



CITY OF
Northglenn

Special Events Packet



CITY OF Northglenn

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***For questions or inquiries regarding the special events process, please contact
the Department of Parks, Recreation & Culture***

Christie Chambers, Administrative Assistant

Phone: 303-280-7821

Email: cchambers@northglenn.org

Liquor Permits and Licenses

Lisa Andrews, Sr. Deputy City Clerk/Licensing Administrator

Phone: 303-450-8755

Email: landrews@northglenn.org



Contacts

Emergency: Call 911

Non-Emergency Police Dispatch: 303.288.1535

Police Department - General Information: 303.450.8892

City Hall Front Desk: 303.451.8326

Department of Parks, Recreation & Culture: 303.280.7821

Northglenn Recreation Center: 303.450.8800

City Clerk's Office / Liquor Permits: Lisa Andrews, *Sr. Deputy City Clerk/Licensing Administrator* 303.450.8755 or landrews@northglenn.org

Amplified Sound Permit: *Parks, Recreation & Culture* – 303.280.7821

Vendor Permit: *Parks, Recreation & Culture* – 303.280.7821

Facility Fee Waiver: *Parks, Recreation & Culture* – 303.280.7821

Park Pavilion Rental: *Northglenn Recreation Center* – 303.450.8800

5K or Race Permit: *Northglenn Recreation Center* – 303.450.8800

Sports Fields: *Northglenn Recreation Center* – 303.450.8800

Public Event on City Property: *Events / Communications* – 303.450.8935

Street Closures: Terrie Pineda (*Right of Way*) – 303.450.8984

Sales Tax Information: 303.450.8811 or salestax@northglenn.org

Theatre & Arts: 303.450.8727

Kiwanis Pool: 303.457.1578

Senior Center: 303.450.8801

We are excited that you have selected Northglenn as the location of your special event! If you are planning an event that is open to the general public and/or will be held on city property, you will need this application to guide you. In an effort to make the event application as smooth as possible, this packet contains useful application forms and contacts to assist in your planning. You will only need to submit the forms applicable to your event. Applications should be submitted at least 30 days prior to the event. Certain procedures may take longer to complete, such as obtaining insurance or liquor license, so please plan accordingly.

Please do not hesitate to call 303-280-7821 if you have any questions. When you have completed the required forms for your event, submit them online or turn them in to the reception/front desk at city hall.

Once your application is approved and processed, you will be contacted and you will receive any required permits for your event from the city. You will need to have these at the event as proof of authorization.

We look forward to assisting you and thank you for choosing Northglenn as the location of your special event.

Event Name:**Event Date:****Location:****Description of event:****Event Facebook Page:****Event website:**

Organization and/or Applicant Name:

Event Planner/Contact Name (if different):

Email:

Phone:

Address:

Contact on-call during event:

What time will set up begin?

What time will tear down and clean-up be complete?

Expected number of guests/participants?

Describe your target audience (i.e. adults, children, families, etc):

Please check the box for each of the following that apply to your event:

Pavilion rental
Theatre rental
Park or trail usage
Walk/race
Street closure
Alcohol served *
Alcohol sales *
Non-profit
Amplified sound
Tent/canopy over 400 ft²
Structures such as a stage
Generator
Off-leash dogs

*** Liquor Permits and Licenses**

Contact: Lisa Andrews
Sr. Deputy City Clerk/Licensing Administrator
303-450-8755
landrews@northglenn.org

For all other questions or inquiries, please contact the Department of Parks, Recreation & Culture:
Phone: 303-280-7821 or Email: cchambers@northglenn.org



AMPLIFIED SOUND PERMIT APPLICATION

For amplifiers with over 5 watts output

Applications must be reviewed by the Parks and Recreation Advisory Board prior to the event and submitted by the **first Thursday** of the month to be considered by the Board. Sound permits are not issued in residential areas; however the City regulates reasonable noise.

For more information, contact Christie Chambers at 303-280-7821 or at cchambers@northglenn.org

Name of Applicant: (Corporation, partnership, LLC etc.)		
Mailing Address:		
Email Address:		
Name of Contact Person: (If different than applicant)		Contact Phone:
Date of Event and Hours of Use - <u>ONLY</u> between the hours of 9:00 a.m. and 9:00 p.m.		
Date:	From:	To:
Complete the following with regard to event location and equipment that will be used:		
Location of Event:		# of people attending:
Description of Event:		
Description of sound Equipment:		
Name of Equipment:		License Number of Sound Truck:
Owner/Operator:		
Address:		Phone:
Applicant must use a decibel (dB) level meter application to verify and monitor sound output. There are several free apps available including the CDC recommended app found on the city website . Please list the app you will be using:		

I declare under the penalties of perjury that this permit application has been examined by me and to the best of my knowledge and belief is true, correct and complete.	
Applicant Name:	Date:
For City Use Only	
Parks Department Approval: _____	Date: _____
Parks Board Approval: _____	Date: _____



Amplified Sound Permit for Public Property

Amplifiers of five watts or less do not require permits. The Department Director may approve permits for amplifiers over five watts and up to 100 watts. Amplifiers over 100 watts require approval of the Parks Board, which meets on the second Thursday of each month at 5:30 pm in Council Chambers at City Hall, 11701 Community Center Drive, Northglenn 80233.

Sound levels for stage shows may not exceed 85 dBA at a horizontal distance of 20 feet from the source and four feet above ground level.

Sound level at **pavilions and open areas** may not exceed 85 dBA at the nearest listener.

Sound levels in excess of 65 dBA are not permitted at the private property boundaries.

*Events sponsored by the City of Northglenn do not require permits.

Examples of common dB levels are listed below for reference:

- 10 dB: Normal breathing
- 20 dB: Whispering from five feet away
- 30 dB: Whispering nearby
- 40 dB: Quiet library sounds
- 50 dB: Refrigerator
- 60 dB: Electric toothbrush
- 70 dB: Washing machine
- 80 dB: Alarm clock
- 90 dB: Subway train
- 100 dB: Factory machinery
- 110 dB: Car horn
- 120 dB: Ambulance siren

Accepted standards for recommended permissible exposure time for continuous time weighted average noise, according to NIOSH and CDC are listed below.

Continuous dB	Permissible Exposure Time
85 dB	8 Hours
88 dB	4 hours
91 dB	2 hours
94 dB	1 hour
97 dB	30 minutes
100 dB	15 minutes
103 dB	7.5 minutes
106 dB	3.75 minutes (< 4 min)
109 dB	1.875 minutes (< 2 min)
112 dB	.9375 min (~ 1 min)
115 dB	.46875 min (~ 30 sec)



Park Vending Permit

All applications must be reviewed and approved by the Parks and Recreation Advisory Board prior to vending. The Board meets the second Thursday of the month. Electricity is NOT available. You must be fully self-contained for vending purposes. For more information, call 303-280-7821 or email parksandrec@northglenn.org

Name of Applicant:

Name of Business:

Non-profit, LLC, etc?

Email of applicant:

Phone:

Address:

Vending location desired:

Date:

Time:

Menu:	Item	Cost	Item	Cost
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

City sales tax # _____ State sales tax # _____

Tri-county permit # (food) _____

Description of equipment used for vending:

Vehicle used to transport supplies:

License plate:

Signature below indicates that you have read and agree to all park vending rules.

Applicant signature: _____ Date: _____



Parks Rules and Regulations

For the health and safety of all park users:

- Please clean up after your pets
- Use care when using skateboards, inline skates and bicycles on park trails, yielding to pedestrians

To make the park experience pleasant and safe for all guests, the following activities are PROHIBITED in city parks:

- Swimming, wading or being on winter ice
- Smoking or vaping
- Motorized or non-motorized boats, with the following exceptions:
 - City-owned pedal boats on Webster Lake/E.B. Rains Jr. Memorial Park
 - Maintenance activities
- Use of non-sanctioned flotation devices
- Motorized vehicles or watercrafts
- Feeding or harassing wildlife
- Inflatable play structures
- Piñatas, silly string, and water balloons
- Glass containers
- Golf, archery, model airplanes, rockets or other projectiles
- Littering, use of graffiti, defacing or damaging park property, equipment, or grounds
- Unleashed pets, with the following exceptions:
 - No pets allowed at Croke Reservoir
 - Dogs are allowed off-leash in the fenced area at the Bill Goodspeed Happy Tails Dog Park. The following rules apply:
 - Guardians must pick up after their dogs, carry a leash at all times and be inside the fenced area with their pets
 - Guardians are responsible for their dog's behavior at all times
 - Aggressive dogs, dogs in season and puppies less than six months old are not permitted
 - Dogs must be vaccinated
 - Guardians may bring no more than four dogs at a time
 - Children must be supervised by an adult
 - Only bite-sized treats are allowed, no bones about it!
 - The city reserves the right to refuse access to any dog or human who is a nuisance because of their own or their pet's behavior
 - No bikes, roller blades, skateboards, etc. are allowed at any time
 - All general park rules apply

Croke Reservoir is a designated Nature Area, the following additional restrictions apply:

- No pets are allowed at any time in the Croke Reservoir Nature Area
- No bikes, roller blades, skateboards, etc. are allowed at any time

The following are generally prohibited, though permission may be granted through the issuance of a permit. Permits are available by contacting 303-280-7821 or emailing cchambers@northglenn.org. All permit requests are subject to review and approval by city staff, the Parks & Recreation Advisory Board and/or the Liquor Licensing Authority.

- Off-Leash Dog Events
- Alcoholic beverages
- Amplified music
- Group use of athletic fields or parks
- Vending

Liquor Permits and Licenses

Contact: Lisa Andrews

Sr. Deputy City Clerk/Licensing Administrator

[303.450.8755](tel:303.450.8755)

landrews@northglenn.org

Insurance

If the event involves alcohol (either serving or selling) or rental of the D.L. Parsons Theatre, a certificate of insurance of \$1,000,000 general liability insurance covering claims that may arise due to the event, including participant and spectator liability, is required. The policy should name the City of Northglenn and its employees as additionally insured.

☐ I have read and understand these rules and regulations and agree to the terms of use as stated above.