

## 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 copies 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 \_\_\_\_\_

### **Applications for large events must include:**

#### **Site Plan/Event Layout**

- You must attach a clear and legible site plan or map with the following indicated:
  - The overall event area (indicate on map provided)
  - 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,
  - Electrical plan/needs
  - Vendor tent locations
  - Banners/signs
  - Any other details that you think might be helpful

#### **Liability 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.

#### **Liquor Permit- provide copy if alcohol is being served**

- **City of Fort Collins permit**
- **Fire Department**
- **Emergency Response Plan**
- **Health Department (include copies of permits require)**

\_\_\_\_\_ **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

\_\_\_\_\_ ***Sanitation/waste control***

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