Checklist for Large Events in Old Town Square
(events over 250 attendees)

Please do not submit your application until these items are attached or addressed. Please supply copied of all documents and plans on separate page. Failure to submit proper documents may result in delay of application review. This checklist will be reviewed with DDA staff when application is completely submitted.

Event Date _____   Name of Event _____

Event Producer _____

<u>**Applications for large events must include:**</u>

_____*Site Plan/Event Layout*

- You must attach a clear and legible site plan or map with the following indicated:
    - o   The overall event area (indicate on map provided)
    - o   The location of all physical equipment being placed, including but not limited to, any use of the stage, vendor booths, sponsors, tents, sign barricades, portable toilets,
    - o   Electrical plan/needs
    - o   Vendor tent locations
    - o   Banners/signs
    - o   Any other details that you think might be helpful

_____*Liability Insurance*

A $1 million per occurrence liability policy with the Downtown Development Authority listed as an additionally insured party is required before an event application is approved. If alcohol is being served, an additional specific liquor liability provision is also required.

_____*Liquor Permit*

- Provide copy if alcohol is being served
    - o   *City of Fort Collins permit*
    - o   *Fire Department*
    - o   *Emergency Response Plan*
    - o   *Health Department (include copies of permits if required)*

_____*Street Closures or Parking Spaces to Be Used:*

- Which streets will be affected?
- Reason for closing streets?
- Name of traffic control company?
- Outreach to affected businesses – Provide a DDA-approved notice with event details and distribute to all ground level businesses in the affected area.

_____ ***Vendors/sponsors***

Please provide a list of vendors/sponsors and products to be sold or displayed

_____ ***Sanitation/waste control***

- # of trash & recycling receptacles _____
- # of portalets – 1 per 250 people if the event is over 4 hours duration

_____ ***Live performance/music***

- Performers with demo/website demo included
- Production company
- Need access to hook up sound system or lights?