



Garfield County

Special Event Permit Application

Date: _____

Event Name: _____

Type of Activity: _____

Date(s) of Activity: _____

Location & County Roads affected: _____

Number of Participants: _____

Traffic Control Plan: Yes No

Proof of Insurance: Yes No

Event fee \$50.00 Pd: Yes No

Garfield County Road and Bridge will contact the Sheriff's Department for any special conditions or requirements before final approval of Special Event Permit.

Letter from Sheriff's Office with special conditions attached? Yes No

INDEMNIFICATION – The applicant agrees to hold harmless the County of Garfield and its representatives, Agents or employees from any liability, loss or damage which may arise out of this event.

Applicant Signature: _____

Address: _____

Phone: _____

Approve: Deny:

Road and Bridge Director: _____ Date: _____

Special Events Permit Conditions

1. Provide and comply with a detailed operational traffic control plan based on the current State Department of Highway's "S" Standards and the Manual on Uniform Traffic Control Devices. The Operational Traffic Control Plan specified herein shall describe all vehicles involved, their location, purpose and identification.
2. Provide two (2) weeks prior notification to appropriate fire protection districts, school districts, sheriff's office, or other involved law enforcement agencies specifying the location, date and time for which traffic will be impeded or controlled.
3. Provide two (2) weeks prior notification to all businesses and residences utilizing the roadway subject to closure or restriction as access for residential or business purposes.
4. Erect and maintain, at the sponsor's or organizer's expense, necessary barricades, flashers and signs required by the BOCC or County Road and Bridge Director for public safety or business purposes.
5. Provide specification of hours for road closure or restrictions.
6. Approval of the Special Event road restrictions or closure by the County Sheriff's Office and the County Road and Bridge Department, including all recommendations of the Sheriff's Office or County Road and Bridge Department to be included in the Special Event Permit. Garfield County Road and Bridge will contact the Sheriff's Department for additional conditions or requirements before final approval will be given on any Special Events Application.
7. Supply a copy of all written instructions to be given to event participants and staff regarding management of the event and demonstrate that the instructions have been reviewed by the County Sheriff's Office and the County Road and Bridge Department.
8. Provide and comply with an emergency medical and sanitary plan.
9. Designate a sponsor/organizer contact person who will have decision making authority on behalf of the sponsor/organizer. This designated person shall be the same individual to whom any required Special Event Permit is issued. Additionally, this contact person must be continuously available to appropriate law enforcement and emergency staff during the course of the event.
10. Provide and comply with a communication plan demonstrating that there will be no radio interference with law enforcement or emergency personnel. Such plan must be reviewed and approved by the County Sheriff's Office.
11. All applications must be accompanied by a Certificate of Liability Insurance specifically naming the BOCC as an additional insured on the applicant's Insurance Policy. This Certificate is to be specific to the event, in an amount not less than One Million Dollars (\$1,000,000.00). Failure to submit the Certificate of Insurance will prohibit final approval of the permit by the County. The BOCC or County Road and Bridge Director may increase the amount of the insurance set forth herein, depending upon the nature and risk presented by the proposed event.
12. Application approval may be obtained from the County Road and Bridge Director or the BOCC as appropriate. Subsequent to approval of the application, a permit will be issued when the sponsor/organizer/individual has obtained compliance with all preceding conditions of approval and paid a permit fee of Fifty Dollars (\$50.00).