

Prior to planning your event, the City asks that you consider issues related to the following areas and your event impact on the City's general functions, including everything from emergency responders' access to roads, to neighbors affected by ongoing noise, to street closures, impacts on businesses, etc. If your event will cause inconveniences or disturbances, the City respectfully requests that you consider a range of alternatives to decrease those negative impacts as much as possible. Again, please contact the Parks and Recreation Department at 970-858-0360 or [recreation@fruita.org](mailto:recreation@fruita.org) for more information.

- Notice of Intent:** All special event-holders are required to fill out a Notice of Intent to Conduct a Special Event form.
- Application Fee:** The City of Fruita charges a \$25 non-refundable fee to review special events applications. A deposit of \$100 per 1,000 attendees is required.
  - **Local Nonprofits:** The application fee will be waived for one event each calendar year for Fruita-based nonprofits that provide the City with a certificate of good standing from the Secretary of State's office.
- Rules and Regulations:** All event-holders are required to read and sign the Rules and Regulations form.
- Certificate of Insurance:** All special event holders must furnish a certificate of general liability insurance policy covering claims that may arise due to the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and \$500,000 per person and **must name the City of Fruita as additional insured and have date(s) of the event.** *The City cannot approve your application until receipt of proof of insurance. The request to your insurance carrier many times may be only a phone call and can be faxed to the City same day by your carrier.* You may request a quote from the City's insurance carrier, CIRSA, by requesting the application from Parks and Recreation Staff.
- Mesa County Event Coordinator Review:** If your event includes food, you must submit your plan to Mesa County Health Department 30 days prior to your event.
- Lower Valley Fire Department Temporary Events Permit:** All Special Events in and around Fruita that include bonfires or fire pits, close roads, have Food Vendors, Tents larger than 200 sq. ft. or the use of a generator larger than 5kw will need to acquire a permit from Lower Valley Fire Department.
- Site Plan:** Event-holders must attach a detailed site plan sketch that shows the precise layout of the event, with measurements when possible, and including, but not limited to the following:
  - **Traffic Control Plan that shows Street Closures**
  - **Park use**
  - **Tents and Canopies (Will you have a tent larger than 200 square feet?)**
  - **Parking:** Event-holders must attach a parking plan that establishes where attendees will be directed to park their vehicles, and that will cover a minimum of 1/3 the number of attendees expected at the event.
  - **Bathrooms:** Event-holders must provide bathroom access. You must specify where these restroom facilities are located on your event site plan sketch and whether they are gender specific and handicapped accessible.
  - **Trash/Recycle Plan:** Event-holders must provide garbage and recycle receptacles and roll-off dumpsters on site. You must specify where the receptacles and dumpsters will be located on your event site plan sketch.
  - **Handicapped Accessibility:** Event-holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan sketch.
  - **Electrical Needs Plan:** Event-holders must specify where electricity will be needed.

**A blank site plan for most parks and facilities can be requested**