" x 11" diagram showing where liquor and/or beer will be served and consumed and indicating entrances and exits. Specify dimensions of the area to be licensed and methods used to control access.
- Attach Certificate of Good Corporate Standing (non-profit) dated within the last two (2) years.
- If a political candidate, attach reports and statements filed with the Secretary of State.
- Attach deed, lease or written permission to use premises in applicant's name.

In an effort to process applications more efficiently for the applicant, incomplete applications cannot be accepted.

Multiple Dates for 1 Event

The Event may be held multiple consecutive days at the *same location*. Fees are per day and are listed below.

Fees

Fees must be submitted to the City of Lafayette.

- Fermented Malt Beverage (3.2%)
City: \$100.00/day
- Malt, Vinous, & Spirituous Liquor
City: \$100.00/day

Posting

The City Clerk's Office will provide a notice of application, which the applicant will be required to post at the premises where the event is to be held no less than ten (10) days prior to consideration of an application by the City Clerk's office. The applicant will also be required to sign an Affidavit of Posting.

Premises

- Applicant shall provide security personnel. It is suggested that one for every 100 expected attendees be provided.
- For events held outdoors, a fence or some other mutually acceptable and clearly marked boundary will be required.
- A Noise Permit must be obtained from the City Clerk if you are planning amplified sound or music at your event.
- Appropriate permit must be obtained from Public Works if any streets are to be blocked or closed for your event.
- The Local License must be prominently displayed along with the Minor Warning Sign at the Event.

Other Conditions

- Alternate beverages, sandwiches or other light food snacks must be provided by the applicant.
- Event organizers shall market event in such a manner as to promote responsible alcohol consumption and help ensure that excessive consumption does not occur.
- Certified seller/server training is strongly encouraged for all volunteers involved in the distribution of alcohol beverages.

Club Licenses

Organizations such as the VFW, holding a Club License, must obtain a Special Events Permit if the event is open to the general public. If the event is for members and guests only, no permit is required.

Good luck with your Event! Should you have any questions or need additional information, please feel free to contact the City Clerk's Office, 1290 South Public Road, Lafayette, CO 80026, (303) 665-5588.

Sales Tax Remittance

The City of Lafayette is supportive of charitable organizations in the community and attempts to provide sales tax collecting and reporting relief for those organizations which hold an Internal Revenue Service 501(c)(3) qualification letter. The organization must have a Colorado exemption certificate to be exempt from collecting and remitting city taxes on sales made if total sales made during the calendar year are less than \$25,000 and sales are conducted by the charitable organization a total of twelve (12) days or less each calendar year.

If you are an organization that does not meet the criteria to qualify for the above exemption, filing a sales tax application will be required.

Should you have any questions or need additional information regarding sales tax, please feel free to contact Mandy Staley at the Sales Tax Division of the Finance Department at 303-665-5588 ext.1246.

Alcohol Beverage Selling and Serving Guidelines

The dispensing of alcohol beverages is a highly regulated venture and merits awareness of the laws and practices governing these beverages. The two key areas are *servicing to underage individuals* and *servicing to intoxicated individuals*.

Recognizing the responsibility and liability associated with serving an alcohol beverage, those responsible for selling/serving alcohol beverages should:

- **Not serve to a person who is under the age of 21 years:**
Anyone appearing to be under the age of 21 should be asked for picture identification, preferably a valid driver's license, before being served.

- **Not serve to a person who appears to be intoxicated:**
Responsible consumption is encouraged and event organizers should not knowingly allow guests to enter the event if obviously intoxicated, or allow a guest to become intoxicated at the event.

Serving an intoxicated person is illegal and can subject the seller to both civil and criminal liability.

Those responsible for selling/serving should monitor the amount of alcohol consumed by guests and should be aware of any behavior changes that may occur as a result of drinking alcohol.

Certified seller/server training is available for volunteers of organized events. Information can be obtained by contacting the Lafayette Police Department at 303-665-5588 ext 1382.

It is the responsibility of the license holder for a special event to obey all State and local laws regarding the service of alcohol. The above-mentioned information is meant only as a guideline provided as a courtesy by the City of Lafayette. It does not relieve the license holder from any responsibility of obeying all applicable codes, statutes, or regulations.

SPECIAL EVENT PERMIT QUESTIONNAIRE

1. What type of an event is planned (e.g, annual, quarterly, benefit, etc.)?

2. Explain in detail the nature of your organization, its' function, and who or what benefits from it's operations (attach separate sheet if necessary)

3. Who or what organization will be the recipient of funds derived from this event?

4. How many attendees are expected at this event? _____

5. Describe the premises at which this event will take place.

6. What type of security will be provided at this event?

7. How many security personnel will be on hand? _____

8. How will security personnel be identified?

9. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (e.g., roped, fenced, etc.)?

10. What type of entertainment will be provided, if any, for this event?

11. What method will be used in checking identification for proper age of attendees at the door, at the bar, etc. and how will underage patrons be identified so as not to be served alcohol beverages (e.g., stamp or mark on the hand, etc.)

12. How will the conduct and level of intoxication of attendees be monitored and by whom?

13. Have volunteers or members of your organization been trained in the sale/service of alcohol beverages? If yes, what training have they received and by whom?

14. What types of alternate beverages and food/snacks will be available?

15. Has a State and City Sales Tax Number been initiated by you or a member of your organization? If so, provide those numbers in the space provided.

16. Explain how this event will be marketed describing what kinds of advertising material will be distributed and the targeted recipients of such material.

Applicant's Signature

Date



One Time Event, City Sales Tax License
\$25.00 Deposit Required

Owner's Name	_____	Event Date	_____
Business Name	_____		_____
Business Address	_____	Event Name	_____
	_____		_____
Business Phone	_____		_____
Printed Name	_____		_____
Email Address	_____		_____
Signature	_____		_____
Date	_____		_____

Make Checks Payable to: City of Lafayette

City of Lafayette
1290 S. Public Road
Lafayette, CO 80026
303-661-1246



One Time Event, City Sales Tax Return
****Fill out this form AFTER the event**

Owner's Name	_____	Event Date	_____
Business Name	_____		_____
Business Address	_____	Event Name	_____
	_____		_____
Business Phone	_____		_____
Printed Name	_____		
Email Address	_____		
Signature	_____		
Date	_____		

Total Sales	_____
Tax Due	_____
Less Deposit	_____
Tax Due or	_____
Refund Due	=====

Make Tax Due Checks Payable to: City of Lafayette
Refund Checks should be made out to:

No refunds for amounts less than \$1.00

City of Lafayette
 1290 S. Public Road
 Lafayette, CO 80026

City contact - Mandy Staley 303-661-1246
 State contact - 303-238-7378

	<u>Total Collected</u>	8.485%	
City	3.500%		- send to City
State	2.900%		- send to state
RTD	1.100%		- send to state
Boulder County	0.985%		- send to state



PUBLIC WORKS

Street Closure Permit Application

Any event requiring the closure of a street(s); such as a block party, neighborhood bbq, or a movie night requires a Street Closure Permit. Please return the completed application to the Public Works Department at City Hall (1290 South Public Road) or by email to SarahO@cityoflafayette.com or by fax to 303-665-2153. Permit form must be received by Public Works at least 72 hours prior to event.

APPLICANT INFORMATION

Name: _____ Cell Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EVENT DESCRIPTION: _____

DAY & DATE OF EVENT: _____

CLOSURE AREA: _____

CLOSURE TIME (INCLUDING SET-UP & BREAKDOWN) _____ AM/PM to _____ AM/PM

Required Attachments:

1. Signed Application Form _____ YES
2. A map showing the proposed street closure _____ YES
3. Are you requesting to use City of Lafayette barricades? _____ YES _____ NO
Barricade delivery address and phone number: _____
4. A petition form with the approval of those affected by the closure. _____ YES

Will live music be provided? _____ YES _____ NO

If live music is to be played in a residentially zoned area, a permit is required. There is a \$10 permit fee. Please contact Susan Barker, the Deputy City Clerk (303-661-1222 or SusanBa@cityoflafayette.com) for the application.

CONDITIONS:

- The applicant agrees to comply with all of the terms, conditions, and stipulations of this permit, all ordinances of the City, and all other applicable laws, and understands that failure to comply will result in immediate revocation of this permit. Final conditions will be sent to the applicant with the approved permit.
- The City has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the applicant and the participants. The City's insurance does not cover the applicant. The Applicant agrees to comply with all of the terms, conditions and stipulations of this permit, all ordinances of the City, other applicable laws and understands that failure to comply will result in immediate revocation of this permit.

CONDITIONS: (CONTINUED)

- Adequate crowd control, including ingress and egress control, noise control, restroom facilities, space for anticipated number of participants, clean-up, and parking are all the responsibility of the applicant.
- The City offers barricades on a limited basis for block parties. Barricades are delivered on the last working day prior to the event and picked up the first working day after the party, generally Friday and Monday for weekend events. The applicant is responsible for the placement, monitoring, and maintenance of the barricades during the event, the removal of the barricades from the street following the event, and the safety of the barricades while they are in your possession.
- Residents must be allowed vehicle access to their homes. Emergency access must be maintained at all times, and barricades shall be removed immediately for such purposes.
- Every resident or business must be notified of the closure. If the occupant is unavailable, a notice shall be left at the address indicating the street to be closed with the date and hours specified on the notice. If upon receipt of the statement, a majority of the people who reside along the street affected approve of the request, the reviewing departments will take the request under consideration for final approval. Those not favoring the request will be given every consideration possible.
- Event sponsors who hold an event without a permit will not be eligible for a permit again for 12 months.
- Failure to clean up from an event as require in the permit will make the applicant/sponsor ineligible for a permit for 12 months.
- Liability insurance naming the City of Lafayette as additional insured may be required. Coverage must be at City-approved amounts.

I, (the applicant) agree that all City and State Laws and Ordinances will be obeyed within the area of the closure, and agree to abide and meet all the Conditions stated above.

APPLICANT SIGNATURE

DATE

APPLICANT PRINTED NAME

For questions, please contact the Public Works Department at 303-661-1277 or SarahO@cityoflafayette.com .

Permit fee of \$25 received by Finance: _____

Approved by Public Works: _____ Date: _____

Fire Marshal

Streets

Police



Community Development Department
1290 S. Public Road, Lafayette, Colorado 80026

TEMPORARY OUTDOOR SALES, STORAGE OR DISPLAY OF MERCHANDISE

303-665-5588
Fax 303-665-2153

- A. The occupant of a building may engage in the temporary outdoor sale, storage or display of general merchandise on the lot or tract occupied by such building provided the occupant complies with the conditions listed below:
1. Unless other approved as part of a planned unit development, it shall be unlawful temporarily to sell, store or display merchandise outdoors without first obtaining a permit therefore in compliance with the provisions of this Section 26-14-15.1, *Temporary Outdoor Sales, Storage or Display of Merchandise*.
 2. Each applicant must possess a current city sales tax license.
 3. An applicant who qualifies as a transient merchant, itinerant merchant or itinerant vendor, as those terms are defined in Chapter 55 of the Municipal Code, must possess a current license in compliance with Section 55-31.
 4. Any signage proposed to be displayed by the applicant must comply with the permit requirements of Section 26-21-3, *Sign Permits and Applications*.
 5. An application for a permit will be filed with the Community Development Department. The following shall be included in such application:
 - i. A sketch of the area to be occupied in sufficient detail to indicate the following:
 - Proposed access;
 - Parking;
 - Location of any vending cart, truck, other temporary structure or proposed display area;
 - Location of any proposed utility or sanitation connection;
 - Location of any flammable or other hazardous materials;
 - Location of any proposed sign; and
 - Location of all existing or proposed structures.
 - ii. The applicant must demonstrate adequate facilities to dispose of all trash or other waste generated by the temporary outdoor sale, storage or display.
 - iii. The applicant shall document ownership of, a leasehold interest in, or the consent of the owner or lessee of the property to be occupied.

- iv. Each application shall be submitted with the fee established for that application pursuant to Section 26-17-3(f), *Requirements Applying to all Applicants*.
 6. In each calendar year, the aggregate total number of days for which a temporary outdoor sales, storage or display permit is granted shall not exceed 120 days per lot or tract.
 7. The applicant must demonstrate there will be adequate parking for the existing uses as well as the proposed temporary outdoor sales, storage or display.
 8. All trucks, tents or other structures, including associated parking, must be located on asphaltic, concrete or equivalent surface unless the applicant can demonstrate no adverse effect on drainage, access, or the intent of this chapter as determined by the planning director.
 9. The outdoor location must not interfere with public passage or the otherwise normal flow of pedestrian or vehicular traffic.
 10. The planning director may require an applicant to obtain written approval from the appropriate city official, including, but without limitation, the building inspector or fire marshal, whenever, in the opinion of the planning director, the proposed outdoor location present potential risks to persons or property sufficient to warrant such additional review.
 11. The outdoor location may be on an adjacent public sidewalk, provided that the applicant executes a license and indemnity agreement in form required by the city.
- B. A person other than the occupant of a building may engage in the temporary outdoor sale, storage or display of general merchandise on the lot or tract occupied by a building, provided, however, that prior to engaging in the temporary outdoor sale, storage or display, the applicant provides a plan for storage of any vending cart or motorized vehicle for hours of non-operation, in addition to complying with the conditions listed above in subsection (A) above.



OUTSIDE SALES, STORAGE, OR DISPLAY APPLICATION

Community Development Department
 1290 S. Public Road, Lafayette, Colorado 80026

303-665-5588
 Fax 303-665-2153

Please Print or Type

Location	DISPLAY ADDRESS (Number and Street)			APPLICATION DATE
	LOT NUMBER	BLOCK	SUBDIVISION OR TRACT NAME	ZONING
Tenant/ Business Owner	CONTACT NAME		EMAIL	PHONE ()
	COMPANY NAME		MAILING ADDRESS (Street, City, Zip)	
Property Owner/Mgr	As property owner/manager, I have reviewed and approve this temporary sale or display. NAME:			
	SIGNATURE:			DATE:

Description:	BRIEFLY DESCRIBE YOUR OUTSIDE SALES, STORAGE, OR DISPLAY:	START DATE:
		END DATE: (max 120 days)

Required Drawings	<p>SITE PLAN REQUIREMENTS: YOU <u>MUST</u> SUBMIT A SCALED SITE PLAN DRAWING THAT INCLUDES THE FOLLOWING:</p> <ol style="list-style-type: none"> 1. Property lines of the property where the temporary sales or display is to be located. 2. Scale and North arrow. 3. Location of any public streets, alleys, and driveways. 4. Location and dimensions of any building(s) on the property. 5. Location of proposed vending cart, truck, other temporary structure, or display area. 6. Location and number of parking stalls. 7. Location of any proposed utility or sanitation connection. 8. Location of any flammable or other hazardous materials. 9. Location of any proposed signage. (Separate Sign Permit Application required!)
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Applicant	The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law regulating construction or construction performance.	
	APPLICANT SIGNATURE	DATE

FOR OFFICE USE ONLY - FOR OFFICE USE ONLY

COMMENTS / SPECIAL CONDITIONS:

DATE RECEIVED	TEMP SIGN DISTRIBUTION	STAFF APPROVAL											
	<input type="checkbox"/> Code <input type="checkbox"/> Planning <input type="checkbox"/> LURA <input type="checkbox"/> Building - Sec. <input type="checkbox"/> Code	<input type="checkbox"/> Code <input type="checkbox"/> Planning <input type="checkbox"/> LURA <input type="checkbox"/> Building <input type="checkbox"/> Other	<table style="width: 100%; border: none;"> <tr> <th style="width: 50%;">INITIAL</th> <th style="width: 50%;">DATE</th> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table>	INITIAL	DATE	_____	_____	_____	_____	_____	_____	_____	_____
INITIAL	DATE												
_____	_____												
_____	_____												
_____	_____												
_____	_____												



Public Road Banner Request

Contact Name _____

Organization _____

Telephone Number _____

Dates Requested _____

Two Week Limit (depends on availability)

Type of Event _____

All banners must adhere to the following specifications:

- 3' x 30' and have wind slots.
- Have grommets at all four corners and along the top and bottom, spaced approximately 18" x 24" apart.
- Be reinforced on all edges by a 1" piece of webbing securely sewn into place.
- Have all four corners reinforced by a triangular piece of webbing that extends at least 6" along two edges to form the triangle.
- Must be printed on both sides.

By signing below, I agree to the *Public Road Banner Policies*.

_____ Date: _____

NOTE: Request form and payment must be received at least two weeks prior to the date the banner is to be hung or the reservation will be cancelled.

Submit requests in person, by mail, fax or email to:

Public Works Department
 1290 South Public Road
 Lafayette, CO 80026
 303-665-5588 x3328
 303-665-2153
SarahO@CityofLafayette.com

Request fee of \$50 received by Finance: _____

Approved by Public Works: _____

Date: _____

105.6.1 Aerosol Products

An operational permit is required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds (227kg) net weight.

105.6.2 Amusement Buildings

An operational permit is required to operate a special amusement building.

105.6.3 Aviation Facilities

An operational permit is required to use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles. Additional permits required by other sections of this code include, but are not limited to, hot work, hazardous materials and flammable or combustible finishes.

105.6.4 Carnivals and Fairs

An operational permit is required to conduct a carnival or fair.

105.6.7 Combustible Dust-Producing Operations

An operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.

106.6.8 Combustible Fibers

An operational permit is required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8m³).

Exception: A permit is not required for agricultural storage.

105.6.9 Compressed Gases

An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.9.

Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.

105.6.10 Covered Mall Buildings

An operational permit is required for:

1. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall.
2. The display of liquid- or gas-fired equipment in the mall.
3. The use of open-flame or flame-producing equipment in the mall.

105.6.14 Exhibits and Trade Shows

An operational permit is required to operate exhibits and trade shows.

105.6.15 Explosives

An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33.

105.6.17 Flammable and Combustible Liquids

All propane cylinder exchange cages must comply with National Fire Protection Association Code and current Fire Code. Install crash posts. Post no smoking signs within 10 feet. Install the appropriate number of 5 lb. A:B:C fire extinguishers within 50 feet.

105.6.21 Hazardous Materials

An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.21.

105.6.23 High-Piled Storage

An operational permit is required to use a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m²).

105.6.24 Hot Work Operations

An operational permit is required for hot work including, but not limited to:

1. Public exhibitions and demonstrations where hot work is conducted.
2. Use of portable hot work equipment inside a structure.
Exception: Work that is conducted under a construction permit.
3. Fixed-site hot work equipment such as welding booths.
4. Hot work conducted within a hazardous fire area.
5. Application of roof coverings with the use of an open-flame device.
6. When approved, the code official shall issue a permit to carry out a Hot Work Program.

105.6.27 Liquid- or gas-fueled Vehicles or Equipment in assembly buildings

An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings.

105.6.28 LP-gas

An operational permit is required for:

1. Storage and use of LP-gas. Exception: A permit is not required for individual containers with a 500-gallon (1893L) water capacity or less serving occupancies in Group R-3.
2. Operation of cargo tankers that transport LP-gas.

105.6.30 Temporary Fuel Storage Permit

Provide a dirt berm or suitable containment. A 15-foot minimum separation from structures and 25-foot separation from building openings, lot lines, and street openings is required. The tank must be secured with a fence, locks, etc. The tank site must remain free of combustibles, weeds, and dry grass within a 15-foot radius. Post warning signs such as "Danger - Flammable Liquids" and proper labeling on the tank. Provide appropriate fire extinguishers.

105.6.31 Open Burning Permit (Agricultural, Recreational)

Provide at least one 5-lb. A:B:C fire extinguisher or a water hose on site. An adult must constantly attend the fire. Notify fire and police dispatchers prior to the event at 303-430-2400, extension 4360. Fire can only be burned on a Colorado blue-air quality day (303-758-4848).

105.6.32 Open flames

An operational permit is required to remove paint with a torch; use a torch or open-flame device in a hazardous fire area; or to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.

105.6.34 Places of assembly

An operational permit is required to operate a place of assembly.

105.6.35 Private fire hydrants

An operational permit is required for the removal from service, use or operation of private fire hydrants.

Exception: A permit is not required for private industry with trained maintenance personnel, private fire brigade or fire departments to maintain, test and use private hydrants.

105.6.36 Pyrotechnic special effects material

An operational permit is required for use and handling of pyrotechnic special effects material.

105.6.39 Repair garages and service stations

An operational permit is required for operation of repair garages and automotive, marine and fleet service stations.

105.6.43 Tent or Canopy Permit

Obtain an Official Development Plan Waiver from the City Planning Division.

Provide the following:

1. Plot plan showing location of tent
2. Signed release from property owner giving approval for tent
3. Time frame tent will be erected
4. Size and purpose of tent
5. Certificate of flame retardant specifications from the manufacturer.

Provide at least one 5-lb. A:B:C fire extinguisher in tents less than 500 sq. ft., two fire extinguishers in tents greater than 500 sq. ft. but less than 1,000 sq. ft., and one fire extinguisher for each additional 2,000 sq. ft. Vehicles must not be parked within 20 ft. of any tent. Keep exits open during hours of operation. Number of exits shall comply with table 2410.2. No smoking signs may be required.

105.6.45 Waste handling

An operational permit is required to store chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m³).



Guideline for Mobile Food Vehicles

Scope:

The information contained in this guideline is provided to assist members of the Fire Marshals Association of Colorado (FMAC) in applicable code requirements as they relate to Mobile Food Vehicles (MFV). This document was developed as a result of a task group who reviewed the requirements in the 2012 International Fire Code (IFC) and reached a consensus on which sections of the IFC, as well as other applicable codes, would apply to MFV. The information contained in this guideline is provided solely for the convenience of the reader and is not intended to be used as an "enforcement" document.

The intent of this guideline is to aid in the inspection and enforcement of the IFC as it relates to MFV. Because every jurisdiction operates differently and may have a different year of the IFC adopted, this guideline is not intended to identify each code requirement applicable, therefore the applicant must follow all appropriate Codes in which they have adopted within their governmental structure.

Purpose:

MFV have become increasingly popular over the past several years. With this increased popularity, several incidents have been documented in which fires and explosions have occurred within the MFV. Several communities now require a license in order for the MFV to operate within their jurisdictional boundary. Often, in order to obtain a license a fire inspection of the MFV is required.

The check list provided below has been developed to assist and provide a starting point for the Fire Code Official if they choose to conduct an inspection on a MFV.

Mobile Food Vehicle Inspection Checklist

Mobile Food Vehicles (MFV's) equipped with a gasoline, diesel or electric generator, propane or compressed natural gas, Type I exhaust hood or fire suppression system, should be inspected by the Fire Department within the jurisdiction the MFV will be operating in at least annually. The following is a fire inspection checklist that has been derived from the 2012 International Fire Code to assist you in preparing for your inspection.

Chapter 6 - Building Service and Systems

- 603.4 – Portable fuel fired heaters not allowed.
- 605.1 – Electrical wiring in good working condition.
- 605.4 – Multi-plug adapters are not allowed.
- 605.4.1 – Power strips have over-current protection
- 605.5 – Extension cords are not allowed as permanent wiring.
- 605.6 – Open junction boxes and spliced wiring is not allowed.
- 609.2 – Grease vapors are produced; an exhaust hood system is required.
- 609.3.3.1 – Hood/duct system to be inspected every 6 months with records maintained.
- 609.3.3.2 – Grease accumulation is to be cleaned.

Chapter 9 - Fire Protection Systems

- 904.11.5 – Class K fire extinguisher within 30 feet of cooking appliances.
- 904.11.5.1 – Solid fuel cooking appliance in place, a 2.5 gal. Class K fire extinguisher is needed.
- 904.11.5.2 – Commercial cooking appliance in place, a 1.5 gal. Class K fire extinguisher is needed.
- 904.2.1 – An automatic fire extinguishing system is required if grease vapors are produced.
- 904.5.1 - Automatic fire extinguishing system is required to be inspected and tested every 6 Months by a licensed contractor.
- 906.2 – All fire extinguishers are to be inspected annually by a licensed contractor.
- 906.3 – One, 2A:20-B:C fire extinguisher is needed.
- 906.6 – All fire extinguishers are in clear view.

SHORT FORM EVENT HOLDER QUESTIONNAIRE

Member Name: _____

Name and Address of Renter or Event Holder (Same as on Permit or Rental Form):

Event Contact Person: _____
| Authorized to sign all documents

Daytime Phone Number: _____

Event Information

Date(s): _____ Time: _____

Location of Event: _____

Coverage Type: Entire Event Coverage Vendor Coverage Instructor Coverage

Detailed Description of Event:

Total Attendance (per day) including all participants, volunteers and employees:

Day 1		Day 3		Day 5		Day 7		
Day 2		Day 4		Day 6		Day 8		
Total Attendance ALL Event Days:								

Event Exposures

- | | | |
|--|-----|----|
| 1. Have you held this event or a similar event in the past? | Yes | No |
| 2. If yes, have accidents, incidents, claims or losses arisen from such event? | Yes | No |
| 3. Is there an admission fee charged? | Yes | No |
| 4. Will food/non-alcoholic beverages be served? | Yes | No |
| 5. Will food/non-alcoholic beverages be sold? | Yes | No |
| 6. Will there be a caterer? | Yes | No |
| 7. Please list/describe entertainment activities that will be occurring, if any: | | |

8. Do you have any parties requiring to be named as Additional Insured? Yes No
- If yes, please review contracts and attach a separate sheet listing names and addresses of all parties requiring to be named as additional insured.*

The event premium includes a premium charge for the owner/lessor as additional insured. Event Holder agrees to add the Facility owner as an additional insured.

Event Holder Signature: _____

Date: _____

Liquor Liability Exposures:

_____ *No alcoholic beverages will be served or sold at this event.*

1. Type of alcoholic beverages available (please choose all that apply):
 Beer Wine/Champagne Mixed Drinks/Full Bar
2. How long will alcoholic beverages be available for consumption? _____
3. Will you charge a fee or collect a ticket? Yes No
4. Do you receive a donation? Yes No
5. Estimated sales receipts for alcoholic beverages: \$ _____
6. Do you have a caterer or vendor serve or sell the alcoholic beverages? Yes No
7. If yes, have you received a Certificate of Insurance from the caterer or vendor showing they have liquor liability insurance? Yes No
8. How many different locations will alcoholic beverages be available? _____
9. Are you required to obtain or have a liquor license for your event? Yes No
10. What Management Practices do you have in place to monitor and control the consumption of alcoholic beverages?
 - Alcoholic beverages must be purchased and consumed in a confined area where persons below the legal drinking age are not permitted. Yes No
 - Everyone must show identification to receive an alcoholic beverage. Yes No
 - Individuals over the legal drinking age receive a wristband or other form of identification. Yes No
 - There is a limit of two servings provided to any one individual per visit to the concession. Yes No
 - Staff monitors the consumption and is instructed not to serve anyone who is apparently intoxicated. Yes No
 - The concession or bar is closed at least one hour prior to the end of the event. Yes No

Vendor/Exhibitor/Concessionaire Exposures

Please complete the following for **each** vendor, exhibitor, or concessionaire you would like added to this policy. Please use additional sheets if necessary.

_____ *We do not require/request coverage for Vendors, Exhibitors, or Concessionaires*

Name, Contact and Mailing Address:

Type of Vendor (please choose one):

- | | |
|---|---|
| <input type="checkbox"/> Exhibitor (No Sales) | <input type="checkbox"/> Concessionaire (Activity Booth) |
| <input type="checkbox"/> Food or Beverage Vendor (No Alcohol) | <input type="checkbox"/> Concessionaire (Pony Ride Only) |
| <input type="checkbox"/> Food or Beverage Vendor (With Alcohol) | <input type="checkbox"/> Concessionaire (Bounce House Only) |
| <input type="checkbox"/> Vendor (Non-Food/Beverage) | <input type="checkbox"/> Promoter |
| <input type="checkbox"/> Entertainer | <input type="checkbox"/> Equipment Supply Company |
| <input type="checkbox"/> Sponsor | <input type="checkbox"/> Other (Please Specify) _____ |

Name, Contact and Mailing Address:

Type of Vendor (please choose one):

- | | |
|---|---|
| <input type="checkbox"/> Exhibitor (No Sales) | <input type="checkbox"/> Concessionaire (Activity Booth) |
| <input type="checkbox"/> Food or Beverage Vendor (No Alcohol) | <input type="checkbox"/> Concessionaire (Pony Ride Only) |
| <input type="checkbox"/> Food or Beverage Vendor (With Alcohol) | <input type="checkbox"/> Concessionaire (Bounce House Only) |
| <input type="checkbox"/> Vendor (Non-Food/Beverage) | <input type="checkbox"/> Promoter |
| <input type="checkbox"/> Entertainer | <input type="checkbox"/> Equipment Supply Company |
| <input type="checkbox"/> Sponsor | <input type="checkbox"/> Other (Please Specify) _____ |

Name, Contact and Mailing Address:

Type of Vendor (please choose one):

- | | |
|---|---|
| <input type="checkbox"/> Exhibitor (No Sales) | <input type="checkbox"/> Concessionaire (Activity Booth) |
| <input type="checkbox"/> Food or Beverage Vendor (No Alcohol) | <input type="checkbox"/> Concessionaire (Pony Ride Only) |
| <input type="checkbox"/> Food or Beverage Vendor (With Alcohol) | <input type="checkbox"/> Concessionaire (Bounce House Only) |
| <input type="checkbox"/> Vendor (Non-Food/Beverage) | <input type="checkbox"/> Promoter |
| <input type="checkbox"/> Entertainer | <input type="checkbox"/> Equipment Supply Company |
| <input type="checkbox"/> Sponsor | <input type="checkbox"/> Other (Please Specify) _____ |