



# Special Event Guide



**FRUITA**  
COLORADO  
PARKS & RECREATION



# WELCOME

Dear Event Planner,

Welcome to the City of Fruita! We are excited that you have chosen Fruita as the location to host your special event. In an effort to make your event application process as efficient and smooth as possible, we have developed this Special Event Planning Guide.

*The City of Fruita requires that we receive your Special Events Application a minimum of 90 days prior to your special event.* This will allow us time to process the application and communicate with other departments and agencies. Please be advised that certain application procedures may be lengthy and require you to plan ahead, such as liquor licenses, proof of insurance, etc. – Please plan accordingly. Under certain circumstances, and depending on the size of your event, we may be able to process your application in an abbreviated manner.

The Fruita Parks and Recreation Department will act as your main point of contact. Once we receive your Special Events Application, we will coordinate with the Public Works Department, Lower Valley Fire Department, the Fruita Police Department, and other City Departments that may be affected to ensure all concerns are addressed and all permits are properly processed.

Once the Fruita Parks and Recreation Department has received comments back from the appropriate departments, you will be contacted with the status of your application. Depending on the event size and impact on the community, we may ask that a meeting be held to discuss the special event in detail – reviewing traffic control plans, security, emergency response, or other issues affecting the community.

In the event you are requesting services from the City of Fruita (traffic control, electrical needs), you will be provided an estimate of costs and billed for these services. Also depending on the size and community impact of the event, we may request a clean-up / damage deposit.

After your event, we would appreciate if you would complete and return the Post Event Evaluation Form. This will help us evaluate our service to you and provide enhanced services in the future.

Please do not hesitate in contacting our office if you have questions or concerns regarding any of the forms or the process. We look forward to you holding a successful event and we thank you for choosing our community as your event location.

Sincerely,

Marc Mancuso  
Parks and Recreation Director  
City of Fruita

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# APPLYING FOR A PERMIT

## When Is a Special Event Application and Permit Required?

A special Event Permit is required for all planned and promoted public activities conducted on public property that meet any of the following criteria:

- When the expected number of participants and/or spectators total 50 or more people; and/or
- When using tents, structures and/or sound amplification; and/or
- When providing, selling or distributing alcohol and/or food to the public; and/or
- When using public right of ways and/or impacting pedestrian, vehicle, bike or bus traffic; and/or
- When a private business uses City of Fruita property for an event open to the public via drop in or paid registration



## Staff Contacts

For general concerns, inquiries or requests regarding special events, please contact McKenzie Kimball.

Marc Mancuso	Parks and Recreation Director	<a href="mailto:mmancuso@fruita.org">mmancuso@fruita.org</a>	970-858-0360 ext. 6400
Tom Casal	Recreation Superintendent	<a href="mailto:tcasal@fruita.org">tcasal@fruita.org</a>	970-858-0360 ext. 6405
McKenzie Kimball	Special Events and Marketing	<a href="mailto:mkimball@fruita.org">mkimball@fruita.org</a>	970-858-0360 ext. 6409
Art Shires	Parks Supervisor	<a href="mailto:ashires@fruita.org">ashires@fruita.org</a>	970-858-0360 ext. 6509

# DEADLINES & FEES

## Permitting Fees

Pricing structures of listed agencies are outlined for the convenience of the event organizer and are subject to change. This list reflects common event expenses and is not inclusive of all charges a Special Event may incur.

Entity	Special Event Fee Schedule		
Fruita Parks & Recreation	Special Event Application Fee	\$25*	per application
		\$100	deposit for events with an expected attendance of 1,000+ (deposit of \$100 per 1,000 participants)
	Park Fees	\$0	
	Shelter Rentals	\$25	first 2 hours
		\$10	each additional hour
	Field Rental at LSWP (4 ball fields, 3 multipurpose fields)	\$25	per hour, per field
\$480		full day, all 4 field	
\$120		full day, 1 field	
Room Rental - Civic Center	\$20	for 2 hours (no food)	
	\$10	each additional hour	
	\$50	for 2 hours (with food)	
	\$20	each additional hour	
	\$50	refundable room deposit	
	\$25	refundable key deposit	
	\$20	per hour cleaning fee	
	Room Rental - Community Center	\$30	1 room for 1 hour
		\$180	1 room, all day
		\$60	2 rooms for 1 hour
\$360		2 rooms, all day	
\$90		3 room for 1 hour	
\$540		3 rooms, all day	
\$30		per hour for kitchen	
\$720		3 rooms + kitchen, all day	
	\$20	additional per hour fee when outside of normal operating hours	
Colorado Dept. of Revenue	Alcohol Permit Fee	\$50	
Fruita Police Dept.	Sound Amplification Permit Fee	\$10	
Mesa County Health Dept.	Event Coordinator Plan Review	\$100	
Lower Valley Fire	Temporary Event Permit	\$50	

\*Local nonprofits can have the application fee waived for one event each calendar year (must provide City of a certificate of good standing from the Secretary of State's office).

## Fruita Community Center Room Rentals

Events hosted out of the Fruita Community Center have the option of renting the meeting rooms at an additional cost.

## Fruita Civic Center Room Rentals

Events hosted at the Civic Center have the option of renting rooms inside the Civic Center. The Civic Center does have restrooms and by renting a room you can use the restrooms in the Civic Center towards the total numbers of restrooms needed per attendance estimates.

## Special Event Timelines

Event Organizers may submit a Notice of Intent to conduct a Special Event 364 days prior to the proposed event date. Intents are accepted on a first-come, first served basis. Incomplete notice of intents will not be accepted. Late submissions may be subject to denial.

The City of Fruita will require a clearly defined event summary as well as a site map for all planned and promoted activities, including but not limited to, proposed site and/or route maps, proposed locations of all tents, structures and/or fencing; proposed plan for all booths and/or vendors, proposed plan for all food and/or alcohol which all need to be labeled; and proposed transportation control plan.

All documentation related to your Special Event must be completed and submitted 90 days prior to your event.

## Notice of Intent to Conduct a Special Event

A Notice of Intent is required to host an event within the City of Fruita. The Notice of Intent to Conduct a Special Event can be found on the [City of Fruita Website](#). Depending on your event, additional forms may need to be submitted. These additional forms will be emailed to you by City of Fruita Staff.

## Special Event Review Process

The Special Event Review Process is facilitated by the City of Fruita Parks and Recreation Department, composed of representatives from various city departments and Lower Valley Fire Protection District. This provides a coordinated approach to the review process including required consent and, if needed, on-site inspection of the proposed event. The review process begins when the Event Organizer submits the Notice of Intent to Conduct a Special Event.



Applications under review do not imply the process is complete, nor should initial application submission be construed as final consent or approval of any event or activity.

Throughout the review process, you may be required to clarify aspects of the event concept by providing additional information or documents. At the sole discretion of the City of Fruita, written amendments to the initial application may be authorized as well as a pre-event meeting maybe required. Any amendments must be submitted to the city point of contact within the requested timeline. Delays in providing any required information may affect the ability to complete the review process in a timely manner or result in the determination that the application is considered incomplete and subject to denial.

## Pre-Event Meeting

Depending on the event size and impact on the community, we may ask that a meeting be held to discuss the special event in detail – reviewing traffic control plans, security, emergency response, or other issues affecting the community. Representatives from the City of Fruita Parks and Recreation, Public Works, Police and Lower Valley Fire Protection District will be invited to attend. The meeting will be held at the Fruita Community Center in advance of your event. Event Organizers can also request a pre-event meeting.

## Final Permit

After the Special Event Review Team has completed the review and the Event Organizer has completed and/or provided all requirements and fees; a Special Event Permit will be issued. The final permit issued by the city point of contact is only valid for the approved venue area(s), vendors, activities, set-up and dismantle dates and times, as depicted on the approved site and/or route maps and as described in the special event permit.

The City of Fruita may place conditions on, requirements for, or not approve all venue areas and/or activities requested in the initial Special Event Application. Failure to comply with the terms and conditions of the permit, requirements of the City of Fruita and/or requirements in the Special Event Planning Guide may result in the immediate cancellation of the event, penalty fees, denial of future special event applications and/or the requirement of a cash deposit for future events.

The City of Fruita cannot issue permits or approve activities on behalf of other jurisdictions, such as the Mesa County Health Department, Bureau of Land Management, Mesa County Sheriff's Office, Lower Valley Fire Protection District or Colorado State Patrol. It is the responsibility of the organization or event organizer to secure the necessary approval from other entities.



## Event Cancellation

All cancellations must be submitted in writing. If the City of Fruita cancels the event due to force majeure circumstances all fees and deposits will be refunded. The City is not responsible for any costs or expenses to the Event Organizer related to such cancellation.

If the Event Organizer cancels:

- Within 29 days of the event it results in forfeiture of 100% of all fees paid.
- 30+ days from the event will result in forfeiture of 50% of all fees paid except the nonrefundable deposit.

## Insurance Requirements

All special event holders shall maintain Comprehensive General Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000.00) Dollars each occurrence and of Two Million Dollars (\$2,000,000.00) aggregate. The policy shall be applicable to all premises and all operations of the event holder. The policy

shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interest's provision. Coverage shall be provided on an "occurrence" basis as opposed to a "claims made" basis. Such insurance shall be endorsed to name the City as Certificate Holder and name the City, and its elected officials, officers, employees and agents as additional insured parties. In addition, the name of the special event and dates the event is to be held.

The City cannot approve your application until receipt of proof of insurance.

You may request a quote from the City's insurance carrier, CIRSA, by requesting the application from Parks and Recreation Staff.

## EVENT SITE LOGISTICS



### Site Plans

A site plan will be required as part of application process. After the initial Intent to Conduct a Special Event, City staff will reach out to you to request the site plan. No permits will be issued until a site plan is approved. **No changes may be made to an approved site plan without prior written approval from the City.**

The following guidelines are required to be approved:

- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- All components of the site plan should be clearly labeled.

Upon request, City staff should be able to provide event organizers with map and park layouts. However, event directors can use arial views using online tools. The site and/or route map is a visual representation of the event concept including all infrastructure and operational elements that are proposed in the application documents and should include any stationary elements as well as moving routes. A draft site and/or route map must be submitted with the initial application.

### Boundaries and Routes

All site plans or route maps must include the following:

- The names of all streets and/or areas that are part of the proposed event; including auxiliary parking and production areas.
- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures
- The location of fencing, barriers and/or barricades (this includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events)
- Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue
- All access routes, removable fencing, and exit locations





## Event Infrastructure

Your site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:

- Fencing, including beer gardens and production areas.
- Portable restrooms and sinks.
- Trash and recycling containers and dumpsters.
- Water stations, water and ice supplies.
- Generators and other sources of electricity.
- Fuel storage facilities.
- Placement of any vehicles and/or trailers including production and shuttle areas.
- Portable, prefabricated, or site-built structures, bridges, staging, platforms, bleachers, or grandstands.
- Other related infrastructure components not listed above but included in your permit application.

## Event Operations

Your site plan or route map should include the location of all event operational elements identified in your permit application including, but not limited to:

- Stages and entertainment areas.
- Entrances and Exits
- Inflatables, mechanical rides, climbing walls, obstacle courses, games, petting zoo/animal rides, children/teen areas, sport demonstrations and other activities.

- Tents, other membrane structures, and/or booths.
- Booth identification of all vendors cooking with flammable gases, open flames or barbecue grills. A close-up of the food and/or cooking area configuration with all fire extinguisher locations is required.
- Location of beer garden(s). A close-up of the beer garden configuration(s) with all exit locations, serving fixtures, furniture and tenting is required.
- Tables, seating and other furniture.
- Parking, accessible parking, drop-off, limo/taxi zone, and shuttle locations, etc.
- Command Post
- Other related operational components not listed above but included in your permit application.

## Accessibility

Event Organizers are required to comply with the Americans with Disability Act (ADA). All Event venues, structures and activities shall be accessible to persons with disabilities. If a portion of the event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. Consider the following access areas when creating the event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees

indicating the location of accessible restrooms, parking, drinking fountains, etc. Compliance with the Americans with Disabilities Act and all amendments to the act shall be the sole responsibility of the Event Organizer. The Event Organizer agrees to defend and hold the City harmless from any expense or liability arising from the event or organizer's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

## Animal Restrictions

Service Animals should be allowed under ADA. It is up to the event organizer to decide if emotional support, assistance animals or any pets are allowed. Animals must be on a leash and under control of their owner. Event organizers who do not want non service animals at their events, must have signs clearly stating your intentions at all entrance locations.

Event organizers must make sure pet owners are responsible in picking up their pet waste and supply bags to assist in cleaning up.

Events with petting zoos and food, must work with Mesa County Health Department for additional requirements.

## Fencing

When using temporary fencing to enclose an event or event area, location of fencing must be included on the event site map, provide the location and dimensions for all proposed fenced areas including entry/exits points, staffing/marshals and any directional signage.

A 'Fenced Area' refers to any event or area within the event that is closed off by temporary fencing.

- Occupancy: The Fire Department will set occupancy load if expected attendance is over 50.
- Number of exits: The number of exits shall include the main entrance.
  - A minimum of two exits shall be provided for the event.
  - Three exits shall be provided when the site accommodates from 1000 to 3,000 persons.
  - Four exits shall be provided when the site accommodates more than 3,000 persons.
  - Exit spacing: Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 feet of travel. Additional exits shall be added if needed.
  - Exit width: Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
  - Exit staffing: Each exit shall have a security staff assigned to it. The event promoter shall provide a gate assignment roster upon request.
  - Exit sign/markings, Exit shall be designated as follows:
    - Each emergency exit shall have a white background with contrasting red letters.
    - Exit signs shall measure 18 x 24 inches.

- Sign lettering shall measure 12 inches in height with a minimum of 1 ½" thick letters.
- Signs shall be placed at the top center of the exit panel.

## Amplified Sound

All sound amplification within City limits must end at 9 p.m. Sound amplification is described as: electric guitar from a band, public address system, bullhorn, etc. **An amplified sound permit is not required if approved for a special events permit from the City.**

### Pursuant to Fruita Municipal Code Section 9.02.001:

(A): Public and private places. It shall be unlawful for any person to make, continue or cause to be made or continued any unnecessary, unusually loud or unusual noise between the hours of nine o'clock (9:00) p.m. and six o'clock (6:00) a.m., which either annoys, injures or endangers the comfort, repose, health or safety of other persons. For the purpose of this ordinance, a member of the Police Department of the City of Fruita is empowered to make a prima facie determination whether such noise constitutes a public nuisance.

(B): Schools and hospitals. It shall be unlawful for any person by himself or in the operation of any instrument, machine or vehicle to make any unnecessary noise within one hundred fifty feet (150') of any hospital or other institution reserved for the sick, or any school during school hours.

### Pursuant to Fruita Municipal Code Section 9.02.002(F): EXCLUSIONS: This section shall

not apply to radios in homes or in private vehicles, when the same are operated in such manner as not to be audible at a distance of fifty feet from such vehicle, nor to noise devices, bands, or other musical devices used in any public parade or Special Event which is operated under a permit issued by the City.

## Electricity

There is minimal electricity at most City Parks. However, Civic Center Park does have enough power to meet the demand of most events. When proposing the use of onsite electricity, the following documentation is required:

- Location of requested outlets and amps needed
- On the event site map, provide location for all outlets, extension cords and trip prevention devices

## Extension Cords

Extension cords and power strips shall be of a grounded type, a minimum of 14 gauge, rated for the intended use, and approved for exterior use. Extension cords shall be rated for at least "junior hard service" per the Electric Code.

- An example is "SJO".
- Cords shall be grounded and protected by a GFCI.
- Cords shall not be in contact with metal fences.
- Cords shall be protected from traffic and located /protected to prevent a tripping hazard.
- All electrical service and wiring shall comply with the Electrical Code.

## Generators

When proposing the use of onsite generators, the location for all generators, extension cords, trip prevention devices and separate fuel storage areas need to be included on the site map. Portable generators should be isolated from contact with the public by fencing, enclosure or other approved means. A second permit will be required by contacting Lower Valley Fire Department.

The following additional requirements will be required per Lower Valley Fire Department

- Generators shall be placed only in locations approved for festival use.
- When refueling generators a 50' clearance shall maintained from any part of the event to include all booths/tents/structure.
  - Smoking and open flames shall be prohibited within 25 feet of refueling operations.
  - Fuel tanks shall have adequate capacity to permit uninterrupted operation during normal operating hours.
- Extra fuel shall be stored within a container that is correctly labeled and in an approved safety can.
- Generators, if used, shall be kept at least 5' away from booth and/or Tents
- The exhaust from the generator shall be directed away from any structures
- Extension cords and power strips shall be of a grounded type, a minimum of 14 gauge, rated for the intended use, and approved for exterior use.
- Extension cords shall be rated for

at least "junior hard service per the Electric Code.

- An example is "SJO".
- Cords shall be grounded and protected by a GFCI.
- Cords shall not be in contact with metal fences.
- Cords shall be protected from traffic and located /protected to prevent a tripping hazard.
- All electrical service and wiring shall comply with the Electrical Code.

## Tents, Canopies, Temporary Structures

Tents or temporary structures should be displayed and labeled on your site plan. The site plan should show exits, extinguisher location(s), and square footage of each structure.

Tents or temporary structures that are in excess of 200 square feet and canopies in excess of 400 square feet for a period 180 days or less in a 12 month period on a single premise are required to obtain a permit from Lower Valley Fire District.

Structures or tents must be adequately roped, braced and anchored to withstand the elements of weather against collapse. Stakes will not be allowed on city parks without City approval. Materials are required to be flame retardant or made flame retardant in an approved manner. This is to include any flammable decorative material used in or within 30-feet of the structure. A certificate of flame retardancy is required to be on premise and includes: structure size, fabric type, date material was last treated, trade name and type of



flame retardant solution, name of person and firm treating the material, and name and address of tent supplier. Flammable or combustible liquids are not to be stored within 50-feet of the structure, weeds and flammable vegetation within 30-feet of the structure. No smoking, open flame or heating devices are allowed in structures or adjacent areas within 30-feet, where readily combustible materials are stored or used. "No Smoking" signs are required.

Fireworks, open flames, flame-emitting or heating devices are not allowed in or adjacent to structures unless approved.

Portable fire extinguishers are required to be a minimum rating of 2-A; 10BC, with one for structures 500-square feet or less, two for 500- to 1,000-square-feet, and one for each additional 2,000 square feet of floor area or fraction thereof. A 40-BC rated extinguisher is required for power generators and cooking areas. This includes 10x10 vendor tents.

An electrical inspection and approval by an electrical inspector may be required prior to final approval by the Lower Valley Fire Protection District for tents, canopies and temporary membranous structure using or requiring electricity.

### Inflatables

When using inflatables at your event, the locations of inflatables must be clearly marked and labeled on your site map. The location of all inflatables must be approved by City staff to ensure there is power and that when staking the inflatable, no damage is done to irrigation.

If the inflatable device is in need of water, it is up to the event coordinator or vendor

to supply their own water. There is limited water at some parks within the City of Fruita and a flat fee may apply depending on the amount of water being requested.

### Vendor Booths

Vendor booths are meant for retail sale of non-food items or exhibition. The following regulations apply to vendor booths:

- Booths, canopies, or small tents cannot exceed an aggregate area of multiple tents placed side-by-side over 700 square feet in continuous length without a 12-foot clearance between structures
- No open flame devices may be used within a vendor booth
- Vendors must have a sales tax license with both the State of Colorado and the City of Fruita.
- All vendors with tents or canopies must have a portable fire extinguishers with a required minimum rating of 2-A; 10BC



### Food Vendors

When proposing food vendors and mobile food vendors, the location of the food vendors must be included on the site map. A full list of food vendors must be submitted to the City of Fruita 30 days in advance of the event. All Food Vendors must be on the approved food vendor list through the City of Grand Junction. The City of Grand Junction compiles a comprehensive list of all food trucks and vendors. They insure that these vendors have been approved by Mesa County Health Department, current Colorado Sales Tax License, and proper insurance with the City of Fruita as additionally insured. Event coordinators can send prospective food vendors to the City of Grand Junction website at:

<https://www.gjcity.org/638/Approved-Food-Vendors>

The City of Fruita will not approve/allow any food vendors not on the approved vendor list.

Event coordinators must submit an Event Coordinator Plan Review with Mesa County Health Department at least 30 days in advance of the event. The county charges a fee of \$100.00. Before City staff will issue a permit, we will check with the Health Department to ensure compliance. For additional information on the Event Coordinator Plan review: <https://health.mesacounty.us/retail-food-safety/>

To ensure safety, Lower Valley Fire Protection District requires a permit when food trucks are present at your event. For additional information on obtaining a permit from Lower Valley Fire District click

here: <https://www.lowervalleyfire.com/fire-prevention-contractors>.

You can also contact Dick Pippenger the Fire Marshal at [dpippenger@lvfdfire.org](mailto:dpippenger@lvfdfire.org)

### General provisions for food trucks are as follows:

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with:
  - NFPA 701, or
  - California State Fire Marshal Standard, (and)
  - Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- All cooking devices shall be isolated from the general public by not less than 48 inches or must be protected by barriers between the devices and the public
- Mobile units that are equipped with commercial cooking equipment shall meet the requirements of NFPA 96 for ventilation control and have a UL300 fire suppression system installed.
- Cooking equipment shall be placed on noncombustible surface materials with a well stabilized cooking surface.
- Cooking equipment shall be kept a horizontal distance of not less than 24 inches from any combustible material.
- Flooring materials used within cooking booths and cooking equipment shall be non-combustible or fire retardant. (Exception: 3/8" plywood or similar material.)
- Each cooking booth shall have at least one exit-way, a minimum three (3) feet



wide and 6'8" high. Booth frame shall not obstruct exit path.

- Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.
- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage.
  - The preferred method, a minimum of three, nested together and strapped or secured to a free standing post and strapped by one or more restraints. (Not a Tent Support)
  - Cylinders not connected shall be stored or nested away from areas of cooking location.
  - Cylinders shall be protected from vehicle traffic and relief's valve shall be pointed away from any tent, building, other cylinders, or ignition source(s).
  - All propane gas hoses or tubing shall be in good condition and approved for the intended service
  - All propane gas hose including flexible connectors or tubing shall be installed as to be protected from physical damage. (such not to constitute a tripping hazard)
- Propane tanks shall be located so that they are not accessible to the public.
- Propane tanks shall be located not less than 10 feet from any tent.
- Trash and other combustible material shall be kept a minimum of 10 feet from LP gas tanks and containers.
- Turn off tanks when not in use

- A maximum of 3 -100 lb. cylinders shall be used at one time for each cooking booth.
- A listed and labeled Class K fire extinguisher must be provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) that produce grease-laden vapors.
- Each cooking booth must also have a minimum of one dry 2A:10BC chemical fire extinguisher.
- Fire extinguishers shall be securely mounted adjacent to the exit of the booth and must be visible and accessible at all times.
- All fire extinguishers must be serviced within the last year, with a service tag attached.

### Sales Tax and Other Taxes

If your event will have vendors/exhibitors engaging in business onsite of your event, a list of all vendors/exhibitors must be submitted 14 days in advance.

All vendors must have an active City of Fruita Business License or a Special Event Business License. To obtain a special event business license, an application and a fee of \$12.50 can be sent to City of Fruita, 325 E. Aspen St. Fruita Colorado 81521. [Click here](#) for the application. The Special Event Business License covers all events in that calendar year and are not transferable.

### State Sales Tax

Businesses that have no permanent place of business but sell goods at fairs, festivals, bazaars, etc. or businesses that

meet the requirements for a Standard Sales Tax License, but also sell at other locations, such as fairs and festivals are required to obtain a Special Event Sales Tax License using the Sales Tax Special Event Application, DR 0589.

A standard sales tax license is required if you participate in an event that occurs more than three times at the same location during any calendar year. For example, if you participate in a Farmer's Market or flea market and sell prepared (ready to-eat) food or other tangible property, you need a standard sales tax license. To apply for a standard sales tax license, complete the Colorado Sales Tax Withholding Account Application, CR 0100AP.

Anyone who sells retail in Colorado without obtaining a sales tax license commits a class 3 misdemeanor and may also be subject to civil penalty of \$50 per day to a maximum penalty of \$1,000.

All vendors/exhibitors must collect and remit sales tax to the Colorado Department of Revenue.

### How to Use the Online Filing System

The Colorado Department of Revenue will provide a special event sales tax form for your show on their website. It will allow vendors to file and pay their special event sales tax return online and apply for a Special Event Sales Tax license:

- Go to [www.colorado.gov/tax](http://www.colorado.gov/tax).
- Click on Revenue Online.
- Under the Quick Links section, click on File a Return.
- Click Special Event Sales Tax.
- Choose the Special Event Date.
- Read this page then click Continue.

- Click on Event Name, of if your event is not listed, click on Click Here at the very bottom of the page.
- Follow on-screen instructions.

If vendors are unable to file their return online, they may still locate the forms online using the instructions below.

- Go to [www.colorado.gov/tax](http://www.colorado.gov/tax)
- Click box for Instructions and Forms.
- Click on Sales Tax.
- Locate Special Event Application DR 0589.
- Click on the form number (DR 0589) to obtain the PDF version of the form.
- Repeat the process to obtain the Special Event Sales Tax Return (DR 0098).

### TAX RATES

COUNTY	CITY	SPECIAL DIST.	STATE	TOTAL
Mesa	Fruita	PSI	CO	
<b>2.00%</b>	<b>3.00%</b>	<b>.37%</b>	<b>2.9%</b>	<b>8.27%</b>

Vendors who do not file their taxes for this event will be subject to enforcement action. The organizers of this event are required by law to supply the State with a list of all vendors who attend this event. Tax Compliance Agents from the Department of Revenue may visit the event to insure compliance and answer questions.

After the show, vendors must file the return for the event using the online method or Special Event Sales Tax Return paper form DR 0098. Vendors should not report the gross sales from the event on their standard sales tax filings even if their business has an active permanent sales tax account with the State of Colorado. If vendors still have questions, they may reach the Department of Revenue Sales Tax Division at (303) 866-5643.

## Trash Disposal Plan

Event Organizers must properly dispose of all waste throughout the term of the event and immediately upon conclusion of the event. The event organizer must have a plan for adequate trash cans as well as a plan to remove their own trash from the event site. All venues, routes and areas (including event signage) must be returned to a clean condition equal to or better than it was found prior to the event. The event organizer is responsible for leaving the event site better than the original condition.

## Recycle Plan

It is the preference of the City of Fruita that the event organizer makes a conscious effort to have a recycle plan for their event.

- Commercial Refuse Services  
[commercialrefuse.com](http://commercialrefuse.com)  
970.243.8555
- Monument Waste Services  
[monumentwaste.com](http://monumentwaste.com)  
970.241.3177
- Rocky Mountain Sanitation  
[rockymountainsanitation.com](http://rockymountainsanitation.com)  
970.243.9812

## Restrooms Facilities and Sinks

Depending on the duration of the Event and the availability of public restrooms, Event Organizers may be required to rent portable chemical toilets to accommodate participants. The City of Fruita recommends the following:

### Estimates for Events

The following chart represents how many standard portable chemical toilet rentals that should be reserved based on number

of guests and event duration (in hours). Please note that this assumes each unit is empty at the start of the day, and it is not used over multiple days without being serviced (pumped clean). It is recommended that you have the portable toilets serviced at least twice for a full day event, once in the morning prior to the event and once again around the midpoint of the event.

Crowd Size	HOURS OF EVENT				
	0-2	2-4	4-6	6-8	8+
50	1	1	2	2	2
100	2	2	3	3	4
250	2	3	4	5	6
500	4	5	6	7	8
1,000	7	8	9	10	11
2,000	10	13	16	18	20

### Estimates for Events with Alcohol

Consuming alcohol increases urine production and lowers a person's ability to keep water in their body. These factors work together to cause frequent trips to the bathroom.

Why is this so important? Because if you plan to serve alcohol at your event, guests will need to use the bathroom more frequently, and you will need to provide more portable toilets.

Crowd Size	HOURS OF EVENT				
	0-2	2-4	4-6	6-8	8+
50	1	1	2	2	2
100	2	2	3	3	4
250	3	3	4	5	7
500	5	5	6	8	9
1,000	8	9	10	12	14
2,000	10	15	18	21	23

**In addition, ten percent of restroom facilities must be accessible by people with disabilities (ADA-compliant).** No less than one (1) accessible toilet will be required for each event. The number of toilets required is based upon the maximum number of participants at your event during peak time. Bathrooms must be on an approved hard surface such as concrete, asphalt or plywood.

### Hand Wash Stations

Hand-sanitizing stations or sinks is recommended in restroom areas and required when food vendors are present. As part of the Mesa County Health Department food handling permit process, Event Organizers will also be required to provide specific types of hand sanitizing and/or sink facilities in all food and beverage service areas. It is illegal to use water tapped from public facilities and other outlets without prior written authorization.

### Area Companies for Portable Chemical Toilet Rentals:

- Goodwin Septic Tank  
[www.goodwinseptic.com](http://www.goodwinseptic.com)  
970.243.2783
- Rocket Toilet Rental  
[www.rockettoiletrental.com](http://www.rockettoiletrental.com)  
970.858.9166
- Rocky Mountain Sanitation  
[rockymountainsanitation.com](http://rockymountainsanitation.com)  
970.243.9812
- Bestway Services  
970.242.6863





# ALCOHOL

If you would like to **sell** alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License. **Only nonprofit organizations are eligible to apply for this permit.** Private groups that are not nonprofits will need to use a nonprofit to sell alcohol. By State Law, CRS 12-48-102 (1)(a), applicants for a Special Event Liquor License must meet the following criteria:

“A special event permit issued under this article may be issued to an organization, whether or not presently licensed under articles 46 and 47 of this title, which has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain, or which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1, C.R.S.”

As part of the Special Event Application, at least 30 days in advance of the event, the applicant must submit to the City Clerk's office each of the following supporting documents:

- A completed DR8439 Special Event Application Form (see State FORM #DR8439)
- Copy of Certificate of Corporation in Good Standing (nonprofit) issued by the Secretary of State within last two years **or** if not incorporated, a nonprofit charter, **or** if a political

candidate, attach copies of reports and statements that were filed with the Secretary of the State of Colorado

- Event site plan sketch reflecting bars, walls, partitions, ingress, egress and dimensions (*If the event is to be held outside, you must submit evidence of intended control, i.e., fencing, ropes, barriers, arm bands, etc.*)
- Copy of deed, lease or written permission from owner for use of the premises in the applicant's name
- Submit \$50 per application for either a Fermented Malt Beverage permit or a Malt Spirituous & Vinous liquor permit, payable to the **City of Fruita**
- Certificate of Liability Insurance naming the City of Fruita as additionally insured that includes the name and date of the event.

Incomplete applications will be rejected and returned to the applicant for completion. There are no refunds under any circumstances. The event must be held on the **date, time and location** specified in the application and may not be changed. Applicant is limited to 15 days of special events per calendar year. These may be grouped in any manner the applicant wishes. The Fruita City Clerk's office must post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received, as a result of posting, a hearing may be held before the Local Authority for approval. During the event age warning signs, supplied by the City's Clerk's office, must be conspicuously displayed.

The City Clerk's office is located at the Fruita Civic Center 325 E. Aspen St.

# EVENT SAFETY

## Traffic Control Plan

If at any time an event will close down a public street, a Traffic Control Plan will be required and submitted 90 days before the event. The street closures should be indicated on the site plan. The Traffic Control Plan should be prepared by a Traffic Control Supervisor and must meet the “Manual on Uniform Traffic Control Devices Standards”. The City of Fruita Public Works Department will review the request and make changes as it deems necessary.

Street closures must emphasize access for emergency vehicle access. Event Coordinators must note on the event site plan a minimum 20 foot clearance for emergency vehicles. A permit is required through Lower Valley Fire District.

Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider, unless the City notes otherwise in the event approval. The city reserves the right to stop any activity if proper traffic control devices are not in place during the event.

### Area Companies for Traffic Control

- CC Enterprises  
[www.ccenttcs.com](http://www.ccenttcs.com)  
970.242.0669
- Grand Valley Traffic Control  
970.242.3062
- Traffic Control Specialists  
[trafficcontrolspecialistsllc.com](http://trafficcontrolspecialistsllc.com)  
970.257.7400
- Western Slope Traffic Control  
970.712-2590

Event organizers who wish to close a road must petition surrounding neighbors and businesses using the street closure petition on the next page two months prior to the event. All homes and surrounding businesses near the event must be notified of an event that will affect people's ability to access their home or businesses. This not only includes road closures but traffic or pedestrian conditions due to the event. A second notification as a reminder will be required and can be mailed or delivered door to door with event and road closure details. A draft notification to be disseminated one to two weeks in advance of the event needs to be attached for review with your special event application.

### Notify Grand Valley Transit

If within the desired road closure there are any public transportation bus stops, Grand Valley Transit must be notified (970) 256-7433 of any road closures prior to submitting the application and again one to two weeks in advance of the event.

### Event during school hours

If your event is during school hours and/or will effect traffic in and around a public school, Mesa County School District 51 and the student transport provider for MCSD 51 (970) 697-1050 must be notified prior to the application submission and again one to two weeks in advance of the event.

### Parades

Parades can create an opportunity for large groups of spectators and parade participants to heavily impact public streets and sidewalks. Because of the increased impact, some additional rules must be

followed to ensure that your parade operates safely and efficiently:

- A Parade route must be included in event site plan sketch, including staging areas, start and end.
- Vehicles towing trailers are not considered to be floats.
- If your parade includes floats, the parade supervisor is required to provide all parade participants a copy of the following provisions prior to any floats being built:
  - Decorative materials on parade floats are required to be non-combustible or flame retardant/resistive. If decorative materials are purchased as flame resistant material or treated with flame retardant, the material packaging or containers and application directions of such are to be kept on file along with a declaration that retardant was applied as applicable.
  - No smoking, flames or other sources of ignition are allowed on floats using flammable or readily combustible materials.
  - Motorized floats or towing apparatus are required to be equipped with at least one portable fire extinguisher with a 2A10BC- rating that is readily accessible to the operator.
  - Children may not walk alongside parade entries.
  - Parades must include parade marshals to keep pace and prevent gaps.
  - Participants on a float are not permitted to throw, toss or drop objects from the float to the crowd.

### Runs, Rides or Races

Runs, rides and races that are held within the City of Fruita requires a special event permit. Part of the permit process will require a detailed route map/site plan and if you are wishing to close roads, a traffic control plan.

Your route map/site plans need to indicate the start and finish of the race including staging areas. The map should also include where course marshals or other event staff will be stationed. Indicate on the map the location of aid tents and rest or water stations.

You may be requested to alter or change the route for any number of reasons, including but not limited to: public safety, impact to residents or businesses, conflict with other events or construction or trail closures. Please do not have your route certified until you have received approval for your event. You may submit a route up to one year in advance for preliminary approval.

There are two kinds of runs, rides and races: those that close streets and those that follow the 'rules of the road.' A "rules of the road" event means that participants are obeying all traffic rules and regulations: stopping at stop signs, not interfering with vehicular traffic, crossing at marked crossings and obeying traffic signals. Marshals, event staff or volunteers must be posted at key intersections or crossings in order to ensure safety and that participants are obeying traffic rules. Staggering start times is a good way to make sure that crossings do not become too congested during the event.



Runs can also use our current trail system. The City of Fruita does not close trails for private events, if your race includes a trail, please be aware that safe and courteous sharing of the trail is expected.

### Parking Plan

When planning an event, it is important to consider any impact activities will have on parking in the area. In some cases, a Parking Plan will be required if the venue cannot accommodate the number of anticipated attendees and vehicles. If a Parking Plan is required, the Event Organizer must identify and submit all public and/or private parking lots and parking spaces that will be utilized, including but not limited to a shuttle plan, loading zones, detour options, ADA accessible parking provisions and/or special parking requests or needs such as "drop off" and "pick-up" zones.

### Safety/Security Plans

The Event Organizer must provide a safe and secure environment for the event, staff, volunteers, participants and spectators at all times. This is

accomplished through planning and anticipating any potential problems or concerns related to the event activities and surrounding environment. In some cases, the use of private security, the use of staff/volunteer marshals, or a combination may be required by the city in order to obtain a Special Event Permit.

The Fruita Police Department reserves the right to specify the need for and number of off-duty police officers or security personnel required to be in attendance at any event. The Fruita Police Department will review all special event applications for required security arrangements. The safety of the community and attendees are of primary concern at all times. Areas that will be considered include, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts. Please be sure to include this and other pertinent information in your event description summary.

#### Area Companies for Security

- 5D Shield  
[www.5dshield.com](http://www.5dshield.com)  
800.783.1918
- Arrow Security  
<https://arrowsecurity.net>  
720.635.4688
- Citadel Security and Investigations  
[citadelsecurityusa.com](http://citadelsecurityusa.com)  
970.241.0370
- Colorado Security Professionals  
[coloradosecurityprofessionals.com](http://coloradosecurityprofessionals.com)  
970.243.6515
- Grand Valley Security  
[grandvalleysecurity.com](http://grandvalleysecurity.com)  
970.260.4893





## Medical Plan

Based on the size and scope of the Event a Medical Plan may be required. If a Medical Plan is requested in the Event Review, it must describe all the types and locations of the medical facilities and staff provided for the Event. Each Event is unique in its size, type, duration, and location; therefore, the medical plan should respond to all anticipated needs and those requested by the Special Event Review Team. Enlisting the help of a licensed professional emergency medical services provider to develop your plan is strongly encouraged.

## Motorized Vehicle

Motorized vehicles are not permitted without prior approval from City Staff. This includes ATV's, "gators" and golf carts. Motorized vehicles are a potential safety hazard/liability for event organizers and is strongly discouraged. A damage deposit may be required if approval has been granted.

## Smoking

Per Section 9.03.005 (D) of the Fruita Municipal Code and Ordinance 2018-27 it is unlawful for any person to smoke or engage in smoking in any city owned or maintained park, trail corridor, open space area or recreation site; to include enclosed or open buildings or structures within a city owned and maintained park, trail corridor, open space area and recreation site, including the Fruita Community Center site and facility.

The ordinance includes the prohibitive use of e-cigarettes, Vaping, cigars etc.

# PUBLIC NOTIFICATION

## Notification of Neighbors and Businesses

Events may change the normal flow of residential or business activities causing a negative impact to the community. As part of the event planning process, the Event Organizer must evaluate the potential impact of the event on the surrounding neighborhood, routes or environment. Event plans should include early notification and outreach, including mitigating measures that address potential impacts the event may have on the surrounding area, venues and routes.

Notification of neighbors can be done by going door to door with a street closure petition or by mailing a notification to affected neighborhoods. Notifications by mail must include contact information of the event organizer as well as the City of Fruita Parks and Recreation email, [recreation@fruita.org](mailto:recreation@fruita.org). All homes and surrounding businesses near the event should be notified of an event that will affect people's ability to access their home or businesses. This not only includes road closures but traffic or pedestrian conditions due to the event. A second notification as a reminder may be required. A draft notification to be disseminated in advance of the event needs to be attached for review with your special event application.

## Advertising/Marketing

The Fruita Community Calendar and In the Spotlight feature on the City of Fruita Website is available for you to highlight

and advertise your event, whether it is sponsored by the City or not. We encourage local businesses, special events and venues to submit their events on our website in order to create a true community calendar that lets people know what is going on. This service is provided to you at NO CHARGE.

### Instructions for Community Calendar

Go to [www.fruita.org/node/add/community-event](http://www.fruita.org/node/add/community-event) and fill out the form to submit items for the City of Fruita Calendar of Events. Required fields are title, date, description, and contact information. Other fields are optional.

Please note that completion of this form does not guarantee your event will be publicized on the City calendar. Events will be reviewed by City staff before publication. To be included on the City's Community Calendar, your event must:

- be open to the public
- occur within the Fruita, Colorado area
- not advocate for or against any political cause, party or candidate
- be non-commercial
- not promote any religion or religious viewpoint
- be in accord with the strategic plan and operating principles of the City of Fruita

If you need to update an event that you have already submitted, please email your changes to [dwoods@fruita.org](mailto:dwoods@fruita.org).

### **Instructions for In the Spotlight**

The City of Fruita wants you (and your special event, news item or other interesting tidbit) for their “In the Spotlight” feature on the City of Fruita Website! If you’d like your event, news or interesting tidbit displayed in the “In the Spotlight” section of our website, visit [www.fruita.org/community/webform/spotlight-item-submission-form](http://www.fruita.org/community/webform/spotlight-item-submission-form), fill out the required fields with the appropriate information, and click “submit”. Your request will be reviewed by City personnel and if appropriate (keep it clean please!), it will be added to our homepage. If you’d like to see what’s in the spotlight, just go to [www.fruita.org](http://www.fruita.org) and click the “+” sign next to the “In the Spotlight” section of the homepage. Please note: if you have file attachments or images that you’d like us to display on your Spotlight page, please email them separately to [cdehmel@fruita.org](mailto:cdehmel@fruita.org). Make sure to tell us who you are in the email so we can add your information to the right place.

### **Special Events Calendar**

The City of Fruita Parks and Recreation Department will also include your event on our annual calendar once we have completed the review process.





**FRUITA**  
COLORADO  
PARKS & RECREATION

City of Fruita Special Events  
Parks and Recreation Department  
324 N. Coulson Street  
Fruita, CO 81521

