



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 Load-Out Time: _____ Event End Time: _____

Event Organization: _____ Phone # _____

Performance/Event Description: **(For Internal Review)** _____

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

Primary Contact Person: _____ Email: _____

Phone #: _____

Day of Event Contact (if different from Primary): _____ Email: _____ Phone: _____

Complete the following: We will promote your event on the DowntownFortCollins.com Event Calendar.
Over 30,000 visitors browse our top-ranked events calendar annually.

Event Description for Marketing your event (highlight key and unique details): _____

Email Address for public contact: _____ Website for the event: _____

Please provide visuals such as images, graphics, photos, and/or logos to be added to your event information online.

Please answer the following questions:

- Will you be selling food? Yes/No ____ Type: _____
- Will you provide us a banner to hang? Yes/No ____ **Located above the stage (\$20 fee)**
- Are you serving alcoholic beverages? Yes/No ____ **A copy of your liquor license will be required**
- Will you need Electricity? Where? Will you have amplified sound? Yes/No ____ **Indicate locations on site map provided (\$10 fee)**
- Yes/No ____ **No amplified sound before 5pm on week days**

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): Please print out and circle all areas required on the provided layout map (pick the one out of the two provided in the application based on how large your event will be)

___ Stage (\$20 fee)

___ Vendor/tent area***

___ Central Plaza (Pop Jet Splash Pad only turned off during Large Events)*

___ South plaza (Mountain Avenue) – limited availability

***** 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.**

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. Three insurance documents required:

1. Naming the Downtown Development Authority, 19 Old town Square, Suite 230, Fort Collins, CO 80524 as an additionally insured party.
2. A separate certificate is required for the owner of the buildings surrounding Old Town Square, naming the following as an additionally insured party: Progressive Old Town Square, LLC, 5 Old Town Square, Suite 216, Fort Collins, CO 80524.
3. A third certificate is required for the City of Fort Collins, naming the following as an additional insured party: The City of Fort Collins, P.O. Box 580, Fort Collins, CO 80522

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 **determined** 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 canceled by the DDA unless prior arrangements are approved by DDA staff.**

Applicant Signature

Date

Old Town Square Event Approval (DDA Signature)

Date

**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

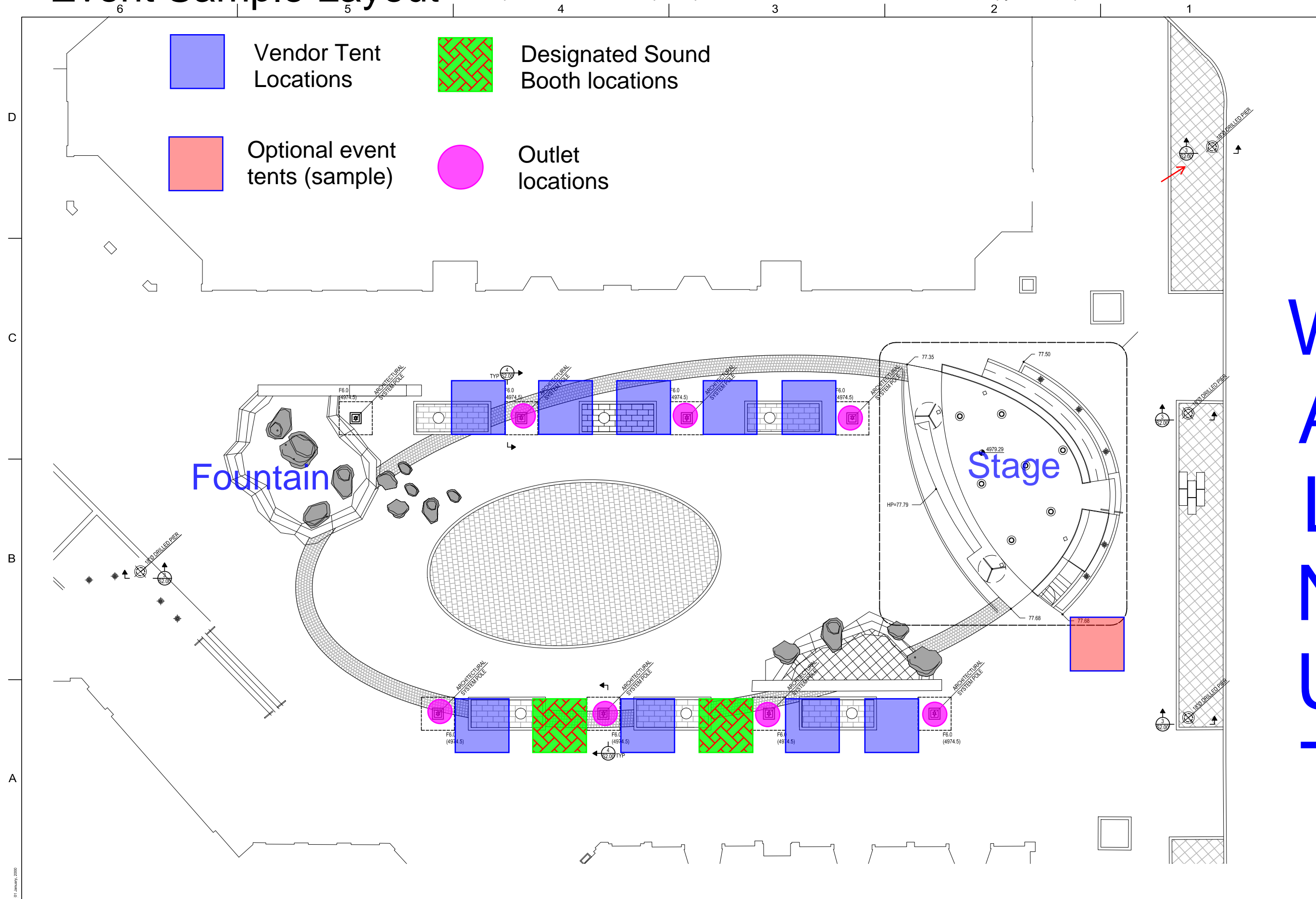
- ___ 13. Events must be in conformity with all applicable laws, rules and regulations, including municipal ordinances referenced in signage posted at entrances to Old Town Square. Event days are no exception.
- ___ 14. Portable generators are not permitted under any circumstances.
- ___ 15. Event and 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

Signature – Event Coordinator

Event Sample Layout

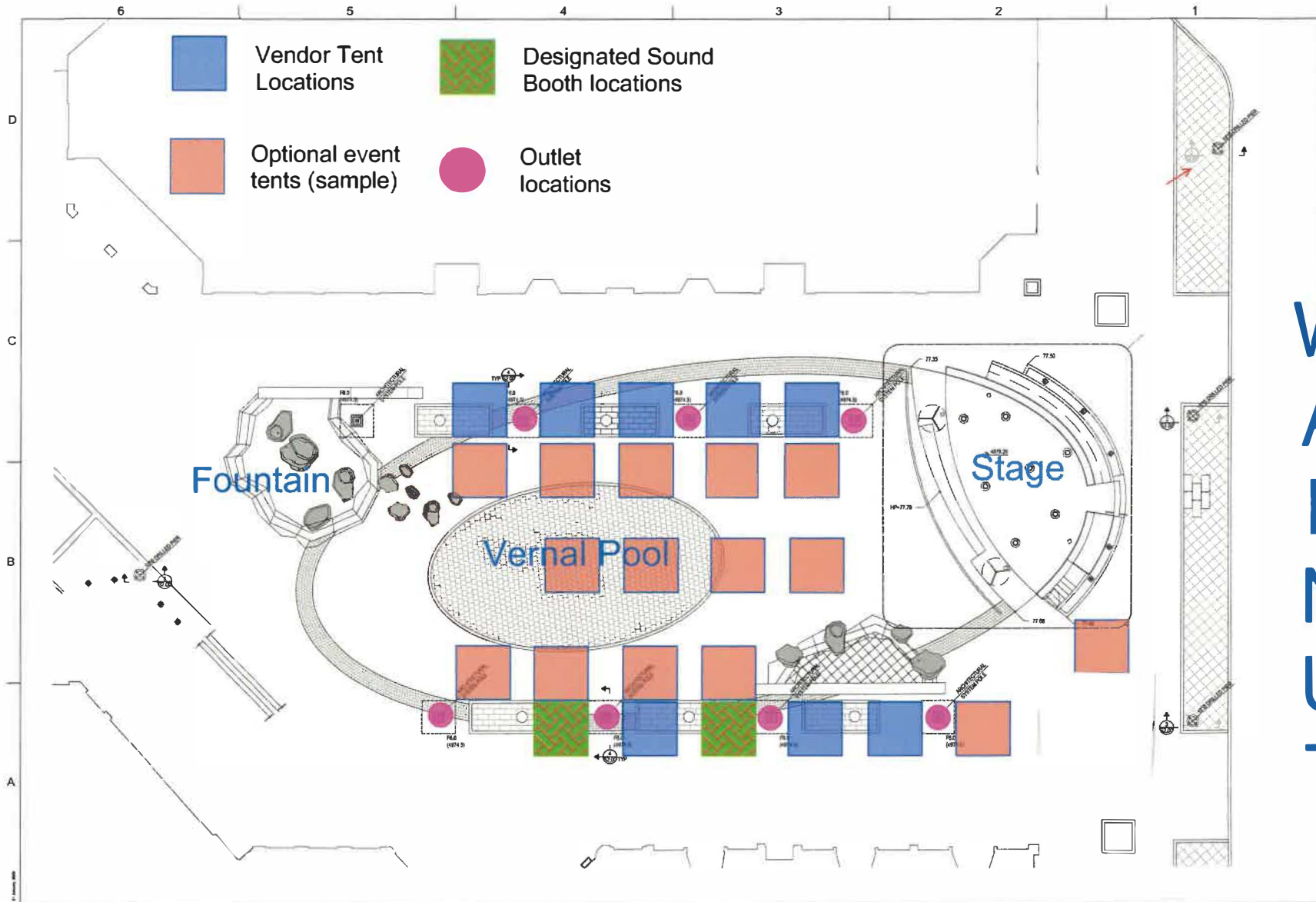
*Please indicate the area in which you request to use during your event. Including outlet locations if requesting electric in the plaza areas. Tents require space between them to care for the tree canopy in the Square.



07/30/2021

Large Event Sample Layout

*Please indicate the area in which you request to use during your event. Including outlet locations if requesting electric in the plaza areas. Tents require space between them to care for the tree canopy in the Square.



07/30/2023



Event Fees for Old Town Square Use

Application Fee

Large Event Only - \$25

Usage Fee: Large Events (over 250 attendees)

\$150 1 day event

\$200 multi-day event

\$75 non-profits

\$25 non-profits -- less than 3 hours of use

Cleaning/Damage Deposit

Large events (over 250 attendees) - \$500

Small events/performances (under 250 attendees) – determined on a case by case basis dependent on type of activity

Stage Use

Large Event -- \$20/day

Small Event -- \$20/day

Electricity - \$10/day

Water Feature Shut Down:

Large Events - \$20/day

Small Events - \$20 (determined after review of event application)

Stage Banner Hanging:

Large Event - \$20

Small Event - \$20

Cleaning/Power Washing Rate

\$50 per labor hour (determined after the event/performance)