



Event Date

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-use separate sheet if needed) _____

Responsible Party/Organization: _____

Estimated Attendance: _____ (If 250 or more attendees anticipated, see Checklist for Large Events)

Primary Contact Person: _____ Phone #: _____

Email Address: _____ Cell Phone #: _____

Address: _____

City/State _____ Zip: _____

Day of Event Contact (if different than primary): _____ Phone #: _____
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Please answer the following questions:

- Will you be selling food? Yes/No ____ Type: _____
- Handing out Information? Yes/No ____ Type: _____
- Will you have vendor or sponsor booths? Yes/No ____ If yes, provide list and type of product on separate page
- Are you fundraising at your event? Yes/No ____ _____
- Are you serving alcoholic beverages? Yes/No ____ Provide copy of liquor permit; extra insurance required
- Electricity Requested? (\$10 fee) Yes/No ____ Indicate locations on site map provided
- Amplified sound? Yes/No ____ _____

Type of Event (Indicate all that apply):

- Musical Performance
- Concert Series
- Parade
- Race/Athletic
- Art/Culture
- Promotional/Marketing (Non-profit)
- Filming
- Sidewalk Sale
- Free Speech/Constitutionally Protected
- Rally/March
- Festival
- Participant Fee Event (must maintain public access)

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

- Stage (\$20 fee)
- Sound booth
- Vendor/tent area***
- Central Plaza
- South plaza (Mountain Avenue) – limited availability
- Adjacent Alleyways (Trimble Court, Whitton Court)

***** Note: The DDA leases space to vendors with long-term leases and are located in the plaza. To assist in planning your event layout, a map of vendor locations is provided. If you have any concerns, please contact DDA staff at 970-484-2020.**

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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: A \$25.00 nonrefundable application fee is required for Large Events (estimated attendance of 250 or more). Please see the Event Fees for Old Town Square handout for fees related to hosting an event in the Square. Not all fees apply to all events.

Pop Jet Fountain: The pop jet splash pad may be turned off by prior arrangement for large (250 or more attendees) events only. There is a \$20 fee for this service and the request must be made at least 10 days in advance.

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 ten (10) business days prior to the event with written notice to the DDA. If a cancellation request is made within this timeframe, event fees and deposit 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 and all requirements are complete, 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. **All required information and fees must be received by DDA staff at least 10 days prior to your event. If paperwork or fees are not received in a timely manner, the event will be cancelled by the DDA unless prior arrangements are approved by DDA staff.**

Applicant Signature

Date

Old Town Square Event Approval (DDA Signature)

Date

Downtown Development Authority #19 Old Town Square, Suite 230, Ft. Collins, Colorado 80524 - (970) 484-2020

www.DowntownFortCollins.org