



**PARKER**  
C O L O R A D O

# COMMUNITY EVENT PERMIT GUIDE

*Updated Jan. 2023*

# INTRODUCTION

The Town of Parker is proud to have a variety of community events that contribute to the social, economic and environmental health and well-being of our community. This guide is an essential tool for event organizers navigating the permitting process to clarify permit deadlines and requirements. Please read this guide prior to completing and submitting an online application for a permit. Each request for a Community Event Permit is reviewed independently and approvals are made on a case-by-case basis. **Incomplete applications will not be processed and will result in a delay of the application review process.**

## When is a community event permit application required?

The Town of Parker Municipal Code, Chapter 10.08, requires a Community Event Permit for any event that is likely to impact the normal flow of pedestrian or vehicular traffic in public spaces, such as on a public-right-of way (roads), public facilities (government-owned buildings or structures), public property or privately owned property. If your event fits into that category, you will be required to obtain a completed “approved” or “approved with conditions” Community Event Permit to hold your event.

Please answer the following six questions to see if you need to submit a Community Event Permit application. If you answer yes to any of the questions below, you will need to apply for a Community Event Permit.

- 1 Will you be utilizing public streets, trails, and/or parking lots **AND** is your expected attendance 100 people or more?
- 2 Will you be utilizing public streets, trails, and/or parking lots in a manner other than their intended use?
  - a. Intended purposes of public street: driving down and/or parking in legal parking stalls;
  - b. Intended use of trails: pedestrian and bicycle pathways;
  - c. Intended use of parking lots: driving through and/or parking in legal parking stalls
- 3 Will you be renting out an entire park **AND** utilizing the park in a manner other than what it is intended for **AND** is your expected attendance 100 people or more?
  - a. Intended park purposes: playground, family reunions, picnics, outings, athletic activities, and other similar daily and routine activities.
- 4 Will you be providing, selling and/or distributing alcohol and/or food to event participants **AND** you expect 100 people or more to attend your event?
- 5 Will your event be held on private property **AND** expect more than 100 people **AND** will your event impact the normal flow of public-rights-of-way, streets, trails, or parking lots?
  - a. If your event will bring additional traffic to the surrounding public streets, parking and/or add to pedestrian congestion your event may impact the normal flow of public-rights-of-way.
- 6 Is your event a block party, parade or rally?
  - a. “Block party” refers to the gathering of any group of ten (10) or more persons in the public right-of-way in any residential neighborhood for the purpose of holding a picnic, party, celebration or other event for which the safety of the participants can be protected by the placement of barricades or other street-closure apparatus.
  - b. “Parade” refers to any march or procession consisting of people, animals or vehicles, or any combination thereof, except funeral processions and motorcades of the United States Armed Services, Colorado Armed Forces, Town police and South Metro Fire Rescue Authority, upon any

public street, highway, sidewalk, alley or public right-of-way which does not comply with normal and usual traffic regulations or controls.

- c. "Rally" refers the gathering of any group of ten (10) or more natural persons in a single location on a public street, sidewalk, alley, right-of-way or park for the purpose of expressing speech protected by the First Amendment of the United States Constitution.

If you answered "no" to all the questions above, a Community Event Permit application is not required.

A Community Event Permit is not required for such activities as family reunions, picnics, outings and other similar daily and routine activities that utilize public space as it is intended, unless the proposed activities will impact the normal flow of pedestrian or vehicular traffic. This includes the rental of the Parker Recreation Center, The Parker Fieldhouse, The Parker Skate Park and Parker owned sporting fields.

Please check with the appropriate Town department contact (page 3) for availability, reservations, fees and additional permits that may be required. Some questions to help you determine whether a different type of permit may be required include:

- 1) Will you be requesting an area of a park or trail to be used exclusively for your group (i.e., pavilion rental, trail use, etc.)? (Please contact Parker Parks and Recreation.)
- 2) Will you be requesting rental of a room or entire facility rental of the PACE Center or Parker Schoolhouse? (Please contact Parker Cultural)
- 3) Will you be using tents, canopies, stages or structures? (Please contact Parker Building and Fire/Life Safety.)
- 4) Will you be using inflatable objects greater than 400 square feet? (Please contact Parker Building and Fire/Life Safety.)
- 5) Will you be providing or selling alcohol? (Please contact Parker Town Clerk.)

## What are the steps in the application process and how do I apply?

1. Read this guide in its entirety before moving forward. You will find that most questions can be answered within the guide.
2. The Town's Customer Service Specialist will be your main point of contact for any questions throughout the application process.
  - a. You are asked not to reach out to Town Council Members, the Town Manager's office or other Town staff directly and direct all questions, concerns and requests to the Customer Service Specialist who will then help facilitate any further communication.
3. Submit a Community Event Permit Application via the online portal [here](#). The application must provide enough detail to fully explain the proposed activity or event. Please answer all questions thoroughly. Once submitted, your application will be routed to the appropriate site reservation contact within the Town of Parker. You will then be notified if the site is available on the date you are requesting.
4. Begin providing the supporting documentation from the checklist on pages 6 - 8.
5. Provide the requested items from the checklist on pages 6 - 8 to complete your application. Upload all documents to the "Attachments" section in the online portal. Incomplete applications will not be routed for approval until all requested items are uploaded to the online portal. Please reference the [A to Z Supplement Guide](#) to assist you with completing your application and meeting deadlines.
6. Once the application is complete and all supporting documents have been uploaded to the online portal, your application will be routed to Town department staff for review. You can monitor the progress by checking the "Reviews" section in the online portal. Additional information and

modifications may be requested. Direct contacts for each department are listed in the box below for your reference.

7. Internal Town staff standing monthly “concept approval” review meetings.
  - a. For your application to be reviewed at a “concept approval” meeting, the application must:
    - i. Have all required documentation attached
    - ii. Have been routed to departments for their review by the last day of the month before.
  - b. Standing meetings will be the second Monday of every month.
  - c. Town staff will review the event application as a whole and decide the following:
    - i. Is the location, date, time available or reserved?
    - ii. Is the footprint acceptable or are there concerns?
    - iii. Is the basic event concept acceptable?
    - iv. Is there staff concern that needs to be addressed before staff is comfortable with the applicant marketing this event?
  - d. If the questions above have been satisfied and there are no concerns with the event concept, the application as a whole will be turned to “initial concept approved” and you will be notified that the event has been approved to move forward and begin marketing.
  - e. If there are event concept concerns, the Town of Parker’s Customer Service Specialist will reach out to you to discuss the event further, obtain answers to questions from staff and/or coordinate an in-person, Teams or phone meeting with any department(s) that have concerns.
  - f. Depending on the logistics, an event application may take multiple standing review meetings to move to the “concept approval” stage.
  - g. You need to know that moving to the “concept approval” stage is not the final step in the process. An application is not complete until the permit as a whole is moved to “approved” or “approved with conditions” and signed by both parties.
8. Continue working with the Town’s Customer Service Specialist to provide final documents and information requested in order to gain final approval. This includes applying for any and all supplemental permits through the Town’s building and parks and recreation departments.
9. When all requirements have been satisfied, final approval “approved with conditions” or “approved” will be granted. You will be notified to sign and return the permit for the final approval signature and issuance of the permit.
10. By signing the permit, you are committing to following all rules, requirements and conditions that are set forth in your permit notes.

## Who are the contacts for community events?

<b><u>DEPARTMENT</u></b>	<b><u>CONTACT</u></b>	<b><u>PHONE</u></b>	<b><u>Email</u></b>
Parker Customer Service Specialist	Wendy Seacat	303.805.3130	<a href="mailto:customerservice@parkeronline.org">customerservice@parkeronline.org</a>
Parker Special Events Manager	Brooke Spain	303.805.3253	<a href="mailto:bspain@parkeronline.org">bspain@parkeronline.org</a>
Parker Parks Site Reservation Requests	Brenda Mooney	303.805.6309	<a href="mailto:PARKRentals@parkeronline.org">PARKRentals@parkeronline.org</a>
Parker Parks, Forestry and Open Space	Ben Shipley	303.841.1970	
Parker Cultural Site Reservation Requests (PACE, Schoolhouse)	Becky Berends	303.805. 6800	<a href="https://parkerarts.org/meeting-venues/meeting-venues-contact/">https://parkerarts.org/meeting-venues/meeting-venues-contact/</a>
Parker Police Department	Sergeant Greg Epp Cmdr. Andy Coleman	303.805.6532 303.805.6512	<a href="mailto:gepp@parkeronline.org">gepp@parkeronline.org</a> <a href="mailto:acoleman@parkeronline.org">acoleman@parkeronline.org</a>
Parker Public Works	Wendy Reedy	303.805.3206	<a href="mailto:wreedy@parkeronline.org">wreedy@parkeronline.org</a>

Parker Town Clerk (Alcohol request)	Town Clerk	303.805.3198	<a href="mailto:townclerk@parkeronline.org">townclerk@parkeronline.org</a>
Parker Building and Fire/Life Safety	Therese Rossetti	303.841.1970	<a href="mailto:trossetti@parkeronline.org">trossetti@parkeronline.org</a>
	Randy Sale	303.841.1970	<a href="mailto:rsale@parkeronline.org">rsale@parkeronline.org</a>
South Metro Fire Rescue Authority	Brad Gleason	720.989.2251	<a href="mailto:brad.gleason@southmetro.org">brad.gleason@southmetro.org</a>
Douglas County Health Department		303.660.7401	<a href="http://www.douglas.co.us/health-department/">www.douglas.co.us/health-department/</a>

## APPLICATION

### What are the general community event permit guidelines?

- Community Event Permit Applications may be submitted up to 12 months prior to the event start date.
- Both new and repeat applications must be submitted and approved.
- A prior year’s permit approval does not guarantee the current year’s approval.
- Applications submitted between two and three months prior to event start date will be reviewed on a case-by-case basis, however, all requirements must be received two months from the starting date of the event or the permit will be denied and event applicant will need to cancel event or alter the event date.
- Generally, permits will not be granted to close collector or arterial streets. Arterial streets would include, but are not limited to, streets such as Mainstreet, Jordan Rd., and Lincoln Ave. Collector streets would include but are not limited to streets such as Bradbury Dr., Clarke Farms Dr., J Morgan Blvd. and Canterbury Pkwy.
- If a permit application (new or repeat) is requesting to close a collector or arterial street, application requests must be submitted no later than four months prior to the event start date. Applications submitted less than four months out will be denied the street closure but may still apply for an event permit by altering the event plan to include no street closures.
- Once all requirements up to at least two months prior to event start date are uploaded to the online portal, the permit review committee will meet and determine if the permit can be “concept approved”
  - Please allow a 10-business-day permit for an initial review from the time all requirements have been submitted.
  - The “concept approval” review will not be done until all documents needed are submitted.
- Event organizers must ensure that the Community Event Permit Application request has been “concept approved” before promoting, marketing and/or advertising the event.
- Being “concept approved” does NOT imply that the event has been permitted; it simply allows the event to move forward in the process. Should the “conditions” set forth by any Town department not be met, the Town of Parker will not issue a permit for this event, and the event will need to be cancelled or rescheduled to a future date so that all conditions can be met.
- Events may require deposits and/or fees to hold requested venues and dates.
- Supplemental permits (and fees) may be required depending on the nature of your event. Required permits needed may include:
  - Town of Parker Department of Finance business licensing and tax documentation
  - Town of Parker building permits for staging, large tents, other temporary structures, inflatables or generators
  - Town of Parker Parks and Recreation Department shelter or park rentals
  - Town of Parker Public Works Department review of traffic plan
  - Town of Parker Police Department security and safety assessment
  - South Metro Fire Rescue Authority emergency and medical plan
  - Town permits for serving alcohol such as a Special Events Permit or Alcohol Festival Permit

## What do I need to include in my application?

A comprehensive checklist (located on pages 5 – 7) has been provided to assist in the application process. All requested items must be submitted by the deadline listed under each section. To easily navigate the checklist, please start by answering the following questions:

Question	If no...then..	If yes...then...	If no...then..	If yes...then..
<b>Are you requesting a neighborhood block party?</b>	Go to next question	Is your application date at least 2 months prior to the event date?	An event permit will not be granted.	Please see the <a href="#">Block Party Permit Guide</a>
<b>Does your event require the closing of a street?</b>	Go to next question	Is your application date at least 4 months prior to the event date?	A road closure request will not be granted. Event date must be altered or event application must be submitted without a street closure.	Complete all Sections A, B, C, D, E on the <a href="#">application checklist</a> .
<b>Will your event be serving alcohol?</b>	Go to next question	Is your application date at least 3 months prior to the event date?	A liquor permit and the ability to have liquor at the event will not be granted. Event date must be altered or event application must be submitted without alcohol.	Complete Sections B, C, D, E on the <a href="#">application checklist</a> .
<b>Are you planning on having any of the following?</b> <ul style="list-style-type: none"> <li>• Stage(s)</li> <li>• Fencing</li> <li>• Tent of +400 sq. ft.</li> <li>• Lights</li> <li>• Generator(s)</li> <li>• Amplified sound</li> <li>• Food vendors/trucks</li> <li>• Inflatables +400 sq ft</li> <li>• Amusement rides</li> </ul>	A community event Application may not be needed. Please contact the Town's Customer Service Specialist at 303.805.3130 to confirm.	Is your application date at least 3 months prior to the event date	Event date must be altered or event will have to be planned without these items.	Complete Sections B, C, D, E on the <a href="#">application checklist</a> .



## APPLICATION CHECKLIST

### Section A

Due for all applications requesting to close a collector or arterial street at least **four months (120 days)** prior to event start date.

ACTION ITEMS FOR APPLICANT	ACTION ITEMS FOR TOWN
<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Submit a Community Event Permit Application</a></li> <li><input type="checkbox"/> Indicate a brief description of the event in the “notes” section.</li> <li><input type="checkbox"/> Upload DRAFT site and/or route map(s) including:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of alcohol areas.</li> <li><input type="checkbox"/> Location of booth/vendor and exhibitor.</li> <li><input type="checkbox"/> Location of food vendor/mobile food trucks.</li> <li><input type="checkbox"/> Location of generators.</li> <li><input type="checkbox"/> Location of tents, canopies, inflatables and stages.</li> </ul> </li> <li><input type="checkbox"/> Upload a map of all road closure requests to include:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate activities in and around the area requiring the road closure (parade route, booths and activities on street, patron walkway/safety, etc.).</li> </ul> </li> <li><input type="checkbox"/> Upload DRAFT document of traffic control plan.</li> <li><input type="checkbox"/> Pay permit fee and refundable deposit, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Route application to Town department staff for review (when all required initial application documents have been submitted).</li> <li><input type="checkbox"/> Provide an initial 10-business-day review from all departments once all requirements have been submitted and permit has been routed.</li> <li><input type="checkbox"/> Review permit as a group at the next event concept monthly review meeting (as long as application was routed by the last day of the month before.)</li> <li><input type="checkbox"/> Add applicable fees.</li> <li><input type="checkbox"/> Provide notification of next steps. May include approval to move forward, request a meeting or communicate a denial to close the road.</li> </ul>

### Section B

Due for all applications at least **three months (90 days)** prior to event start date.

ACTION ITEMS FOR APPLICANT	ACTION ITEMS FOR TOWN
<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Submit a Community Event Permit Application</a></li> <li><input type="checkbox"/> Indicate a brief description of the event in the “notes” section.</li> <li><input type="checkbox"/> Upload DRAFT site and/or route map(s) (unless already submitted with road closure request) including:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of alcohol areas</li> <li><input type="checkbox"/> Location of booth/vendor and exhibitor</li> <li><input type="checkbox"/> Location of food vendor/mobile food trucks</li> <li><input type="checkbox"/> Location of generators</li> <li><input type="checkbox"/> Location of tents, canopies, inflatables and stages</li> </ul> </li> <li><input type="checkbox"/> Upload DRAFT document of production schedule.</li> <li><input type="checkbox"/> Upload DRAFT document of marketing plan.</li> <li><input type="checkbox"/> Upload Liability Insurance certificate.</li> <li><input type="checkbox"/> Upload Workers’ Compensation Insurance certificate (or waiver).</li> </ul> <p>Continued on next page...</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Route application to Town department staff for review (when all required initial application documents have been submitted).</li> <li><input type="checkbox"/> Provide an initial 10-business-day review from all departments once all requirements have been submitted and permit has been routed.</li> <li><input type="checkbox"/> Review permit as a group at the next event concept monthly review meeting (as long as application was routed by the last day of the month before.</li> </ul> <p>Continued on next page...</p>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Upload DRAFT document of traffic control plan.*</li> <li><input type="checkbox"/> Upload DRAFT document of amplification and sound details.*</li> <li><input type="checkbox"/> Pay permit fee and refundable deposit, if applicable.</li> <li><input type="checkbox"/> Work directly with Town Customer Service Specialist to obtain and upload the appropriate documents and approvals as requested.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review, notate and communicate additional requirements providing clearly stated next steps.</li> <li><input type="checkbox"/> Add applicable fees.</li> </ul> <p style="text-align: right;"><i>* If applicable</i></p>
--	--

**Section C**  
Due for all applications at least **two months (60 days)** prior to event start date.

<b>ACTION ITEMS FOR APPLICANT</b>	<b>ACTION ITEMS FOR TOWN</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Upload FINAL site and/or route map(s) including:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of alcohol areas</li> <li><input type="checkbox"/> Location of booth/vendor and exhibitor</li> <li><input type="checkbox"/> Location of food vendor/mobile food trucks</li> <li><input type="checkbox"/> Location of generators</li> <li><input type="checkbox"/> Location of tents, canopies, inflatables and stages</li> </ul> </li> <li><input type="checkbox"/> Upload UPDATED DRAFT document of production schedule.</li> <li><input type="checkbox"/> Upload FINAL document of marketing plan.</li> <li><input type="checkbox"/> Apply for supplemental permits.*</li> <li><input type="checkbox"/> Upload FINAL document of amplification and sound details.*</li> <li><input type="checkbox"/> Upload DRAFT document of Police Department staffing needs/plan.*</li> <li><input type="checkbox"/> Upload DRAFT document listing booth/vendor, food vendor/mobile trucks, sponsors and exhibitor details.*</li> <li><input type="checkbox"/> Upload DRAFT documents requested as a result of Town staff’s initial review.*</li> <li><input type="checkbox"/> Upload DRAFT crowd management plan document.*</li> <li><input type="checkbox"/> Upload DRAFT medical/emergency plan document.*</li> <li><input type="checkbox"/> Pay fees and deposits.</li> </ul> <p style="margin-top: 20px;"><i>Promoting, marketing and/or advertising the event may not begin prior to the permit status being “Concept Approved.” Notification from the Town will be provided to the applicant when approval has been granted.</i></p> <p style="margin-top: 20px;"><i>Please note that the permit status “Concept Approved” does NOT imply that the event has been permitted. If “conditions” are not met, the permit will not be issued, and the event will need to be cancelled or altered to a future date so that all conditions can be met.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide an initial 10-business-day review from all departments once all requirements have been submitted and permit has been routed.</li> <li><input type="checkbox"/> Review permit as a group at the next event concept monthly review meeting (as long as application was routed by the last day of the month before.</li> <li><input type="checkbox"/> Determine if the permit can be “concept approved” (once all required documents have been received.)</li> <li><input type="checkbox"/> Add applicable fees.</li> <li><input type="checkbox"/> Provide notification of next steps. May include affirmation to move forward, request any additional information or a request to set-up a review meeting.</li> </ul> <p style="text-align: right;"><i>* If applicable</i></p>

**SECTION D**  
Due for all applications at least **one month (30 days)** prior to event start date.

<b>ACTION ITEMS FOR APPLICANT</b>	<b>ACTION ITEMS FOR TOWN</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Upload FINAL document of traffic control plan.*</li> <li><input type="checkbox"/> Upload FINAL crowd management plan document*</li> <li><input type="checkbox"/> Upload FINAL medical/emergency plan document.*</li> </ul> <p>Continued on next page...</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and respond to applicant within 10 business days of receiving updated documentation.</li> </ul> <p>Continued on next page...</p>



<ul style="list-style-type: none"> <li><input type="checkbox"/> Upload FINAL document of Police Department staffing needs/plan.*</li> <li><input type="checkbox"/> Upload FINAL documents as requested by Town staff.</li> <li><input type="checkbox"/> Apply for permits to serve alcohol.*</li> <li><input type="checkbox"/> Upload UPDATED DRAFT document listing booth/vendor, food vendor/mobile trucks, sponsors and exhibitor details.*</li> <li><input type="checkbox"/> Ensure all vendors/exhibitors are approved through Town licensing*</li> <li><input type="checkbox"/> Pay outstanding fees and deposits.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide notification of next steps.</li> </ul> <p style="text-align: right;"><i>* If applicable</i></p>
---	---

**SECTION E**  
Due no later than **10 business days** prior to event start date.

<b>ACTION ITEMS FOR APPLICANT</b>	<b>ACTION ITEMS FOR TOWN</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all supplemental applications for permits are FINALIZED.*</li> <li><input type="checkbox"/> Upload FINAL document listing booth/vendor, food vendor/mobile trucks, sponsors and exhibitor details.*</li> <li><input type="checkbox"/> Upload FINAL document of production schedule (day-of agenda).</li> <li><input type="checkbox"/> Pay all outstanding fees and deposits.</li> </ul> <p><i>The Town of Parker may place conditions on, requirements for or not approve all venue areas and/or activities requested in the Community Event Permit Application. Failure to comply with the terms and conditions of the permit, requirements of the Town of Parker and/or requirements in the Community Event Permit Guide may result in the immediate cancellation of the event, penalty fees, denial of future community events applications and/or the requirement of additional deposits.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide final conditions. Approve and issue event permit.</li> </ul> <p style="text-align: right;"><i>* If applicable</i></p>

## FEES

### What fees will I be responsible for?

Fees vary based on event, location, staffing and services. Fee categories include non-refundable permit fees, refundable deposits, site reservation fees, municipal service fees and other fees specific to the event.

### Charitable Organization Discount

Established 501(c) (3) charitable not-for-profit organizations in good standing with the Colorado Secretary of State are **eligible for up to a 25% discount on the nonrefundable permit fees**. In order to obtain the discount a copy of the current tax-exempt certificate must be provided.

Additionally, established 501(c) (3) charitable not-for-profit organizations that are located within the Town of Parker and that are in good standing with the Colorado Secretary of State are **eligible for up to a 50% discount on the nonrefundable permit fees**. A copy of the current tax-exempt certificate must be provided.

“Charitable organization” as defined by 26 U.S. Code § 501(c)(3), means “corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, nor part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities or which is carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided in subsection (h)), and which

does not participate in, or intervene in (including publishing or distributing or statements), any political campaign on behalf of (or in opposition to) any candidate for public office.”

## NON-REFUNDABLE PERMIT FEES

The Town of Parker classifies community events as Tier 1, Tier 2 or Tier 3 events. The fees and requirements associated with each category are different; therefore, it is important to know how each event is classified.

**Tier 1 Events** – meet one or more criteria:

- Small, single day
- No closures of trails, arterial or collector streets or intersections
- Anticipated or recorded attendance under 1,000
- No sales or serving of alcohol

**Tier 2 Events** – meet one or more criteria:

- Rolling closure of trails, arterial or collector streets that will not interfere with public use
- Anticipated or recorded attendance of 1,000 to 3,000
- Selling or serving alcohol less than four (4) hours
- Majority use of a Town park, trail or other municipal facility

**Tier 3 Events** – meet one or more criteria:

- Large, multiple-day events
- Closure of trails, arterial or collector streets or intersections
- Anticipated or recorded attendance of 3,000+
- Selling or serving alcohol four (4) or more hours
- Exclusive use of Town park, trail or other municipal facility

Please note, neighborhood block parties are not included in the event tiers and are charged a flat permit fee of \$25.00.

These non-refundable permit fees are due upon submittal of a Community Event Permit Application and are based upon the event tier categories as detailed above. The permit fees are as follows:

Event Category	Permit Fee Amount
Neighborhood Block Parties/Parades	\$25.00
Tier 1 Events	\$150.00
Tier 2 Events	\$300.00
Tier 3 Events	\$500.00

## REFUNDABLE DEPOSIT

In addition to the permit fee, a refundable deposit is due upon submittal of a completed event permit application based upon the tier classification of the event. The full amount will be refunded post-event minus any damage to Town property as a result of the event or any outstanding fees not yet remitted. The refundable deposit amounts are as follows:

Event Category	Refundable Deposit
Neighborhood Block Parties/Parades	\$0.00
Tier 1 Events	\$250.00
Tier 2 Events	\$500.00
Tier 3 Events	\$1,000.00

## SITE RESERVATION FEES

All facility, park and trail reservations are subject to the terms of the use agreement for each venue. Rental fees will apply.

You can also visit [www.ParkerRec.com/ParkRentals](http://www.ParkerRec.com/ParkRentals) for more information about renting a park, trail or other recreation venue or <https://ParkerArts.org/Private-Events/> for more information about venue rentals at the PACE Center, The Schoolhouse, The Schoolhouse Plaza or Ruth Memorial Chapel.

## MUNICIPAL SERVICE FEES

In addition to the non-refundable permit fees, each event is responsible for associated costs incurred for municipal services or municipal resources such as:

- Additional security or patrol services provided by the Town of Parker Police Department
- On-site traffic management
- Trash and recycling during and after the event
- Park maintenance and event set-up
- Delivery, installation, breakdown and removal of traffic control devices (barricades)
- Street and/or parking lot sweeping
- Rehabilitation of damaged parks or other damaged Town facilities
- Accommodation of electricity
- Irrigation management

Event fees will be assessed by the Town on a partial cost-recovery model based upon the requirements of the event. The following flat fee hourly rates are blended rates of equipment, various staff position rates and overtime rates that are intended to recover partial costs for the services provided.

During the permit application process, these fees will be estimated based on the details provided within the submitted application. An Estimated Municipal Service Fee will be added to the permit to be paid prior to the issuance of the permit. This payment is held as a deposit until the internal reconciliation process occurs after the event. The Estimate Municipal Service Fee deposit amount will be applied to the actual Municipal Services Fees accrued during the event. The Town will refund the Estimated Municipal Service Fee deposit if there are overpayments or collect the underpayment of the actual Municipal Service Fees, if applicable.

Municipal Service Fees	Rate
Police Department Staffing: Traffic Control	\$75.00/hour per officer
Police Department Staffing: Safety	\$65.00/hour per officer

<b>Parks and Recreation Staffing:</b> Trash and recycling during/after event; general park and location clean-up; park rejuvenation and on-site staffing; turning irrigation on/off	\$50.00/hour per staff
<b>Engineering/Public Works Staffing:</b> Delivery, installation, breakdown and removal of barricades; street and/or parking lot sweeping; traffic plan reviews	\$50.00/hour per staff

Some of the services listed above in the table may be provided by a third party company or by the event organizers with approval by the appropriate Department Director and the Town Administrator.

## OTHER FEES SPECIFIC TO THE EVENT

<b>Special Events Permit Fee:</b> When alcohol will be served at the event for certain non-profit organizations.	\$100.00
<b>Alcohol Festival Permit:</b> When alcohol will be served at the event for the following liquor license holder types: Manufacturers, Limited Wineries, Wholesalers, Beer and Wine Licensees, Hotel and Restaurant, Taverns, Brew Pubs, Vintner’s Restaurants and Distillery Pubs.	\$300.00
<b>Communal Outdoor Dining Area Permit:</b> When alcohol will be served at the event for the following liquor license holder types: Manufacturers, Limited Wineries, Wholesalers, Beer and Wine Licensees, Hotel and Restaurant, Taverns, Brew Pubs, Vintner’s Restaurants and Distillery Pubs	\$50.00 per participant
<b>Generator Inspection:</b> Only required for large tow-behind types; small generators only require that a generator checklist be signed and submitted	\$25.00 per unit
<b>Tent/Inflatables (Temporary Structures):</b> Any tents intended for use during events must be clearly marked and labeled on the site map provided by the applicant. A \$25 fee will be assessed for each tent/inflatable larger than 400square feet and will require an onsite inspection.	\$25.00 per unit
<b>Business License</b>	biennial renewal; no charge
<b>Amusement Ride Inspection and Generators</b>	\$25.00 per unit
<b>Building/Fire Event Plan Review</b>	\$75.00 per hour
<b>Building/Fire Inspections (outside normal business hours)</b>	\$100.00 minimum for the first and \$50.00 for each additional inspection
<b>Additional Park Fees for add on needs or displacement of Town programs</b>	<a href="#">Park and Field Rentals Information Guide (ParkerRec.com)</a>

## **FEE PAYMENTS**

The nonrefundable permit fee based upon the event tier category and the refundable damage deposit are due at the time that the completed Community Event Permit application is submitted through the Town's Community Event Permit Application online portal. All fees, including Estimated Municipal Service Fees (if applicable), are due prior to issuance of the permit. Within two weeks following the event, a final invoice will be sent to the event organizer with a (30) day remittance period