

RESOLUTION NO. 2068

**A RESOLUTION OF THE GOLDEN CITY COUNCIL
REGARDING SPECIAL EVENTS**

WHEREAS, the City of Golden encourages special events that contribute to the character of the community; and

WHEREAS, the City of Golden values the existing events which are held in the city and understands that they contribute greatly to its identity; and

WHEREAS, existing special events help promote the City on a regional, state and national level; and

WHEREAS, the City of Golden recognizes the hard work and countless volunteer hours put in to making these events successfully happen; and

WHEREAS, the City of Golden employees have a good working relationship with existing event holders; and

WHEREAS, the City of Golden wants to encourage organizers to keep existing events in the City, as well as bring in new events that will enhance the character of Golden; and

WHEREAS, in order to accommodate more events, as well as update existing fee structures, it is necessary to update the City's current special events policy and permitting process; and

WHEREAS, the City seeks to create a policy that will support existing events and allow for new events without putting unnecessary strain on City staff, budget and resources; and

WHEREAS, the City seeks to create a policy that will grow with the City and continue to be applicable for years to come.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDEN, COLORADO:

Section 1. Replace all existing policy regarding special events as last established by Resolution No. 1824, with this new policy.

Section 2. All events which occurred in 2009 and before July 8, 2010 will continue to receive full staff resources and financial support for the events, as long as the events do not materially change in size or scope.

Section 3. If an existing event changes in size or scope, it may be considered a new event and will be required to follow all guidelines set for new events.

Section 4. All new event holders will be responsible for 100 percent of the costs incurred by the City for staff time and resources.

Section 5. All new event holders must pay a non-refundable special events application review fee of \$200 for for-profit organizations and \$100 for non-profit organizations. This includes traffic control review and fire department review fees.

Section 6. Events held successfully in the prior year with no significant changes to the event details or the traffic plan will be charged a \$50 review fee in lieu of the application fee.

Section 7. All permit fees related to the event shall be paid by all event holders for each event, regardless of whether the event is new or recurring. Permit fees include but are not limited to liquor, tents, fireworks and open burning. These permits and fees are separate from the special events application fees. Event holders must contact the City Clerk's office for liquor permits and the Golden Fire Department for other listed permits, to obtain these permits and pay the required permit fees.

Section 8. All event holders must submit a completed application to the City **60 days** in advance of their event. The City will make every effort to review and either approve, deny or recommend changes 30 days in advance of the event so that the event holder has ample time to make any necessary adjustments.

Section 9. If the City of Golden is not the primary permitting jurisdiction, a courtesy review of the event application will be completed at no charge.

Section 10. A \$100 rush processing fee will be added to any application filed less than 60 days in advance of the event, whether the event is new or a recurring event. This is in addition to any standard application or permitting fees. It also does not guarantee that certain permits can be processed in time (i.e., Special Events Liquor Permits).

Section 11. A \$75 fee will be charged for approved banners to be placed and removed under the downtown Golden arch by the City's Streets Division and will be charged each time a banner is hung. A banner application is required and applicants are scheduled on a first come, first served basis. Banners generally hang from Monday to Monday. All entities requesting banner placement are responsible for the fee and no waivers will be made.

Section 12. The Special Events Review Committee has administrative control over all events and reserves the right to deny any event application, and to use its discretion when suggesting changes to the size, scope, date, location or character of an event in order to best meet the needs of the City.

Section 13. The decision of the Special Events Review Committee is final for one calendar year. Event holders who are denied can submit an application the following year and the committee will make every effort to work with the event holder to submit a successful event application. The Special Events Review Committee consists of staff in the following City departments:

Communications	Police Department
Clerk's Office	Building Division
Streets Division	Parks Department
Fire Department	Sales Tax Division

Section 14. Decisions by the Special Events Review Committee will be based on three main criteria:

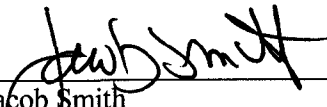
- 1) Community Character

- 2) Community Goals
- 3) Impact on existing facilities and neighborhoods (i.e., Parks, Trails, Street Closures, etc.)

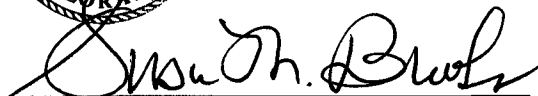
Section 15. All City Departments reserve the right to bill for reimbursement of materials, services and labor related to a new special event. New event holders must pay for any services provided by the City which include but are not limited to traffic control services and equipment, security, trash removal, recycling, bathrooms and cleaning services. New event holders will also be responsible for fees that the Municipal Code requires be billed such as Fire Department staffing, off-duty police officers and building inspections. A fee schedule and estimate of anticipated charges will be available to the new event-holder prior to the event. The City also has the right to bill an event holder after the event for any unforeseen expenses, such as negligence, carelessness or other unanticipated work or damage resulting from the specific event. Any alternative arrangement of services should be noted in the event application.

Adopted this 8th day of July, 2010.






Jacob Smith
Mayor



Susan M. Brooks, MMC
City Clerk

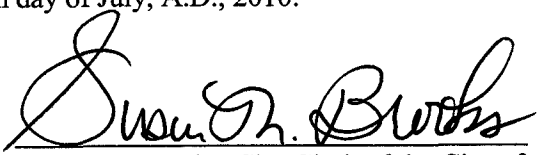
APPROVED AS TO FORM:



David S. Williamson
City Attorney

I, Susan M. Brooks, City Clerk of the City of Golden, Colorado, do hereby certify that the foregoing is a true copy of a certain Resolution adopted by the City Council of the City of Golden, Colorado at a regular business meeting thereof held on the 8th day of July, A.D., 2010.



ATTEST: 

Susan M. Brooks, City Clerk of the City of
Golden, Colorado

