



Event Resource Guide

Introduction

The City of Centennial desires to assist event organizers in planning and hosting safe and successful events in Centennial Center Park. The City of Centennial requires parties interested in hosting an event or reserving space in Centennial Center Park to submit an application. This document is designed to assist individuals and organizations in completing the application process, working with external resources, and ultimately hosting a successful event.

Park rentals are made on a first-come, first-served basis, and applications should be submitted as soon as possible.

The application requirements will vary with the number of attendees, type of event, and the facilities desired.

Applications must be submitted at least 30 days prior to an event, although they may be submitted at any time within the calendar year. Certain event requirements may require additional time, as listed in this document. As part of the application process, applicants must submit all requested information and provide a detailed sitemap of the event.

The size of the event and activities planned determine the application requirements. The matrix on the following page provides additional information about specific application requirements.

We hope you find this document helpful in submitting an event application.

Contact Information

Address

13050 E. Peakview Ave.
Centennial, Colorado 80112

Website

www.CentennialCo.gov

Phone

(303) 325-8000

Event and Permit Types

Events in the Park may be either public or private in nature. Public events are defined as those events which have been advertised to the public, are City-sponsored, or do not restrict access to a particular group in any manner. Private events are considered to be those related to a specific group or purpose, such as a wedding reception or family reunion, or those which require tickets to gain access.

A **Special Event / Exempt Use Application** is a non-refundable application and fee required for (1) events with anticipated attendance of more than 300 people or (2) events requesting a use which is generally prohibited under Ordinance 2012-O-3. This application allows Staff and our partners to ensure that the park is utilized in a manner which will not negatively affect future use of the park or disturb the surrounding environment.

Application	Covers	Fee
Special Event / Exempt Use Application	Administrative application for special event or exemption permit	\$25.00

The Special Event Application may result in the issuance of:

A **Special Event Permit** allowing the exclusive use of a portion of the Park for an event with at least 300 anticipated attendees; and / or

An **Exemption Permit** allowing the applicant to conduct activities which are generally prohibited in the park under City Ordinance 2012-O-03. The cost of an Exemption Permit will vary by activity requested and public resources required. Activities which require an Exemption Permit include:

- Entry or use of the park outside of posted hours;
- Placement of signs other than temporary postings during an event;
- Overnight camping;
- Installation of structures or canopies greater than 25 square feet;
- Operation of remote control or control-line devices;
- Use of bicycles, scooters, skateboards, roller skates, roller blades or other similar equipment;
- Use of amplified sound systems;
- Sale of tangible or intangible goods; or
- Parking of motor vehicles overnight.

Permit	Covers	Fee
Special Event Permit	Permits events with an anticipated attendance of 300 or more people.	Varies based on event requirements
Exemption Permit	Permits activities which are generally prohibited under Ordinance 2012-O-03.	Varies based on exemptions requested

Fire Department Special Event Notification

All special events held in the park are required to complete and submit a special event notification form to South Metro Fire, which must include an event site plan. This form may also be utilized to request additional services from South Metro Fire, including medics, engine displays and more.

Organization	When?	Contact Information
South Metro Fire Rescue through City Park Staff	At least 30 days prior to event	(303) 754-3358

Food Vendors

Events serving or selling food or beverages to the general public will also require the approval of the Tri-County Health Department. There may be sales tax licensing required for the sale of food – see the Sale of Items or Goods section below.

Necessary applications, plan reviews, licenses, fees and other information must be submitted to the Arapahoe County Health Department. Applicant is responsible for any fees charged by the Tri-County Health Department.

Organization	When?	Contact Information
Arapahoe County Health Department	At least 30 days prior to event	303-795-4584 www.arapahoe.gov/2303/Special-Food-Events

Tents and Other Structures

Any tent or structure intended for use during events must be clearly marked and labeled on the site map provided by the applicant. Grills and open flames also need to be marked and labeled on the site map.

Tents over 200 square feet and canopies over 400 square feet will require separate inspections and permits from South Metro Fire Rescue Authority. Additional requirements, such as fire extinguishers, location of heating and cooking equipment, and presence of flammable or combustible liquids, may be part of the South Metro Fire requirements.

City Staff will assist with the coordination between applicants, South Metro Fire Rescue, and the City Building Division. Applicant is responsible for any fees charged by South Metro Fire Rescue Authority or the City Building Division.

Organization	When?	Contact Information
South Metro Fire Rescue through City Park Staff	At least 30 days prior to event	(303) 754-3358
City Staff - Building Division through City Park Staff	At least 30 days prior to event	(303) 754-3358

Law Enforcement / Security Arrangements

The City will work with event applicants and the Arapahoe County Sheriff's Office to determine the necessary law enforcement presence at a particular event. Requirements may vary from presence intermittently during an event to off-duty deputies actively patrolling. The Sheriff's Office is also available for traffic control.

If the City determines that security will be required during the event, the applicant must coordinate with the Sheriff's Office for the use of off-duty deputies. Private security firms will not fulfill the law

enforcement requirement. Payment arrangements are the responsibility of the applicant and must be made directly to the Sheriff's Office. The Sheriff's Office will provide confirmation to the City that adequate arrangements have been made.

If overnight security is needed for an event, applicants have the option of utilizing private security firms to provide coverage rather than the Arapahoe County Sheriff's Office.

If the City determines that security is not required, applicants may voluntarily utilize private security firms at their discretion. Private security firms must be licensed and insured to operate in the state of Colorado and are not permitted to carry firearms during their posting at the Civic Center Park. Any private security firm must coordinate with the Sheriff's Office to ensure cooperation and security of all involved.

Organization	When?	Contact Information
Arapahoe County Sheriff's Office through City Park Staff	At least 30 days prior to event	(303) 754-3358

Traffic Management Plan

A Traffic Management Plan approved by the Public Works Department may be required for special events. The City will notify the applicant if this is a requirement for their Special Event Permit. Any closure of public streets or public parking will require the approval of a Traffic Management Plan.

Applicants will need to work with the City to develop a parking plan for event attendees and demonstrate the availability of adequate parking for their event. This may include shuttle service or other alternative parking arrangements.

An adequate number of parking spaces will be required for handicapped individuals in the event of closure or access restrictions to existing accessible spaces. The existing parking lots dedicated to the park have a total of 20 accessible spaces without closures.

Total Parking Spaces	Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of Total Spaces

Emergency access must be maintained at all times. This includes before, during, and after the event. The City will notify applicants of areas which cannot be blocked off or impeded.

Organization	When?	Contact Information
City Park Staff	At least 30 days prior to event	(303) 754-3358

Alcoholic Beverages

Consumption of alcohol, including 3.2% beer, in the Park is prohibited unless authorized by permit. Permit applications and additional information can be obtained from the Centennial City Clerk's office.

A **Special Occasion Alcohol Permit** is required for the possession and consumption of alcoholic beverages. This permit does not allow the sale or distribution of alcoholic beverages. This permit is issued by the City Clerk's Office.

A **Special Events Alcohol Permit** is required for the sale or distribution of alcoholic beverages to the general public. This permit also allows the possession and consumption of alcoholic beverages. This permit is issued by the City Clerk's Office.

Required Permit	Fee	Requirements
Private Occasion Alcohol Permit (authorizes possession and consumption, but not sale, of alcoholic beverages)	\$25.00	(a) Limit public access to area <i>rented</i> (b) Ensure persons under 21 or visibly intoxicated persons are not provided alcoholic beverages (c) <i>Only valid for private, by invitation only events</i>
Public Special Event Permit (authorizes possession, consumption, and sale of alcoholic beverages)	\$100.00	(a) Ensure persons under 21 or visibly intoxicated persons are not provided alcoholic beverages (b) <i>Authorized by C.R.S. §12-48-101 and the City's Beer and Liquor Code</i> (c) <i>Must submit evidence of intended control, i.e., fencing, ropes, barriers, etc., and a diagram of the area to be licensed reflecting bars, storage of alcohol, walls, partitions, ingress, egress, security and dimensions</i> (d) <i>Must submit proof of non-profit status from Colorado Secretary of State's Office or Political Candidate filings</i>

Organization	When?	Contact Information
City Staff – City Clerk's Office	At least 30 days prior to event	(303) 754-3371 www.centennialco.gov/City-Clerk/liquor-licensing.aspx

Insurance Requirements

Insurance is required for an event with expected attendance of more than 75 people. The individual or organization holding an event must agree to indemnify the City for any damages or claims, and provide proof of a general liability insurance policy, as well as listing the City as an additional insured.

The City reserves the right to require certain policy limits or types of coverage for specific events, as deemed necessary by staff and the City's insurance provider.

Access to Water

Public access to potable water is limited to the restrooms. Additional water availability will require coordination with the Facilities Department. City Staff will work with event coordinators to ensure access to water as required.

Organization	When?	Contact Information
City Park Staff	At least 30 days prior to event	(303) 754-3358

Access to Electricity

Electrical access is dependent upon the reserved venue. The cost of 110v outlet electrical usage in the Coffee Shelter, Large Shelter, Plaza and Amphitheater is covered in the facility rental fee. Electrical usage of the 800 amp in the amphitheater requires a certified electrician to make the service connections and may require additional fees. The City may require event coordinators to work with the Facilities Department to coordinate electrical access and usage.

Organization	When?	Contact Information
City Park Staff	At least 30 days prior to event	(303) 754-3358

Sale of Items or Goods other than Alcohol or Food

An event in which three or more vendors gather in a location and sell items for a limited period of time is defined as a Special Sales Event. Each Special Sales Event is required to have a designated Event Organizer and a Special Sales Event License.

The Event Organizer is the sole person responsible for applying for the Special Sales Event License and for remitting the sales taxes collected by all the vendors from the event. The Special Sales Event License must be issued prior to the event. The license costs \$10.00.

Organization	When?	Contact Information
City Park Staff	At least 30 days prior to event	(303) 754-3358

Restroom Facilities

Additional restroom facilities are generally not required for events with an estimated attendance of less than 300 persons lasting less than eight hours. Events with anticipated attendance greater than 300 are required to provide sufficient portable toilets. The table below can be used as a guide for the number of portable toilets necessary.

		4	5	6	7	8
Attendance	500-750	2	2	2	4	4
	750-1,000	2	2	4	4	4
	2,000	4	8	9	9	10
	3,000	8	12	12	14	14

Portable toilets may be clustered in several groupings as desired by the applicant. The City will provide guidance on placement. At each cluster, hand-washing or sanitization facilities must be provided and at least one toilet must be ADA-compatible.

The applicant is responsible for coordinating payment, lease, delivery, maintenance, and pickup of portable restrooms. City Staff will advise applicants on potential restroom locations in the event space.

Organization	When?	Contact Information
Selected by Applicant	At least 30 days prior to event	NA

Amplified Sound

The use of amplified sound systems producing sound audible beyond 25 feet in the Park is prohibited unless authorized by an Exemption Permit. The application for an Exemption Permit related to amplified sound requires the applicant to provide the specific time and location of operation, volume limits, and any other such information as may be required. The City will work with applicants requesting the use of amplified sound systems in the Park to develop appropriate locations and times of operation.

Organization	When?	Contact Information
City Park Staff	At least 30 days prior to event	(303) 754-3358

Additional Trash / Recycling Bin Requirements

Events with an expected attendance greater than 125 people require additional trash and recycling bins to be provided by the applicant. Events of a smaller size may wish to provide additional trash and recycling bins, in order to ensure a successful event. Regardless of additional trash and recycling bin requirements, waste must be properly disposed of in appropriate containers. Waste from trash and recycling bins may be disposed of in the dumpsters located in the Centennial Center Park parking lot.

The City reserves the right to require an additional dumpster pickup, additional dumpster(s) onsite, or alternative arrangements to be made for specific events, as deemed necessary by Staff.

Organization	When?	Contact Information
Selected by Applicant	At least 30 days prior to event	NA