



**Special Use Park Permit Application and Reservation
Archuleta County Government**

Date: _____

DO NOT LEAVE ANY BLANKS

Fees Due (*Local Schools, United States Forest Service, Bureau of Land Management and Veterans will be exempt from fees*)

Non-Refundable Application / Reservation Fee - \$25

Damage / Clean-up Deposit - \$200

Park Use Fee - \$25 per hour not to exceed \$200 per day

Total Fees Due \$ _____

A. Fill in the blanks

Name of Event: _____

Date(s) of Event: _____ Time(s) of Event: _____

Description of Event/Scope of Activities (attach narrative if appropriate and include brief route description and required facilities): _____

Applicant: Organization Name: _____

Email: _____

Contact Person: _____ Phone: _____

Address: _____

Responsible Party for Day of Event: Name: _____

Mobile Phone Number: _____

Contact Name and Mobile Phone Number – Day of Event: _____

Number of Participants: _____ Entry fee per Participant: _____

Number of Vendors: _____ Number of Spectators: _____

Special Use Park Permit applications may be submitted as early as the first regular business day of the year of the event, but not less than forty-five (45) days prior to the proposed event date. Dates will not be reserved until the completed permit application and fees are received. Permits must be approved and issued prior to the event's occurrence.

B. Vicinity Map/Site Plan

1. Attach a vicinity map for each event application. Indicate the following items:

- Route access and circulation
- Aid stations and rest stops

2. Attach a site plan map for each event application. Indicate the following items as applicable:

- Security personnel/route marshals
- Water stations
- Signage
- Sanitation facilities
- First aid and emergency services
- Trash receptacles
- Parking locations
- Electrical sources/lighting locations
- Food service/alcohol booths
- County facilities (i.e. trails, open space, parcels, roads, etc.)

(Applicant can use Archuleta County's interactive mapping application <https://www.archuletacounty.org/152/Maps> to assist in creating vicinity map/site plan.)

C. Parking/Traffic Flow

- 1. List event parking areas: _____
- 2. Authorized personnel to direct traffic are: _____
- 3. Will you have off-site parking? _____ If yes, how will you be moving people to the event site?

- 4. Number of parking spaces available: _____
- 5. Is parking proposed on County roads? _____ If yes, list the roads: _____

D. Archuleta County Sheriff's Office/Law Enforcement

- 1. Describe the plan for communications to be used in the event of an emergency (i.e. radio channels, cell phones, etc.): _____

- 2. Will your event involve multiple Law Enforcement Agencies? (list): _____

- 3. Do you anticipate hiring uniformed deputy services from the Archuleta County Sheriff's Office for ground security or traffic direction? _____
- 4. Will your event interrupt the normal traffic flow on any roadway? _____
- 5. Will your event seek to obtain authorization to park vehicles on any public roadway? _____

6. Have you notified the Archuleta County Search and Rescue Group of the proposed event?

E. Emergency Medical Care

1. Describe EMS arrangements/plan: _____

F. Food Service

1. Describe food services for this event: _____

2. List all food vendors (*All must meet applicable State and San Juan Basin Health Food Service Licensing requirements*): _____

G. Water

1. Is event providing water to participants? _____

2. If yes, describe water source and method of distribution: _____

I. Sanitation/Portable Toilets

1. Number of sanitation facilities provided: _____

2. Describe disposal plan: _____

(See State requirements.)

J. Trash Collection/Removal

1. Number of trash receptacles to be provided: _____

2. Describe trash removal plan/schedule: _____

(Applicant shall be responsible for removing all trash generated by the Event)

K. Animal Control

1. Will pets/animals be allowed at this event?: _____ If yes, what types of animals?: _____

2. Describe types of activities involving animals: _____

L. Utilities

1. Describe utilities required for this event: _____

3. Will this event require a sound system/amplification?: _____ If yes, describe system to be used:

M. Open Space and Trails Facilities

1. List any open space parcels, natural surface trails and/or recreational pathway sections that are proposed to be used by this event: _____

N. Road and Bridge Facilities

1. List the roads that are proposed to be used to perform the activities of this event:

O. Signage

1. List and describe the types of signage that is proposed to be used for this event and its purpose. Attach a diagram of each type of sign describing the text, size and materials proposed. All traffic signs on State Highways must meet MUTCD standards. All event related signage must have name and date of event. _____

P. Special Events Liquor Permit

1. Will alcohol be served at the event? _____ If yes, was a Special Events Liquor Permit attained from Archuleta County? _____ If no, call Archuleta County 970-264-8300. Be sure to apply no later than 30 days prior to your event. (Eligible organizations only.)

CHECKLIST: The following items are required for complete application (*read and initial next to each item*):

- ___ Cover letter explaining the event.
- ___ Completed application.
- ___ Route map with detailed route description.
- ___ Site plan identifying location of aid stations, event signs, course marshals, etc. as listed on application item B2.
- ___ Emergency medical plan as listed in application item E.
- ___ Contingency/inclement weather plan.
- ___ Special Events Liquor Permit (only if alcohol will be served). See item P.

CONDITIONS OF APPROVAL: *(Read and initial next to each condition)*

- ❖ **Security Deposit** - A refundable security deposit or performance bond may be required from the applicant when Archuleta County determines that the proposed Event has the potential to damage Archuleta County Roads, Property, and Property Interests and when a Temporary Road Closure and/or signage is determined necessary for conducting the proposed Event. Archuleta County shall determine the amount of such Security Deposit based upon its consideration of the nature and extent of the proposed Temporary Road Closure, signage and/or potential damage. Archuleta County will notify the applicant of the amount and the deadline for payment. The Security Deposit shall be reimbursed to the applicant in an amount determined by Archuleta County that is commensurate with the applicant's compliance with the conditions provided for the administration of the Temporary Road Closure and/or signage, and the extent of any damage incurred. _____

- ❖ **Insurance (Permit is not valid without appropriate insurance at the time of the event.)** - Liability Insurance shall be provided in the amount required by Archuleta County. Evidence of insurance shall be provided prior to issuance of any permit. The insurance policy shall name Archuleta County as an additional insured, and shall provide coverage for Archuleta County personnel rendering service during an event. The permittee shall have in force public liability insurance covering: (1) Property damage in the amount of two hundred fifty thousand dollars (\$250,000.00) and, (2) Death or injury to one person in the amount of five hundred thousand (\$500,000.00) and, (3) Death or injury to more than one individual in the amount of nine hundred ninety thousand dollars (\$990,000.00). Contractual liability coverage must also be provided in a similar amount for the indemnity agreement. The coverage shall extend to property damage, bodily injury, but not limited to the occupancy or use of the land and the construction, maintenance, and operation of the structures, facilities, or equipment authorized by the permit. Archuleta County must be added as additional insured on the policy. Proof of insurance is due no less than 10 days prior to the event. _____

- ❖ **Indemnification Agreement** – All permits must be accompanied by an indemnification agreement. Archuleta County will provide the applicant the indemnification agreement and failure to submit this indemnification agreement within a minimum of 10 business days prior to the date of the Event will prohibit final approval of the Event by Archuleta County. _____

- ❖ **Written operational plan** - A written operational plan regarding the management of the event is required. _____

- ❖ **Provision of Notice** – A notice, via certified mail, to the Archuleta County Fire Protection District and any other emergency response agencies that may be affected by the event is required. The applicant must obtain a list of appropriate agencies from the Sheriff's Office. _____

- ❖ **Public Notice** – Placement of an advertisement, or advertisements, explaining the details of the event a minimum of seven (7) calendar days prior to the event, in at least one local newspaper of general circulation as approved by Archuleta County is required. The applicant shall be responsible for the cost

of advertising and for providing proof to Archuleta County at least five (5) business days prior to the event. _____

- ❖ **Additional Permits:** Applicant shall acquire valid approvals for conducting the proposed event from the owner or manager of each of the properties accessed, crossed or otherwise directly affected by this event. Archuleta County may require Applicant's provision of written evidence of such approvals as a condition precedent to issuance of a County Special Use Park Permit. _____

Any changes to your event after the completion of the application must be submitted immediately in writing to Archuleta County.

In the event of a forest fire, all events will need to be cancelled.

I certify that all application information is true and correct to the best of my knowledge and all requested information is included in the application.

Signature: _____ Date: _____

Waiver/Indemnification:

With respect to an activity for which a permit is issued, proposed to be held or actually held in an Archuleta County park or park facility, applicant/permittee shall indemnify and defend the County of Archuleta, its appointed and elected officials, employees and agents (the "Indemnitees") against any losses, damages, liabilities, claims, suits, actions, causes of action, costs and expenses that any or all Indemnitees suffer, incur, or sustain or for which any or all Indemnitees may become liable resulting from, arising out of, or relating to any activities conducted under the permit including negligence or intentional misconduct by the applicant/permittee or the applicant/permittee's officers, employees, workers, volunteers, suppliers, service providers, contractors, vendors, or parties affiliated with the activity and to insure compliance with all policies, rules, regulations, and guidelines of Archuleta County and other relevant procedures and laws. Such indemnification shall include any third party losses, damages, liabilities, claims, subrogation claims, suits and actions, causes of action, costs and expenses asserted against Archuleta County or its appointed and elected officials, employees, volunteers, and agents and resulting from the negligence or intentional misconduct of the Permittee, Permittee's representatives or agents, or Attendees arising from or associated with the sale, service or consumption of Alcoholic Beverages whether authorized or unauthorized under the applicable Permit, or arising from or associated with the sale, service or consumption of marijuana, even though the sale, service or consumption of marijuana is illegal. I understand that certain fees are non-refundable (as stated) and that the permit is non-transferable.

Applicant Name (Please Print): _____

Applicant Signature: _____ Date: _____

Applicant must be Event Management Representative or Individual Applicant