



**Welcome to Heritage Lakewood Belmar Park (HLBP)!
Thank you for considering us for your next event.**

Your experience at HLBP is our highest priority. We pride ourselves on serving you, our guests, clients, and residents and will work with you to ensure you have a positive experience.

Our festival grounds, inside Belmar Park, are located only a few blocks from Belmar, Lakewood's downtown area. Our site offers an outdoor amphitheater, gazebo, onsite parking (134 regular spaces and 12 accessible spaces), food truck and vendor hub, and onsite electricity and water, set amid historic landmark buildings of the 20th century with a beautiful view of the Rocky Mountains.

In keeping with the mission of the Heritage Lakewood, we welcome and strongly encourage community-minded and heritage-focused events that connect the community and its generations to the 20th century history and heritage of Lakewood. HLBP is a great venue for organizations to present new and exciting events for the area's residents to enjoy.

The following HLBP Special Event Application has been created to help maximize successful, safe, healthy, secure and enjoyable event experiences for our guests while protecting and preserving Lakewood's assets and resources.

HLBP also has a responsibility (with regard to noise, safety, security, traffic and other event-related impacts) to our parks, neighbors, neighborhoods, residents, roadways, businesses, and partners. Therefore, the regulations listed in this document are in place for every event, including its producers, managers, vendors and participants.

Please feel free to contact me directly should you have any questions or concerns during the application process. Thank you again for your time and interest!

We look forward to working with you!

Best,
Rebecca Gushen
Community Event Coordinator
rebgus@lakewood.org
303-987-7859

Heritage Lakewood Belmar Park

801 S Yarrow St., Lakewood, CO 80226

- Applications must be submitted at least 90 days prior to the event.
- Applications must be submitted with a \$50 application fee and all required supplemental documents, or they will be deemed incomplete. Incomplete applications will not be processed.
- Non-profit organizations must provide proof of non-profit status.
- Applicants are required to read and comply with Americans with Disabilities Act (ADA) guidelines for temporary events, which are available at: <https://adata.org/publication/temporary-events-guide>.
- Applications must be submitted in person, with a valid state-issued ID, to HLBP. Please allow two weeks for review and consideration.

SECTION 1. STAFF CONTACT INFORMATION

A number of City staff members are involved in the permit application process and other functions necessary to ensure your event is successful. Below is a listing of the contact information for relevant City staff:

| | | | |
|--------------------------------|----------------|-------------------------------------|----------------|
| HLBP Visitor Center Front Desk | (303) 987-7850 | Jeffco Public Health Department | (303)232-6301 |
| HLBP Administrator | (303) 987-7853 | West Metro Fire Protection District | (303) 989-4307 |
| Community Events Coordinator | (303) 987-7859 | Lakewood City Clerk's Office | (303) 987-7000 |
| Visitor Services Coordinator | (303) 987-7747 | Liquor Licensing Specialist | (303) 987-7084 |

SECTION 2: GENERAL PERMIT INFORMATION

| Certification / Permit | Department | Cost |
|---|------------------------------|-------------|
| Certificate of Approval to Operate Temporary Food Service Event | Jeffco Health Department | \$110 |
| Special Event Permit (Fire) | West Metro Fire District | \$75 |
| Special Event Permit (Liquor License) | Lakewood City Clerk's Office | \$50 |

SECTION 3: STANDARD REQUIREMENTS

Application acceptance is contingent upon standard requirement compliance.

1. Events within the months of June, July, and August must be no more than 2 consecutive days.
2. Inclement Weather Notice: The City will not issue refunds for inclement weather unless it cancels your event due to severe weather.
3. Applicants must be in good financial standing with the City and pass a financial clearance for past due accounts. Applicants are responsible for all fees and appropriate permits for the event, if approved.
4. Applicants must provide all equipment, supplies and personnel necessary for the event.
5. Amplified sound is allowed only between 10:00 a.m. and 10:00 p.m. and shall not exceed an average of 90dB, with no more than a 95dB peak.
6. Applicants must provide at least one (1) regular portable toilet for every 150 people estimated to attend and one (1) accessible unit & handwashing station for every 500 people estimated to attend.
7. Applicants must provide at least ten (10) trash receptacles and one (1) appropriately sized roll-off container placed throughout the site and serviced hourly. Events with more than an estimated 500 people are required to provide a recycling plan.
8. Applicants are required to provide on-site event security if alcohol is being served.

9. All marketing items must contain the following language: “This event is not sponsored by the City of Lakewood.” Marketing is the sole responsibility of the applicant. The City may support some marketing efforts upon request: including HLBP Marquee Sign (dependent upon other city events); the display of approved posters and rack cards at HLBP; the display of approved lawn signs at HLBP in agreed upon locations (up to 2 weeks prior); and a mention on HLBP’s Facebook page.

10. Minimum insurance requirements (due 1 month prior to event):

| | |
|--|-------------|
| General Aggregate | \$1,000,000 |
| Products - Completed Operations Aggregate | \$1,000,000 |
| Personal Injury | \$500,000 |
| Each Occurrence | \$500,000 |
| Damage to Premises Rented to You | \$100,000 |
| Medical Expenses (Any One Person) | \$5,000 |
| Automobile Liability Insurance | |
| Liquor Liability Insurance (if applicable) | |

(Insurance policies shall name the City of Lakewood as an additional insured. Proof of insurance shall be accompanied by all policy endorsements.)

SECTION 4: FEE STRUCTURE

Non-Refundable Application Fee: \$50

Due with the application submittal. Make checks out to “City of Lakewood.”

Daily Rental Fee and Security Deposit:

| Total Attendance Numbers | Security Deposit* | Daily Rental Fee** |
|---------------------------------|--------------------------|---------------------------|
| 500 - 1000 people | \$500 | \$1300 / 8hr day |
| 1001 – 1500 people | \$750 | \$1800 / 8hr day |
| 1501 – 2000 people | \$1000 | \$2300 / 8hr day |
| 2001 – 3000 people | \$1500 | \$2800 / 8hr day |
| 3001 – 5000 people | \$2500 | \$3800 / 8hr day |

*Security Deposit amount is subject to change based on HLBP discretion, additional charges may also be added to the Incidental Expense Deposit. See below for more details.

**A fee of \$250/hr will be added to the daily rate for hours exceeding the 8 included in the daily rental fee.

A **Security Deposit** is due with the signed Facility Use Agreement and secures the dates for the event. The City will refund the Security Deposit via mail within four (4) weeks following the event assuming the site has not sustained any damage. If the event hours run over the times projected in the application and estimate, the Daily Rental Fee will be adjusted and paid with available funds from the Security Deposit.

HLBP has the following expectations of rentals:

- Tenant will return the event facility to its original state immediately following the event.
- Any large and/or rental structures must be removed by the first business day following the event.
- Prior to departure, a City representative will complete a check out form with tenant to ensure site compliance. See Section 5 for site compliance.

The **Daily Rental Fee** is based on the anticipated attendance of the event and is fixed once the Facility Use Agreement has been executed. It is due in full 60 days prior to the date of the contracted event(s).

For events booked less than 60 days in advance, all fees are due with the signed Facility Reservation Agreement.

The **Incidental Expense Fee** is based on event size and need, and is applied at the discretion of the Community Event Coordinator. The City will estimate these needs prior to the event and determine the Incidental Expense Deposit.

The Incidental Expense Fee may include, but is not limited to:

Portable Toilets: \$55/unit/servicing

Four (4) or more portable toilets, depending on the month, are located on site all season long. The City charges a service fee of \$55 per unit and will charge the applicant/promotor for the total number of units that are on site at the time of the event.

Custodian: \$25/hr

The custodian maintains indoor restrooms. This fee will apply if the event occurs during normal operating hours of the Visitor Center and exceeds 1500 people.

Event Manager: \$40/hr

Hours and need are subject to the discretion of the Community Events Coordinator. Up to 4 hours of advanced event planning and logistics consultation is included with each rental.

Event Assistant: \$25/hr

Hours and need are subject to the discretion of the Community Events Coordinator.

Visitor Services Associate: \$25/hr

This fee will apply if the Visitor Center will be used beyond normal operating hours.

Security Guard: \$40/hr

This fee will apply if the event has alcohol service and no security has been arranged.

The deposit is due in full 60 days prior to the date of the contracted event(s). Final settlement will be determined, based on use, and presented to the client within 30 days following the event.

SECTION 5: SITE COMPLIANCE

While we encourage all users to respect our site and leave it in the condition in which it was found, the following items are a few common violations (committed by the applicant, applicant representative or a vendor) that may lead to partial or complete withholding of the Security Deposit:

- Failure to remove trash;
- Failure to collect trash from surrounding grass, sidewalks or landscaping;
- Failure to remove decoration and signage;
- Failure to remove large structures or rental items by the first business day following the event;
- Disposal of ice, grease or other substances on grass or landscaping;
- Driving on the grass;
- Vehicle speed exceeding 5 mph on facility grounds;
- Ground staking of any kind;
- Driving on facility grounds without authorization;
- Use of prohibited decorating materials: ground stakes, staples, nails, adhesives of any kind, balloons, fireworks, fog machines, rice or birdseed;
- Placing signage of any kind on buildings without permission;
- Failure to notify/check-in with HLBP staff upon arrival and prior to departure;

- Failure to comply with alcohol plan, boundaries and all requirements imposed pursuant to the special event liquor license, if any.

***Multiple violations may result in the denial of applications to hold future events at HLBP.

SECTION 6: TERMINATION; EVENT CANCELLATION

The City reserves the right to refuse approval of or to cancel any permit or license issued for the use of Heritage Lakewood when deemed necessary, in the best interest of the City.

Cancellation by the Applicant must be provided to the City in writing. Any refund of fees will be as follows:

1. If the Applicant cancels the event **ninety (90) days or more** before the first scheduled day of the event, the City shall return to the Applicant the entire Rental Fee and Security Deposit, less out-of-pocket expenses and an administrative fee of Fifty Dollars (\$50.00).
2. If the Applicant cancels the event **between ninety (90) days and thirty (30) days** before the first scheduled day of the event, the City will return to the Applicant one-half (½) of the Rental Fee and the entire Security Deposit, less out-of-pocket expenses and an administrative fee of Fifty Dollars (\$50.00).
3. If the Applicant cancels the event **thirty (30) days or less** prior to the first scheduled day of the event, the Applicant shall not be entitled to a refund of any part of the Rental Fee. The City will return to Applicant the Security Deposit, less out-of-pocket expenses and an administrative fee of Fifty Dollars (\$50.00).
4. Regardless of the date of cancellation by Applicant, in the event the City has incurred out-of-pocket expenses, and no Security Deposit was paid, such out-of-pocket expenses will be invoiced to the Applicant and due to the City within thirty (30) days of receipt.

SECTION 7: REQUIRED DOCUMENTS & CHECKLIST:

To submit application:

- \$50 Application Fee (check may be made out to the City of Lakewood)
- Completed HLBP Special Event Application
- Copy of IRS-issued determination letter stating non-profit 501 (c) status (if applicable)
- Electrical Plan – Section V
- Alcohol Service Plan – Section VI (if applicable)
- Fencing Plan – Section VII
- Security Plan – Section X
- Site map (indicating fencing, temporary structures, portable toilets, vendors, trash, tent weighting system, etc.)

To submit once the City has approved the event; provide with the signed the Facility Reservation Agreement:

- Security Deposit payment (check made payable to the City of Lakewood) – Section 4
- Certificate of insurance accompanied by all policy endorsements
- Proofs of all marketing materials

Due 60 days prior to event:

- Rental Fee (check payable to the “City of Lakewood”)
- Incidental Fee Deposit (check payable to the “City of Lakewood”)

Due one month prior to event:

- Contact information for all contractors and rentals
- Updated site map
- Copy of Special Event Permit issued by City Clerk’s Office for alcohol service – Sections 1 & 2 (if applicable)
- Copy of Special Event Permit issued by West Metro Fire Protection District – Sections 1 & 2 (if applicable)
- Copy of Certificate of Approval to Operate a Temporary Food Service Event issued by the Jefferson County Health Department – Sections 1 & 2 (if applicable)
- Complete list of food and merchandise vendors – Section VI (if applicable)
- Required food vendor documents – Section VI (if applicable):
 - Certificate of liability insurance
 - Copy of Retail Food Establishment License **OR** Jefferson County Certificate of Approval
- Copy of Bingo-Raffle License – Section IV (if applicable)

Required within 30 days of receiving the final settlement:

- Final documented attendance numbers with a copy of ticket settlements and customer zip codes (if applicable)
- Incidental Expense Fee payment

HLBP Special Event Application

Submit to:

Community Event Coordinator
Rebecca Gushen, rebgus@lakewood.org

SECTION I: GENERAL INFORMATION

A. Applicant Name: _____

Phone: _____ Cell Phone: _____

Email: _____

Address: _____

Organization Name (if applicable): _____

Organization Tax ID No.: _____

Phone: _____ Fax: _____

Website: _____

Address: _____

***NOTE: The organization named above will be solely responsible for all fees and costs for city services and equipment that are required or associated with the event.**

****Non-profits must attach copy of IRS-issued determination letter proving 501 (c) status.**

Is there a promoter or promotion company for this event? Yes No

If yes, please provide name of promoter: _____

Phone: _____ Cell Phone: _____

Email: _____

Website: _____

B. Event Name: _____

Date(s): _____

Description of event as displayed in all marketing material: _____

Type of event (check all appropriate):

- | | | | |
|---|--|---------------------------------|--------------|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Festival | <input type="checkbox"/> Parade | Other: _____ |
| <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Lecture | <input type="checkbox"/> Race | _____ |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Education/Symposium | <input type="checkbox"/> Rally | _____ |
| <input type="checkbox"/> Fundraiser/Drive | <input type="checkbox"/> Movie | | _____ |

SECTION II: EVENT SETUP AND BREAKDOWN TIMES

Rain dates are not included with any rental.

Setup:

Notes: _____

| | |
|----------|-------|
| Date (s) | _____ |
| Time(s) | _____ |

Event:

Notes: _____

| | |
|----------|-------|
| Date (s) | _____ |
| Time(s) | _____ |

Breakdown:

Notes: _____

| | |
|----------|-------|
| Date (s) | _____ |
| Time(s) | _____ |

SECTION III: ATTENDANCE, PARTICIPANTS & HISTORICAL INFORMATION ABOUT EVENT

Is your event open to the general public? Yes No

Is this an inaugural event? Yes No

If this is a recurring event, how does it differ from previous years? _____

For new events: Total number of expected participants and spectators anticipated:

Daily: _____ Overall Total: _____

If reoccurring event: Attendance totals from past year(s):

Daily: _____ Overall Total: _____

***Required: Applicants are required to report final attendance numbers to the City within 30 days of the event.**

Prior location of event and previous point of contact:

Do you present other events? Yes No

If so, please list event names and locations: _____

Please list 2-3 site managers/coordinators, along with their direct phone numbers & emails, of venues you have worked with over the past 2 years:

1. _____
2. _____
3. _____

SECTION IV: EVENT FINANCIAL TRANSACTION INFORMATION & GAMING PERMISSIONS

Has your organization received any outside funding or sponsorship for this event? Yes No

If yes, please detail and/or provide name of the event sponsor: _____

Will an admission, registration or membership fee be charged? Yes No

If yes, please explain the type of fee, amount, purpose and parties that will receive proceeds: _____

Maximum tickets being sold (capacity): _____

Ticketing Platform being used: _____

***Note: If admission or registration will be charged for this event, applicants are required to provide a copy of the ticket settlement and customer zip codes to the City within 30 days of the event.**

Will donations/contributions be accepted or solicited? Yes No

Do you plan to have a money/prize wheel, raffle, bingo, etc.? Yes No

If yes, please check all appropriate:

Bingo Raffle Paddle/Wheel

Other: _____

***Note: If gaming activities will be present, Applicant must attach a copy of Bingo-Raffle License. All other forms of gambling are prohibited.**

SECTION V: EVENT AMUSEMENTS/ENTERTAINMENT

Do you plan to have any amusements/mechanical rides (moon bounce, climbing wall, etc.)?

Yes No

If yes, please explain: _____

If yes, please provide the name of company: _____

Contact Person: _____ Cell Phone: _____

Email: _____

Website: _____

REQUIRED: Each contracted vendor must provide a certificate of liability insurance.

Do you plan to have animals on-site? Yes No

If yes, please explain: _____

If yes, please provide the name of company: _____

Contact Person: _____ Cell Phone: _____

Email: _____

Website: _____

***Note: If animals will be present, Applicant must attach a plan for animal safety, care and cleanup.**

Do you plan to provide musical entertainment? Yes No

If yes, please describe bands and entertainment schedule: _____

Will any sound amplification equipment be used? Yes No

If yes, please list type of equipment and wattage: _____

If yes, please provide the name of company: _____

Contact Person: _____ Cell Phone: _____

Email: _____

Website: _____

Will you be using generators as a power source? Yes No

Do you request the use of City electrical outlets? Yes No

If yes, the Community Events Coordinator will consult with you based on the power sources available at the site. Please list your operational needs: _____

***Required: Attach an electrical plan for your event**

Do you plan to provide other entertainment? Yes No

If yes, please explain: _____

SECTION VI: FOOD & ALCOHOL SERVICE

Do you plan to sell, distribute or give away food/refreshments? Yes No

If yes, please explain: _____

REQUIRED: A list of food and merchandise vendors with contact information is due one month prior to event.

Do you plan to utilize food trucks or vendors? Yes No

If yes, how many? _____

REQUIRED: Food vendors must provide a certificate of liability insurance & a copy of Retail Food Establishment License OR Jefferson County Certificate of Approval for EACH participating food vendor.

Do you plan to sell or give away beer, wine or liquor? Yes No

If yes, please explain: _____

REQUIRED: Submit an alcohol service plan with application if alcohol service is planned. The alcohol service plan must contain critical details including, but not limited to: security details, whether alcohol will be sold or provided free of charge, who will be serving the alcohol, whether the Colorado Liquor Code has been reviewed and how will it be enforced, applicant's experience serving alcohol at other events. On-site security is required whenever alcohol is served.

SECTION VII: TEMPORARY STRUCTURES OR EQUIPMENT

Will you be contracting with outside vendors on temporary structure rentals? Yes No

If yes, please provide the name of company: _____

Contact Person: _____ Cell Phone: _____

Email: _____

Website: _____

If you will erect any stages:

Quantity: _____ Size(s): _____

If you will erect any tents:

Quantity: _____ Size(s): _____

Will you be erecting any additional fencing? Yes No

If yes, please provide the name of company: _____

Contact Person: _____ Cell Phone: _____

Website: _____

REQUIRED: Submit site map with application including fencing plan and proposed tent weighting system.

SECTION VIII: WASTE REMOVAL PLAN

Portable Toilets

Applicant must provide one regular portable toilet for every estimated 150 people and one accessible unit & handwashing station for every estimated 500 people.

How many portable toilets are you providing? _____

How many of those are accessible units? _____

How many handwashing stations will you provide? _____

Name of company: _____

Contact Person: _____ Cell Phone: _____

Email: _____

Website: _____

REQUIRED: Attach a site map showing portable toilet location. Portable toilets must be removed by the first business day following event completion.

Garbage/Refuse/Recycling

How do you plan to remove garbage/refuse? _____

A recycling plan is required for events over 500 attendees. How will recycling be handled on site?

Name of company (if applicable): _____

Contact Person: _____ Cell Phone: _____

Email: _____

Website: _____

List the individual responsible for clean-up:

Contact Person: _____ Cell Phone: _____

Email: _____

REQUIRED: Events with more than an estimated 500 people are required to provide a recycling plan.

SECTION IX: PARKING & TRAFFIC CONTROL PLAN

What is your plan to provide parking for event attendees? _____

How many parking spaces are needed? _____

NOTE: Our lot accommodates 134 regular parking space and 12 accessible spaces.

What is your plan to provide parking for volunteers, contractors, staff & VIPs? _____

Please detail your traffic control plan here (attach extra sheets if necessary): _____

SECTION X: SECURITY AND EMERGENCY PROVISIONS PLAN

Approximately how many staffers do you plan on working the event? _____

Approximately how many volunteers do you plan on recruiting? _____

What are your plans for providing security and crowd control? _____

Name of company (if applicable): _____

Contact Person: _____ Cell Phone: _____

Email: _____

Website: _____

What are your plans for providing emergency medical services? _____

REQUIRED: Submit security with application.