

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

Welcome to Downtown Fort Collins! We are glad that you are interested in having an event or vending in Old Town Square. Here are the current Policies and Procedures for using Old Town Square. If you are applying to host an event or be a vendor, we ask that you sign off on these as part of your initial application. If you have additional questions after reviewing these policies, please call the Downtown Development Authority office at 970-484-2020.

### **Please initial each section to indicate you have read and agreed to the policy or procedures.**

- #1 \_\_\_\_\_ Initial     1. The DDA is here to help, and our office is nearby. During the week, M-F 8 am – 5 pm, if you experience any on-site mechanical, electrical, or plumbing issues (such as no electricity or popped breakers), please call the DDA at 970-484-2020, or come up to our office at 19 Old Town Square, Suite 230. If a circuit breaker trips, the vendor must contact the DDA. The DDA makes no guarantees that the breaker will be reset the same day. If your event is on a weekend or outside of our business hours, please contact PARKS ON CALL to help resolve issues:
- M-F, after 5:00 pm, Parks On-call (970) 219-3450
  - Saturday & Sunday, Parks On-call (970) 219-3450
- #2 \_\_\_\_\_ Initial     2. **Do not drive or park any vehicles onto Old Town Square.** Cars and trucks are strictly prohibited. Please plan to bring your event or vending items (including vending carts) by hand or in a cart.
- #3 \_\_\_\_\_ Initial     3. While your event is happening, please make sure people respect the grounds, flowers, plants, sculptures, and structures that create Old Town Square. As further outlined in our Event Agreement, the Event Coordinator may have funds withheld from a damage deposit or be charged cleanup or reimbursement fees for any damages caused by the event.
- #4 \_\_\_\_\_ Initial     4. No booths, tables, chairs, or other items of furniture may be set up without the prior written approval of the DDA. Additionally, approved booths, tables, chairs, and other 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.
- #5 \_\_\_\_\_ Initial     5. Requirements for Tents:
- **All tents must have tent weights for wind protection.**
  - 10 x 10 White Pop-Up Tents only
  - At least 2 sides must remain open (for visibility)
  - All items must stay within the tent area
  - Set up must be attractive and well-maintained
  - All items must be removed at the end of business each day
- #6 \_\_\_\_\_ Initial     6. When setting up the event components, you may not block any business entrances and must maintain the required pedestrian access to all parts of Old Town Square. This requirement applies at all times, including during setup and removal. We have provided a Pedestrian Access Zone Map for reference. Please refer to the pedestrian access map on our website or in the event application.
- #7 \_\_\_\_\_ Initial     7. 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 access Old Town Square.

- #8 \_\_\_\_\_ Initial 8. Aesthetics are important 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. Approved décor, signage, and installations must be removed without damage to any such property at the conclusion of an event and disposed of (outside of the Square).
- #9 \_\_\_\_\_ Initial 9. Markings of any type (i.e., chalk, paint, etc.) on hardscape (pavers, planters, light poles, stage, etc.) in Old Town Square are prohibited. If any type of functional marking is desired, the Event Coordinator/permit holder must contact the DDA 10 days in advance of the event to discuss viable options.
- #10 \_\_\_\_\_ Initial 10. Trash is your responsibility, and we encourage you to have a trash management plan. Events in the Square operate on a variation of the “pack-in, pack-out” philosophy, and trash generated specifically as a result of your event should be actively managed and removed as needed to avoid overflow and additional trash removal or cleanup fees from the Parks Department. Additionally, items you bring into the Square for your event (e.g., boxes, decorations, flyers) should be removed and taken home. Events with more than 250 attendees must provide additional trash and recycling receptacles.
- #11 \_\_\_\_\_ Initial 11. No candles are allowed in Old Town Square.
- #12 \_\_\_\_\_ Initial 12. Sound booths are permitted only within designated areas.
- #13 \_\_\_\_\_ Initial 13. 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.
- #14 \_\_\_\_\_ Initial 14. 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.
- #15 \_\_\_\_\_ Initial 15. Portable generators are not permitted under any circumstances.
- #16 \_\_\_\_\_ Initial 16. 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 each day and reloaded at the start of the next.
- #17 \_\_\_\_\_ Initial 17. Effective January 1, 2016, smoking is not permitted in Old Town Square per city ordinance.
- #18 \_\_\_\_\_ Initial 18. 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, will be provided by DDA staff.