

**Old Town Square - Event Application**

Today's Date: \_\_\_\_\_

Performance/Event Name: \_\_\_\_\_

Event Date(s) Requested: \_\_\_\_\_

Rain Date/Alternate Date: \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Event Load-Out Time: \_\_\_\_\_

Performance/Event Description: (Detailed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsible Party/Organization: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ (250 or more see Checklist for Large Events)

Primary Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Day of Event Contact (if different than primary): \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip: \_\_\_\_\_

**Please answer the following questions:**

Will you be selling food? Yes / No \_\_\_\_\_

Handing out Information? Yes / No Type: \_\_\_\_\_

Will you have vendor or sponsor booths? Yes / No #: \_\_\_\_\_ (if yes provide list and type of product)

Are you fundraising at your event? Yes / No \_\_\_\_\_

Are you serving alcoholic beverages? Yes/No \_\_\_\_\_ (Provide copy of liquor permit, extra insurance required.)

Electricity Required: Yes/No \_\_\_\_ Purpose; Indicate locations on site map

Amplified sound? Yes/No \_\_\_\_\_

**Type of Event (Indicate all that apply):**

\_\_\_ Musical Performance (one time)

\_\_\_ Concert Series

\_\_\_ Parade

\_\_\_ Race/Athletic

\_\_\_ Rally/March

\_\_\_ Art/Culture

\_\_\_ Promotional/Marketing

- \_\_\_ Festival
- \_\_\_ Filming
- \_\_\_ Sidewalk Sale
- \_\_\_ Free Speech/Constitutionally Protected
- \_\_\_ Participant Fee Event (must maintain public access to Plaza)

**Areas of the plaza requested (check all that apply):**

- \_\_\_ Stage
- \_\_\_ Sound booth
- \_\_\_ Vendor/tent area
- \_\_\_ Central Plaza
- \_\_\_ South plaza (Mountain Avenue) – limited availability
- \_\_\_ Alleyways

.....

**Number of Performances per Year:** To ensure a wide variety of events in Old Town Square, no individual performer or group of performers (e.g., bands and troupes) will be permitted to perform at events in Old Town Square more than twice per calendar year.

**Deposits and Fees:** There is a \$25.00 nonrefundable application fee for Large Events (i.e., estimated attendance of 250 or more persons). Please see the Event Fees for Old Town Square handout for additional fees related to hosting an event in the Square.

**Insurance:** Certain events, including Large Events and events that, by their nature, present a heightened risk for property damage or personal injury, as determined by the DDA in its discretion, are required to provide proof of commercial liability insurance in the amount of \$1,000,000 combined single limits, naming the Downtown Development Authority as an additionally insured party. In addition, events with alcohol will require a certificate of insurance with an Alcohol Endorsement identified on the certificate.

**Damage Deposit:** A damage deposit of \$500 is required for Large Events. For other events, the amount of the required damage deposit, if any, is determine on a case-by-case basis. Please speak with DDA staff about damage deposit requirements.

**Cancellation:** Any scheduled event may be cancelled up to five (5) business days prior to the event with written notice to the DDA. If a cancellation request is made within this timeframe, the event fees and deposit you paid to the DDA will be refunded. Application fees are nonrefundable. .

**Termination by DDA:** The Downtown Development Authority reserves the right to terminate the event agreement at any time, including during a performance, if we find that the event is too loud or contains inappropriate material. The DDA has additional termination rights you should be aware of, which are set forth in the event agreement.

**Event Agreement.** If your event application is approved, you will be required to sign an event agreement in order to hold your event in Old Town Square. The event agreement contains terms and conditions not detailed in this application or in the Policies and Procedures for Events and Vending in Old Town Square. It is important that you read and understand the event agreement. A copy will be provided to you upon request.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

Old Town Square Event Approval \_\_\_\_\_ (DDA signature) \_\_\_\_\_ date approved

Downtown Development Authority #19 Old Town Square, Suite 230, Ft. Collins, Colorado 80524  
(970) 484-2020 [www.DowntownFortCollins.org](http://www.DowntownFortCollins.org)