

**Policies and Procedures for Events and Vending in  
Old Town Square**

Welcome to Downtown Fort Collins! We are glad that Old Town Square is where you wish to have your event or conduct your vending! Here are the ground rules for using Old Town Square. If you have additional questions, please call the Downtown Development Authority office at 970-484-2020.

Please initial each section and sign at end of document. Signing of document without initials still acknowledges the coordinator understands and will abide by these policies and procedures.

- \_\_\_ 1. Any on-site mechanical, electrical, or plumbing issues, including no electricity or popped breakers, please call the DDA Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. If circuit breaker trips, it is up to vendor to contact the DDA, however the DDA makes no guarantees that the breaker will be reset the same day.
- \_\_\_ 2. **Do not drive or park any vehicles onto Old Town Square.** Please plan to bring your event or vending items (including vending carts) in by hand or by cart.
- \_\_\_ 3. Respect the grounds, flowers, plants, sculpture and structures that create Old Town Square.
- \_\_\_ 4. No booths, tables, chairs or other items of furniture may be set up without the prior written approval of the DDA. Approved booths, tables, chairs or other items of furniture may be placed only within designated areas. If you desire to have booths, tables, chairs or other furniture as part of your event, you **must** submit an event layout to the DDA no less than 10 days prior to the date of your event. **All tents must have tent weights for wind protection.**
- \_\_\_ 5. Do not block any business entrances and maintain pedestrian access to all parts of Old Town Square. This applies at all times, including during set up and removal.
- \_\_\_ 6. Public access to Old Town Square must be maintained at all times. Event areas must remain open to the general public at all times, and no admission fee may be charged to attend an event.
- \_\_\_ 7. Aesthetics are an important issue in Old Town Square. All proposed decorations and signage must be approved in advance by the DDA. No décor, signage, or installations may be tied, taped, nailed, pinned or otherwise attached to buildings, trees, light posts, furniture, and/or any other property in Old Town Square. All approved décor, signage, and installations must be removed without damage to any such property at the conclusion of an event.
- \_\_\_ 8. Marking of any type (i.e. chalk, paint, etc.) on hardscape in Old Town Square is prohibited. If any type of marking is desired, the event permit holder must contact the DDA 10 days in advance of the event to discuss viable options.
- \_\_\_ 9. Trash is your responsibility. Please pick up all litter created from your event and place it trash receptacles. Events with more than 250 attendees are required to provide supplemental trash and recycling receptacles.
- \_\_\_ 10. No candles are allowed in Old Town Square
- \_\_\_ 11. Sound booths are permitted only within designated areas.
- \_\_\_ 12. Respectful sound levels must be adhered to at all times. For events, amplified sound is allowed on Monday through Friday between 5:00 p.m. and 10:00 p.m., and on Saturday and Sunday between 7:00 a.m. and 10:00 p.m. This includes sound checks. Cord bridges that meet ASDA and Fire Department standards are required for any cord extending across a walking area

- \_\_\_ 13. Events must be in conformity with all applicable laws, rules and regulations, including municipal ordinances referenced in signage posted at entrances to Old Town Square. Event days are no exception.
- \_\_\_ 14. Portable generators are not permitted under any circumstances.
- \_\_\_ 15. Event and vending equipment must not be left unattended at any time, including overnight. This includes equipment for multi-day events, which must be removed at the end of the event day.
- \_\_\_ 16. Effective January 1, 2016, smoking is not permitted in Old Town Square.
- \_\_\_ 17. Any additional policies determined by DDA staff to be necessary or advisable to create a safe and enjoyable environment in Old Town Square, upon verbal or written notice of such policies by DDA staff.

*Thank you for respecting our policies and procedures for use of Old Town Square*

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Signature – Event Coordinator