

## DEFINITION:

Special Events/Activities: Any event/activity that may require special planning or scheduling, or may significantly impact departmental values, norms, liabilities and/or visitor expectations. See Exceptions C, below.

## CRITERIA: (used by staff for evaluating special event/activity permit applications)

- λ Consistency of activity with missions of Larimer County Natural Resources Department
- λ Impact from activity on natural environment (cultural resources and natural resources including riparian areas, wetlands, rare plants and plant communities and sensitive wildlife species) -- season, timing, intensity, duration and nature of activity
- λ Impacts on adjacent public and private lands (noise, trash, traffic, parking)
- λ Impacts on other users/uses of Larimer County parks and open spaces (safety, potential conflicts, trailheads, overuse, carrying capacity)
- λ Compliance with appropriate regulations and ordinances
- λ Staff and equipment requirements (enforcement, monitoring, education, restoration and follow up maintenance costs)
- λ Alternatives available; appropriate uses/events sited in designated areas or at more appropriate locations or properties
- λ Availability of toilet/parking facilities to accommodate proposed special use
- λ Reclamation of disturbed areas
- λ Benefit and relationship of proposed research projects to the Department or adopted missions within the Department

## POLICY:

- A. Prime Time - Activities during peak use times may require additional Prime Time premium pricing.
- B. Approval Authority - All Special Events/Activities at any park or open land area must have prior approval by appropriate Management Staff or designee and/or Resource Stewardship Team.
- C. Exceptions to Policy - School groups K-12 (refer to Education Specialist), pavilion use only events (refer to Group Use 679-4570).
- D. Notice - Minimum of 45 days' advance notice required for all Special Events/Activities in Department of Natural Resources areas; late fee may be assessed for less than 45 days' advance notice.
- E. Application - Use County Special Event Application ([www.larimer.org/specialevent](http://www.larimer.org/specialevent)).

- F. Insurance - All applications must be accompanied by an insurance certificate specifically naming Larimer County as additional insured on the Applicant's insurance policy. This certificate is to be specific to the event, in the minimum amounts specified by the County Risk Manager. Failure to submit this certificate within a minimum of twenty-one (21) days prior to the date of the event will prohibit final approval of the permit by the Board of County Commissioners or their designee.

The permittee shall comply with the current Larimer County requirement for general liability insurance.

**General Requirement:** Except as indicated below, the permittee must submit a Certificate of Insurance with Larimer County specifically named as an additional insured for the minimum amount of \$150,000 per person and \$600,000 per occurrence or \$1,000,000 combined single limit. The Risk Management Department may impose additional coverage depending on the type of event.

**Research or education events:** Per Risk Management Department, all participants in research/education events (for example: UNC geology field trips, water sampling research, etc.- over 18 years of age) must complete individual liability waivers (Hold Harmless & Indemnification Agreement).

**Governmental or educational entities:** For events sponsored by governmental or educational entities (for example: PEER I), the agency may provide a Certificate of Liability for the specific event, **or** may have participants complete Waivers of Liability.

**School groups** (minors - under 18 years of age): refer to Education Specialist.

- G. Fees - The appropriate District Manager must negotiate the fees and terms, determine the charges which at a minimum cover staff time and benefits for implementation of event and follow up maintenance/restoration/etc., impacts to the resource, loss of revenue from displaced park & open lands users, etc. If appropriate, fees will generate revenue. Fees will be determined on a case-by-case basis. Fees must be based on all expenses incurred as well as amenities offered, and will include a non-refundable application fee of \$25. Fees may be waived depending on type of event (for example: volunteer events, research events, etc.).
- H. Payment Schedule - Payment in full is due before the event may be approved, unless alternate arrangements have been made with the District Manager.
- I. Medical Coverage and Sanitation Plan - Provide emergency medical and sanitary plans subject to review and approval by the Larimer County Health Department.

Depending on the size and nature of the event, (i.e.: endurance events or those with a substantial risk) a minimum of one certified EMT with appropriate medical equipment must

be in attendance on the day(s) of the event.

- J. Inclement Weather - No refunds for inclement weather.
- K. Rescheduling - Special event/activity dates may be rescheduled prior to the original event date. Rescheduling will be based on availability and at the discretion of Larimer County Natural Resources staff based on the special event criteria above.
- L. Refunds:
  1. Application fee is non-refundable.
  2. For events canceled by business day before event, applicants are responsible for all costs incurred by department through date of cancellation or reschedule date, and/or for the balance of other non-refundable fees.
  3. There are NO refunds for cancellation or reschedules on the date of the event.
  4. If the event is canceled by the Larimer County Department of Natural Resources, any refund will be negotiated by the District Manager.
- M. Equipment and amenities: Must be approved, in advance, by the District Manager or designee.
- N. Web links: If event organizers have a website for the event, or a website which advertises the event, a link to the Larimer County Natural Resources website ([www.larimer.org/naturalresources](http://www.larimer.org/naturalresources)) is encouraged to be placed on the website if the event is approved.
- O. At least fourteen (14) days prior to the event, via certified mail, the Applicant must notify the appropriate fire protection districts, volunteer fire departments, and any other emergency response agencies that may be affected by the event.
- P. Event contact person: The Applicant will designate a contact person, associated with the event, who has decision-making authority. This person is to be continuously available to appropriate law enforcement personnel present at the event. The name and contact information for the contact person must be supplied to all appropriate emergency response agencies affected by the event (i.e.: Law enforcement, EMS, Fire departments, hospitals.)
- Q. Communication plan: The Applicant will provide a communications plan that includes any emergency communications with emergency medical or law enforcement agencies needed during the event. This plan will be subject to review and approval by the Larimer County Sheriff's Office.
- R. Any or all of the above requirements may apply to a given event. The Applicant will be notified in writing or via e-mail, within fourteen (14) days of submittal of the Special Event Application, of those requirements to be complied with. The County may require a meeting between all affected and interested departments and agencies within three (3) weeks after

initial submittal of the application. Any supplemental requirements shall be considered a part of these requirements. When all the specified requirements have been met and approved by the proper authority or agency, the Special Event Permit will be submitted to the Larimer County Board of Commissioners for final action.

- S. Photographs: Applicant consents to allow photographer on behalf of Larimer County to attend and photograph event. Photographs taken by Larimer County at event may be used in marketing, informational and educational materials, without compensation or further permission from the applicant, including the images of event attendees, including minors. Applicant shall notify attendees that Larimer County may take and distribute photographs of event and attendees.