Welcome to the Lakewood Heritage Center (LHC)! Thank you for considering us for your next event!

Your experience at the LHC 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 Center, 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. The LHC is a great venue for organizations to present new and exciting events for the area’s residents to enjoy.

The following LHC 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.

The Lakewood Heritage Center 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
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 the Lakewood Heritage Center (LHC). 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:

<table>
<thead>
<tr>
<th>LHC Visitor Center Front Desk</th>
<th>(303) 987-7850</th>
<th>Jeffco Public Health Department</th>
<th>(303) 232-6301</th>
</tr>
</thead>
<tbody>
<tr>
<td>LHC Administrator</td>
<td>(303) 987-7853</td>
<td>West Metro Fire Protection District</td>
<td>(303) 989-4307</td>
</tr>
<tr>
<td>Community Events Coordinator</td>
<td>(303) 987-7859</td>
<td>Lakewood City Clerk's Office</td>
<td>(303) 987-7000</td>
</tr>
<tr>
<td>Visitor Services Coordinator</td>
<td>(303) 987-7747</td>
<td>Liquor Licensing Specialist</td>
<td>(303) 987-7084</td>
</tr>
</tbody>
</table>

SECTION 2: GENERAL PERMIT INFORMATION

<table>
<thead>
<tr>
<th>Certification / Permit</th>
<th>Department</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Approval to Operate Temporary Food Service Event</td>
<td>Jeffco Health Department</td>
<td>$110</td>
</tr>
<tr>
<td>Special Event Permit (Fire)</td>
<td>West Metro Fire District</td>
<td>$50</td>
</tr>
<tr>
<td>Special Event Permit (Liquor License)</td>
<td>Lakewood City Clerk's Office</td>
<td>$25</td>
</tr>
</tbody>
</table>

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. 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 LHC Marquee Sign (dependent upon other city events); the display of approved posters and rack cards at the LHC; the display of approved lawn signs at the LHC in agreed upon locations (up to 2 weeks prior); and a mention on the LHC’s Facebook page.

9. 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:

<table>
<thead>
<tr>
<th>Total Attendance Numbers</th>
<th>Security Deposit*</th>
<th>Daily Rental Fee**</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 - 1000 people</td>
<td>$500</td>
<td>$1000 / 8hr day</td>
</tr>
<tr>
<td>1001 – 1500 people</td>
<td>$750</td>
<td>$1500 / 8hr day</td>
</tr>
<tr>
<td>1501 – 2000 people</td>
<td>$1000</td>
<td>$2000 / 8hr day</td>
</tr>
<tr>
<td>2001 – 3000 people</td>
<td>$1500</td>
<td>$2500 / 8hr day</td>
</tr>
<tr>
<td>3001 – 5000 people</td>
<td>$2500</td>
<td>$3500 / 8hr day</td>
</tr>
</tbody>
</table>

*Based on customer need, additional charges may 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.

LHC 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 charged the applicant/promotor for the total number of units that are on site at the time of the event.

**Custodian: $20/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: $20/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.

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 LHC 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 the Lakewood Heritage Center.***
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 the Lakewood Heritage Center 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 LHC 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
- 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”)
- Certificate of insurance accompanied by all policy endorsements

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
LHC 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):

☐ Assembly   ☐ Festival   ☐ Parade   ☐ Other:
☐ Carnival/Circus   ☐ Lecture   ☐ Race   ___________________
☐ Concert   ☐ Education/Symposium   ☐ Rally   ___________________
☐ Fundraiser/Drive   ☐ Movie   ___________________
**SECTION II: EVENT SETUP AND BREAKDOWN TIMES**

Rain dates are not included with any rental.

<table>
<thead>
<tr>
<th>Setup:</th>
<th>Notes: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date (s)</td>
<td></td>
</tr>
<tr>
<td>Time(s)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event:</th>
<th>Notes: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date (s)</td>
<td></td>
</tr>
<tr>
<td>Time(s)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breakdown:</th>
<th>Notes: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date (s)</td>
<td></td>
</tr>
<tr>
<td>Time(s)</td>
<td></td>
</tr>
</tbody>
</table>

**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/coordinateors, along with their direct phone numbers & emails, of venues you have worked with over the past 2 years:

1.  
2.  
3.  


8
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: 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.
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.