



## Event Permit POLICIES and PROCEDURES

The purpose of this policy is to help regulate the temporary use of streets, parks, and other public facilities. This policy is also designed to help citizens, businesses, civic groups, schools and nonprofits with the approval process required to issue the permit.

1. Events with more than 100 attendees held in a city park, street, or facility require an Event Permit.
2. Most parks in the city are managed by South Suburban Parks and Recreation (SSPR). The only parks in Littleton that the city manages that are available for events are Geneva Park/Lake, and the grounds at Bemis Library and the Littleton Museum. For other parkss call SSPR at 303-798-5131, or visit [www.sspr.org](http://www.sspr.org).
3. For events requiring minimal city staff involvement and where no alcohol will be sold or served, the applicant's permit request must be received at least two weeks prior to the event. For events requiring more than minimal city staff involvement, and/or alcohol sales or service, the permit request must be submitted at least eight weeks prior to the event. The city may deny permits on the basis of use or inadequate lead-time.
4. The requesting organization shall be responsible for collection and payment of all sales tax applicable to the sale of food, drinks, souvenirs, service and other taxable items or activities sold at the event.
5. The city requires liability insurance covering both the applicant and the city in the minimum amounts of \$1,000,000 per person/\$1,000,000 per occurrence. Applications will be reviewed on a case-by-case basis to determine if insurance is required. This requirement may be waived by the city manager. Certificates of insurance must name the City of Littleton as an **additional insured party** and must be approved by the city staff prior to the event. If the park, streets or facility are found to be in unacceptable condition, the City of Littleton will implement proper cleanup and/or repairs, the actual cost of which will be billed to the person(s) responsible for making application to the city for the Event Permit.
6. The city, at its sole discretion, shall determine the number of city staff required to support a special event.
7. All permitted events are required to reimburse the city for all services and expenses incurred by the city specifically due to the event. Reimbursement is required for services such as, but not limited to: additional police, public works, and fire personnel; additional waste pick-up, erection of barricades, general cleanup of the area, street cleaning, and restroom maintenance.
8. Decorations must be removed immediately following the event. There will be no driving of stakes, tent pegs, sign posts, etc., or driving vehicles on turf/bike paths or streets unless previously approved by the Public Works Department.
9. The applicant is responsible for all damages incurred to facility(s) and grounds during the event.
10. All permitted events must abide by the following rules:
  - Hours: 6 a.m. to 11 p.m.
  - Leash law enforced
  - Motor vehicles in parking areas only
  - Activities prohibited: use of glass containers, golfing, littering, camping/loitering
11. Events running past approved hours will be charged an additional fee.
12. It is prohibited by city ordinance to consume any alcoholic beverages in parks and other public places without a permit. Special Event Permits are available to not-for-profit organizations only.
13. In the event you or your guest(s) are unable to adhere to the above stated guidelines, you may be asked to leave the premises and/or may be ticketed by the Littleton Police Department.
14. Notification of adjacent property owners may be required at the direction of city staff.





The City of Littleton reserves the right to cancel and/or postpone the use of streets, parks and facilities at any time. If the applicant must cancel event for any reason(s) other than weather, 48 hours advance notice must be provided to the Public Works Department

I have read the attached Event Permit Policies and Procedures, understand it, and agree to comply with all the provisions set forth therein.

In consideration of the permission by the City of Littleton given the undersigned to use certain Littleton parks, streets, and facilities as per this application, the undersigned herewith agrees to indemnify and hold harmless the City of Littleton from all liability, claim or demand for any event or incident involving damages, injuries, or the non-payment of any obligation incurred by the undersigned, which may be asserted against the City and further agrees to defend the City of Littleton against any claim arising there from, and to pay any judgment which may be obtained, together with costs and attorney's fees incurred by the City.

Further, the undersigned agrees to furnish, at its cost, such liability insurance, if any, as may be required or requested by the City of Littleton in advance of the time of the intended use of the City park, street or facility.

I, the undersigned, also agree to accept responsibility for all conditions placed on me by the City of Littleton and agree to make restitution for any damage to City property or extra expense incurred by the City. I hereby exempt and release the City of Littleton, its officers, employees, agents and servants from any and all loss, liability, claims, demands, actions, or causes of action whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced event requested herein.

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Fees Due	Amount Paid	Date
Application: \$25	_____	_____

**APPROVAL (internal use only)**

Permit approved with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- City Clerk:** \_\_\_\_\_
- City Manager:** \_\_\_\_\_
- Communications Director:** \_\_\_\_\_
- Community Development:** \_\_\_\_\_
- Fire Department:** \_\_\_\_\_
- Police:** \_\_\_\_\_
- Public Works:** \_\_\_\_\_
- Zoning Official:** \_\_\_\_\_



## STREET CLOSURE REQUEST

Name of Event \_\_\_\_\_

**Applicant shall list proposed street names and blocks to be closed and duration of closure. Must complete the attached map for Main Street Events and provide a map for any other locations. If special event is a race or parade, indicate route.**

Date	Street	Time (indicate a.m. or p.m.)
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

# Littleton Fire Rescue

## Fire Prevention And Life Safety Division



### **PLANNING AN EVENT:**

If you are planning an event you need to contact Littleton Fire Rescue to determine if there are special permits required or if fire personnel will be required to be present at the event. The guidelines below can be used to aid you in understanding the requirements of the Code and as adopted by Littleton Fire Rescue.

**DEFINITION:** Any public or private gathering of more than 1000 people shall be deemed a “Special Event” (excluding churches and weddings). All Special Events are required to:

- Submit this application to the Special Event Coordinator of Littleton Fire Rescue (303-795-3800 or [jtasker@littletongov.org](mailto:jtasker@littletongov.org)) at least 45 days prior to the scheduled event.
- Verify that TENT vendors and/or CONCESSION VENDORS make SEPARATE application to Littleton Fire Prevention Bureau for the installation of the tents and concession areas. Where MULTIPLE tent vendors or concession vendors exist the Event Coordinator may make application for the permits, but they will be responsible to coordinate the required inspections.

## **INSTRUCTIONS**

- 1) Complete the application information on page 3 and 4 of this application.
- 2) The application may be sent by fax to 303-795-3807, e-mailed to Operations Chief Jeff Tasker @ [jtasker@littletongov.org](mailto:jtasker@littletongov.org) or delivered to Littleton Fire Administration located @ 1221 W Mineral Ave Suite 100 Littleton, CO 80120

## Medical Plan/Coverage for Special Events

All Special Events are required to submit a medical plan to the Littleton Fire Rescue (303-795-3800) [jtasker@littletongov.org](mailto:jtasker@littletongov.org) at least 45 days prior to the scheduled event.

### Medical plans are categorized as follows:

1. The Special Event is providing their own medical personnel (public volunteers or private contractor).
2. The Special Event is using Littleton Fire Rescue for their medical personnel.

**If the Special Event is providing their own medical personnel** (public volunteers or private contractor) the submitted written medical plan (included at the end of this instruction sheet) shall include the following:

1. Name of organization coordinating the event.
3. The location of the event.
4. The date and time of the event.
5. Number of expected attendance.
6. Event cancellation/rescheduling plan.
7. Site plan identifying access and egress routes.
8. The organizations commitment to contact 911 when an emergency situation occurs. An emergency is defined as any situation that exceeds the special event medical personnel's ability or on-site resources.

**If the Special Event is requesting Littleton Fire Rescue** as medical staff the written notification shall include the following:

1. Name of organization coordinating the event.
2. The billing address of the coordinating organization.
3. Name and title of individual submitting the medical plan.
4. The location of the event.
5. The date and time of the event.
6. Number of expected attendance.
7. Event cancellation/rescheduling plan.

The number and type of medical staffing required shall be determined on a case by case basis depending on the size of the crowd, time of year, activity involved, etc.

### **Determination of fee:**

1. All requests for service from Littleton Fire Rescue will be charged \$80.00 per hour, per person (fee is reviewed in January of each year).
2. An invoice will be sent to the event coordinator within 14 days upon the conclusion of the event.

**FORM TO BE COMPLETED AND RETURNED TO LITTLETON FIRE**

Littleton Fire Rescue  
1221 W Mineral Ave Suite 100  
Littleton, CO 80120  
303-795-3800

**EVENT DETAILS:**

Name of Event:

Location:

Event Dates:

Times:

Brief description of the event:

Cancellation / Rescheduling Plan:

**CONTACT INFORMATION:**

Sponsor:

Primary Contact Name:

Phone:

Cell Phone:

Contact Email:

Secondary Contact Name:

Phone:

Cell Phone:

Email:

**EVENT SPECIFICS:**

Estimated number of attendees:

Will there be tents?

Largest tent size:

Will there be cooking?

Number of concessions?

	Number of tents:

**MEDICAL PLAN DETAILS:**

Identify the Medical Provider for the Event:

--

Littleton Fire Rescue:

--

Medical Staff Details - include number of staff,

--

**Attach a Site Plan** for the event depicting the access and egress from the site as well as the proposed locations of tents, concessions, and special activities being conducted.

**DO NOT WRITE BELOW THIS LINE**

Date Received	Estimated Cost	Approval Status	Comments



City of Littleton  
 Division of Fire Prevention  
 And Life Safety  
 2255 W Berry Ave  
 Littleton, CO 80120  
 303-795-3800




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**Firework Aerial Display Application:**

**THE FOLLOWING DOCUMENTS ARE REQUIRED WITH THE APPLICATION :**

PROVIDE COPIES OF ALL REQUIRED LICENSES AND DOCUMENTS TO INCLUDE:

- STATE OF COLORADO DISPLAY OPERATOR OF FIREWORKS LICENSE
- STATE OF COLORADO RETAILER OF FIREWORKS LICENSE
- CERTIFICATE OF INSURANCE
- APPROVAL LETTER FOR DISCHARGE SITE
- FIREWORKS STORAGE PLAN
- COMMUNICATIONS PLAN
- OPERATING PROCEDURES
- FIREWORKS – SIZE, QUANTITY AND AERIAL EFFECT
- PLACARDING, SIGNS AND LABELING
- TERMINATION PROCEDURES
- EMERGENCY PROCEDURES
- LIST OF ON SITE PERSONNEL LISTING DUTIES AND CELL NUMBERS

SITE PLAN TO INCLUDE THE FOLLOWING INFORMATION

- \_\_\_ DISCHARGE LOCATION INDICATED ON SITE PLAN:
- \_\_\_ FALLOUT AREA: **Minimum 70' required for every 1" of shell size**
- \_\_\_ TRANSPORTATION AND STORAGE OF DISPLAY FIREWORKS ON SITE:
- \_\_\_ FIRE DEPARTMENT ACCESS ROADS:

**ADDITIONAL REQUIREMENTS:**

**Fire watch personnel.**

Fireworks Pyro shall provide fire watch personnel, as required, before, during and after the firework display and until it has been verified that all hotspots and devices are safe.

**Duties.**

Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the area.

**INSTRUCTIONS**

- 1) Complete the application information on page 2 and 3 of this application.
- 2) The application may be e-mailed to Doug Ireland @ [direland@littletongov.org](mailto:direland@littletongov.org) or Tim Stover @ [tstover@littletongov.org](mailto:tstover@littletongov.org) or delivered to the permit counter on the first floor located @ 2255 W Berry Ave. Littleton, CO 80120 at least 30 days prior to the scheduled event.

**FORM TO BE COMPLETED AND RETURNED TO LITTLETON FIRE RESCUE**

Littleton Fire Rescue  
Special Event Firework Display  
2255 W Berry Ave  
Littleton, CO 80120  
303-795-3800

**EVENT DETAILS**

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Brief description of the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cancellation / Rescheduling Plan: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFORMATION**

Sponsor: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_



## **Amplified Sound Ordinance**

### 1. PROHIBITIONS:

(a) It shall be unlawful for any person to operate a loudspeaker or sound amplifying equipment in a fixed or movable position or attached to or mounted upon any structure or motor vehicle, within the City, for the purpose of paging, giving instructions, directions, talks, addresses or lectures or for transmitting music or sound to any person or assemblages of persons except passengers within the vehicle or except when such loudspeaker or sound amplifying system does not project sound which is audible in any residential area or residential zone district; provided however, that a temporary permit, as described in subsection (K)3 of this Section may be applied for, for public events or specific activities such as, but not limited to, concerts, speeches, athletic events, parades, or lectures held in public places or parks in the City.

(b) The provisions of this subsection shall not apply to public emergencies or authorized emergency vehicles as defined in Section [7-3-3](#) of this Chapter, when such authorized emergency vehicles are responding to an emergency call or when in pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm.

(c) The provisions of this subsection shall not apply to any bell or chime or any device for the production or reproduction of the sound of bells or chimes from any church, clock or school so long as such sounds comply with Sections [7-3-6](#) through [7-3-8](#) of this Chapter.

### 2. AMPLIFIED SOUND PERMIT ISSUANCE:

(a) Conditions: Any permit granted by the City Manager shall contain all conditions upon which said permit has been authorized and shall specify the times, dates and locations that the permit shall be effective.

(b) Criteria: In deciding whether or not to issue a permit pursuant to this subsection (K), the City Manager shall consider:

(1) The number of people who would benefit from the amplification as opposed to those who would be annoyed by it;

(2) The proposed dates and hours of operation of the sound amplifying equipment and its anticipated adverse impacts;

(3) Whether the sound amplifying equipment is proposed to be used for commercial or noncommercial purposes;

(4) The proposed location(s) from which sound is proposed to be amplified and its proximity to schools, hospitals, motels, hotels or residential zone districts;

(5) Whether there are reasonably alternative times, places or manners in which or by which amplified messages or sounds can be communicated; and

(6) Whether the amplified sound can be controlled so that it will not be unreasonably loud, raucous, annoying, disturbing or a nuisance to the impacted neighborhood.

**An AMPLIFIED SOUND PERMIT application shall be made to the City of Littleton.**

# City of Littleton

## AMPLIFIED SOUND PERMIT APPLICATION

All the following information is required prior to issuance of any Amplified Sound Permit and  
**There is no charge for the Amplified Sound Permit**

### 1. TYPE OF EVENT- Place an X beside event closest to your event & explain "Other"

Wedding: \_\_\_ Graduation: \_\_\_ Yard Party: \_\_\_ Other: \_\_\_

Location/address of event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Number of attendees expected: \_\_\_\_\_

Street(s) over which the equipment is proposed to be operated: \_\_\_\_\_

### 2. CONTACTS

Name of requesting business/organization/person: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Landowner Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### 3. ENTERTAINMENT

Name of Band/Group: \_\_\_\_\_

Address of Band/Group: \_\_\_\_\_

Band/Group Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

### 3. GENERAL INFORMATION

Will the sound amplifying equipment be used for commercial purposes? Y or N (Circle one)

License Number of Sound Truck: \_\_\_\_\_

General description of the sound amplifying equipment which is to be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE NOTE:

- While this permit allows for higher noise levels please be considerate of adjoining properties.

City of Littleton  
Temporary Use Zoning Regulations

10-4-10:       **TEMPORARY USES:**

- (A)    The uses enumerated below may be approved by community development as temporary uses for a specified period not to exceed one year. Such temporary uses shall not be approved unless the standards stated below are met: (Ord. 20, Series of 2012)
1. Noncommercial Concrete Batch Plant: Shall be located within one thousand feet (1,000') of the construction site for which the concrete is to be used.
  2. Construction Yard or Office: Shall be located within the development where the construction is to take place.
  3. Temporary Structure Used as Sales Office:
    - (a) The structure must be a manufactured building designed for office use and inspected and approved by the building inspector.
    - (b) The office shall be located within the development where the sales are to take place. (Revised 6-12-1992)
  4. Existing Permitted Uses: Temporary use on a site which is occupied by a person conducting an existing permitted use, but which temporary use is proposed to be operated by another person, provided:
    - (a) Any temporary or portable structure use for such sales or services shall meet the applicable provisions of Title 4 of this Code.
    - (b) Customer parking shall be on an improved surface.
    - (c) Temporary retail sales or service activities shall not be conducted within the required minimum setback areas or within unobstructed open space areas adjacent to public rights of way.
    - (d) Adequate sanitary facilities shall be made available for employees and customers of the temporary use, either by means of the facilities existing by virtue of the existing use on the site or by facilities provided by the person who proposes to operate the temporary use.
    - (e) Storage areas and trash containers shall be screened from adjacent residential property and public rights of way.
  5. Temporary Retail Sales or Services: Temporary retail sales or service uses operated on an undeveloped site, provided:
    - (a) The use shall be permitted use in the zone district.
    - (b) The site will not be occupied for more than six (6) months during a period of twelve (12) consecutive months.

- (c) Any temporary or portable structure used for such sales or services shall meet the applicable provisions of Title 4 of this Code.
- (d) Customer parking shall be on an improved surface.
- (e) Temporary uses and associated activities shall not be conducted within the required minimum setback areas or within unobstructed open space areas adjacent to public rights of way.
- (f) Adequate sanitary facilities for customers and employees shall be provided.
- (g) Storage areas and trash containers shall be screened from view from adjacent residential property and public rights of way.
- (h) A cash bond shall be deposited with the City by the operator of the proposed temporary use in the amount of two thousand five hundred dollars (\$2,500.00). Said bond shall be for the purpose of ensuring the prompt repair, by the operator, of any damage to public improvements including, but not limited to, streets, sidewalks, curbs, and gutters and landscaping which may occur as a result of the operation of the temporary use. Also, this cash bond may be applied if the operator fails to promptly repair damage to adjacent property caused by the temporary use, or to remove debris, litter, trash, mud or dirt permitted to remain on the site or on public property by the operator of such temporary use for any unreasonable amount of time. Such bond shall be released or returned to the operator upon certification by the zoning official that all of the requirements of this code have been met.

6. Occasional Sales: Occasional sales, exempted from the City's sales tax collection requirements by subsection 3-9-3-2(A) 19 of this code, are exempted from these provisions and may be operated in a business or industrial zone district or as an accessory use located on the premises permanently occupied by the seller. (Ord. 10, Series of 1993)

(B) An application must be submitted to the planning division and shall contain: (Ord. 20, Series of 2012)

- 1. A site plan showing the location of the temporary use on the property and patterns of pedestrian and vehicular traffic.
- 2. A statement of how any adverse impacts on adjacent properties will be minimized.
- 3. A description of exterior materials to be used in the structure, including color and texture; and fire rating.
- 4. A cash deposit, surety bond or letter of credit, adequate to cover any removal of structures and cleaning of the site, shall be provided in an amount equal to one hundred twenty five percent (125%) of the estimated removal and cleaning costs.
- 5. Name and address of applicant.

6. Name and address of property owner, if different from the applicant and a statement in writing authorizing the applicant to use the property as show in the application.
- (C) The applicant shall obtain all required building permits prior to moving the temporary facilities onto the site.
  - (D) All temporary uses will conform with the performance standards found in sections 10-4-6 and 10-4-7 of this chapter. (Revised 6-12-1992)
  - (E) A temporary use may be renewed upon application to the planning division. The same application requirements as for an original application shall apply. The application for renewal shall be approved if the use has been operated during the previous approval period in conformance with the conditions for approval specified at that time, and there have been no convictions for violations of the applicable provisions of this Code. (Ord. 20, Series of 2012)

# City of Littleton

## TEMPORARY USE PERMIT APPLICATION

All the following information is required prior to issuance of any Temporary Use Permit **PLUS receipt of \$100.00 application fee.** Please make checks payable to: CITY OF LITTLETON

### 1. Purpose

a. Is this an application for a temporary sale? Y or N (Circle One)

Is a tent required? Y or N (Circle One)

If **yes** what is the total square footage of the tent? \_\_\_\_\_ Sq. ft.

(In the case of a tent sale, a certificate of fire resistant material **must** be included with the application. In addition Fire Safety Regulations may require a number of fire extinguishers be placed within the tent.)

b. Is the temporary use on a vacant lot? Y or N (Circle One)

If **yes** a letter from the property owner granting permission to operate the temporary use **must** be attached and a **\$2500.00 refundable deposit is required.**

c. What are the hours of operation? \_\_\_\_\_ If during the evening please attach a site lighting plan.

d. Will there be electrical? \_\_\_ Lights \_\_\_\_\_ Other (Explain) \_\_\_\_\_

e. What type of restroom facilities will service the Temporary use? \_\_\_\_\_

### 2. Contacts

Name of requesting person/ business/organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City of Littleton Sales Tax License Number, : required \_\_\_\_\_

Landowner Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### 3. General Information

**A Site Plan with the following information must be included:**

- ✓ Location of proposed Temporary use on lot.
- ✓ Parking for Temporary use, if use is on vacant lot vehicles must be parked on an improved parking surface.
- ✓ If Temporary use is in an existing parking lot highlight parking being used for Temporary use.
- ✓ Setbacks of all property lines.
- ✓ Access to proposed Temporary use.
- ✓ Letter from the property owner granting permission for the proposed Temporary Use

Any additional comments from applicant to allow Development Review Committee Member to assess the application efficiently and expeditiously: \_\_\_\_\_

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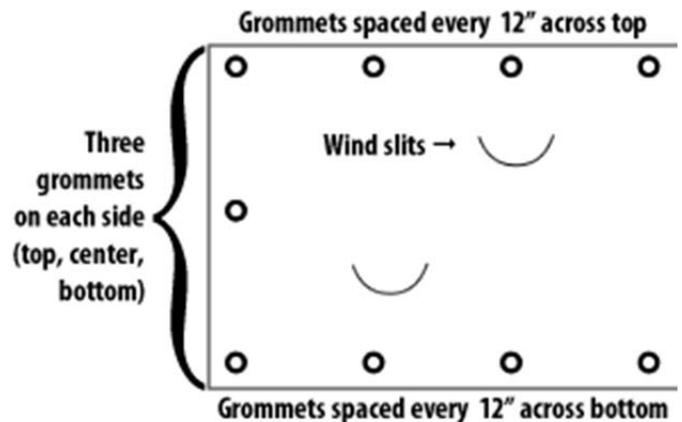
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# Littleton Main Street Banner Guidelines

1. Banners shall only be placed at the designated location on Main Street in downtown Littleton.
2. Banners must promote an event in the City of Littleton.
3. Banners must be 30 feet wide and 36 inches high.
4. For best visibility, banners should have minimal lettering and design. For example, omit street address, telephone numbers, and year. Minimize web URL, abbreviate day, week and/or month. See photo sample at right.



5. All banners shall be constructed of 18-oz. scrim vinyl, capable of withstanding most weather conditions that may exist (high wind, rain or snow). Wind slits or flaps must be placed throughout the banner. Banner must be sewn on all four edges.
6. Banners must be supplied with reinforced metal grommets on all four sides. Grommets on the long edges spaced approximately 12 inches apart starting at the corners. Three grommets on left and right side. See example at right.
7. Banner owners must complete and return the Banner Application Form to the Littleton Communications Department **at least 30 days prior to requested start date.**
8. The banner application form must be accompanied by a proof or mockup of the banner. **Banners will not be approved without this sample.**
9. Banners shall be installed and removed on the dates approved by the communications director on the banner application form. Banners are installed on Mondays and are displayed for one week.
10. Check the Main Street Banner Reservation Calendar at [littletongov.org/banner](http://littletongov.org/banner) for date availability. **The city will try to honor requested start dates but start dates are not guaranteed. Dates may be requested up to one year in advance.**
11. The city will install and remove all banners. Any banner that becomes torn or in any way deteriorates to a state of disrepair will be removed at the sole discretion of the city.
12. Only one banner can be installed at a time.
13. Religious banners are not permitted.
14. Banner must be delivered at least one week and no more than two weeks before approved start date. Drop banners off at the Littleton Center, 2255 W. Berry Avenue on the first floor across the hall from the council chamber in the blue banner bucket. Banners may be picked up at the same place.
15. Banners left at the city more than 30 days after being displayed will be recycled.
16. The city reserves the option at any time to discontinue the placement of banners.



# Littleton Main Street Banner Application Form

**The Main Street Banner Application Form is online only (paperless).**

Visit <http://www.littletongov.org/banner> to:

- Read/review the banner guidelines;
- Check date availability on the the Main Street Banner Reservation Calendar;
- Complete the Main Street Banner Application Form; and
- Submit a proof or mockup of your banner to [comcw@littletongov.org](mailto:comcw@littletongov.org)

Littleton Police Department  
2255 W. Berry Avenue  
Littleton Colorado 80120

AGREEMENT FOR EXTRA DUTY LAW ENFORCEMENT SERVICES

This Agreement, dated this, \_\_\_\_\_ made and entered into by and between the City of Littleton, Colorado ("City") and \_\_\_\_\_, ("Organization").

WITNESSETH

WHEREAS, the Organization desires to obtain extra law enforcement services; and

WHEREAS, the services requested hereby are additional law enforcement services which the Police Department is not required by law to provide; and

WHEREAS, the Police Department is prepared and willing to permit sworn personnel of the Department to provide the patrol and law enforcement services requested by the Organization.

WHEREAS, the Organization has requested the services of off-duty police officers to render police services to the Organization as set forth in the following Request for Additional Police Services.

Request for Additional Police Services

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Date(s) of Requested Services: \_\_\_\_\_

Services to be performed by uniformed extra-duty Littleton Police Officers:

1. Take appropriate action in preventing criminal activity or in the apprehension of suspected Criminal offenders.

2. Duties to perform by Officer(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date of Service: \_\_\_\_\_

4. Time of Service: \_\_\_\_\_
5. Number of Officers: \_\_\_\_\_
6. Number of Supervisors: \_\_\_\_\_
7. Number of Vehicles: \_\_\_\_\_
8. Additional Information: \_\_\_\_\_

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows;

**1. ASSIGNMENT OF POLICE OFFICERS:**

Upon Littleton Police Department approval of the attached Request for Additional Police Services, the Police Department Extra Duty Coordinator ("Coordinator") shall approve the voluntary assignment of off-duty police officers on an as-available basis to perform the requested services for the Organization. However, any police officers assigned to perform services pursuant to this Agreement are subject to immediate removal from providing such services in the event the On-Duty Supervisor determines that such removal is necessary for public safety or the performance of other services for the City. In the event of removal of any or all police officers assigned pursuant to this Agreement, the Supervisor shall attempt to notify the Organization of such removal, however, the Littleton Police Department shall have no obligation to provide replacement personnel, and shall not be liable for any injury or loss and/or damage resulting from or related to such removal of assigned police officers. The determination of police officer availability or the need to remove assigned police officers shall be within the sole discretion of the Police Chief or On-Duty Supervisor.

**2. SERVICES PERFORMED:**

The Services shall be performed by volunteer extra-duty Police Officers. During their extra-duty assignment, Littleton Police officers will perform law enforcement functions which occur in or arise from the Organization, including all levels of criminal investigation, wants and warrant checks, and transport of arrestee's. The Littleton Police Department shall have no obligation to provide Services to the extent sufficient numbers of officers do not volunteer to perform the Services.

**3. PROVISION OF SERVICES:**

Additional Police Services shall be provided in accordance with the following terms and conditions;

- a. The police officer's voluntary performance of services pursuant to this Agreement shall be deemed to be normal police functions performed in the regular course of the police officer's assigned duties and within the scope of the police officer's employment with the Littleton Police Department.
- b. The police officer shall be responsible for the enforcement of City ordinances and other applicable laws.

- c. The police officer shall at all times follow the ordinances, rules, regulations and policies of the City of Littleton and the Littleton Police Department, and other applicable laws.
- d. The police officer shall remain under the supervision and control of the On-Duty Supervisor at all times during the performance of services pursuant to this Agreement.
- e. The police officer shall wear the official uniform and badge, which shall be plainly visible, of the Littleton Police Department, unless otherwise approved by the On-Duty Supervisor.
- f. The police officer shall be responsible for completing the appropriate reports and forms necessary to conclude an incident, unless otherwise directed by the On-Duty Supervisor.
- g. The supervisor may authorize the use of City equipment by the police officer for purposes of performing additional police services when such use is determined by the supervisor to be in the best interests of public safety and necessary for the performance of services pursuant to this agreement.
- h. Pursuant to LPD policy, officers working in an extra-duty employment capacity must confine their activities to the enforcement of ordinances and statutes. Policies and regulations of employees, which are not a violation of law, shall not be enforced.

#### 4. **PAYMENT FOR SERVICES:**

The Organization shall pay to the City of Littleton an amount that is the sum of the time and one-half rate of a Senior Police Officer per hour of assignment for each police officer who volunteers and is assigned to perform services pursuant to this Agreement, an administrative cost of \$1.00 per hour, plus the amount of \$10.00/hr. should the service require a police vehicle to be used specifically for traffic control/enforcement. The hourly rate of payment includes the officer's compensation and additional costs related to such police officer's employment. The City of Littleton shall submit an invoice to the Organization for services performed in any month immediately after the end of such month, or sooner. The Organization shall make payment to the City of Littleton within fifteen (15) days after the City of Littleton's request for payment. The officer will be compensated at an hourly rate equivalent to the time and one-half rate of a Senior Police Officer. Should the duty "require" a supervisor, the rate of pay will be equivalent to the time and one-half rate of a Police Sergeant.

- a. Payment will be made by the Organization when invoiced by the City for the performance of the extra-duty services. Payment will be based upon hours logged by the Police Officer. Any over payment by the Organization will be credited or paid back according to standard City of Littleton practice. With reasonable notice, the organization shall have the right to audit all city billing records created pursuant to this agreement for a period of three (3) years from the date of the last billing.
- b. The total amount of reimbursement under this Agreement for 2016 shall be: Time and one-half rate of a Senior Police Officer \$46.00 per hour per officer with a two hour minimum. Patrol vehicle rate is \$10.00 per hour if vehicle is needed for traffic control/enforcement. The approximate amount due, for an officer for four hours, will be \$184.00.

- c. The total amount of reimbursement under this Agreement for 2016 shall be: Time and one-half rate of a Supervisor \$56.00 per hour per officer with a two hour minimum. Patrol vehicle rate is \$10.00 per hour if vehicle is needed for traffic control/enforcement. The approximate amount due, for a Supervisor for four hours, will be \$224.00.
- d. The City receives an administrative cost of \$1.00 per hour for each billed hour paid in addition to the time and one-half rate and vehicle expenses. This is reflected in the total cost reflected in (b.) and (c.) above.
- e. During the time they are providing services to the Organization, Police Officers may be subject to emergency calls not related to the Organization. The time spent responding to such emergency calls shall not be billed under this Agreement and the Littleton Police shall have no obligation to provide the Services during the time the officers are responding to such emergency calls.
- f. If on-duty officers are dispatched to the Organization for unforeseen emergency situations, or routine patrol calls, or to provide traffic control/enforcement or law enforcement or general support, the personnel will not be paid using funds under this Agreement.

**5. EXTENT OF RESPONSIBILITY:**

This Agreement specifies the terms pursuant to which the Littleton Police Department will allow extra-duty sworn personnel to perform additional law enforcement services. The Littleton Police Department does not, by reason of this agreement, assume any duty or responsibility to the Organization or any other person except as required by statute or specified in this Agreement. This Agreement is for the benefit of the parties hereto only, and creates no rights in any third party.

**6. AUTHORIZED REPRESENTATIVES:**

\_\_\_\_\_ shall be the designated representative of the Organization under this Agreement. The Administration Division Commander shall be designated representative of the Littleton Police Department under this Agreement. Each party reserves the right to change its Authorized Representative by notice to the other party.

**Indemnification:** The Services Recipient shall indemnify and hold harmless the Littleton Police Department, it's officers, employees, agents, representatives, insurers, and self- insurance pool from and against any and all damages, liabilities, actions, suits, proceedings, claims, threats, demands, losses, costs, and expenses (including attorney's and expert's fees) arising out of or in connection with (a) the negligent or intentionally wrongful acts or omissions of the Organization, it's agents, servants, employees and independent contractors under this Agreement, and (b) any breach of or default by the Organization under any covenant, promise, agreement, representation or warranty set forth in this Agreement.

**Police Officers Not Employees of Organization:** Police Officers shall not be deemed employees, agents, or representatives of the Organization for any purpose.

**Term:** The term of this Agreement shall commence on \_\_\_\_\_ (commencing at \_\_\_\_\_).

**This agreement may be terminated by either party upon thirty (30) day's** written notice to the other.

**Notice:** Any and all notices allowed or required to be given in accordance with this Agreement are deemed to have been given when delivered to the other party or three (3) days following the date the same is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested.

If to :           City of Littleton  
                  Office of the City Attorney  
                  2255 W. Berry Avenue  
                  Littleton, CO. 80165

If to Organization:

**Assignment:** This Agreement shall not be assigned by either party.

**Amendment:** This agreement may be amended, in writing, upon the mutual agreement of the parties.

**Attorney's Fees:** In the event that litigation is commenced by either party concerning this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the other party.

CITY OF LITTLETON

ORGANIZATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature  
\_\_\_\_\_

Signature  
\_\_\_\_\_

APPROVED

Chief of Police  
City of Littleton Police Department

## City of Littleton – Special Event Permits

Special event liquor permits the sale, by the drink only, of malt beverages or the sale, by the drink only, of malt, spirituous, or vinous liquors. A special event permit may be issued to an organization, which has been incorporated under the laws of the state of Colorado for purposes of a social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain (**non-profit**). Or, which is 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. A special event liquor permit is required if alcohol is to be sold on premises that do not hold a liquor license or is to be sold by a qualifying organization or club or arts liquor licensed premises. A special event permit may not be issued to the same applicant for more than ten days in one calendar year.

### A. Application

Applications for special event permits shall be made no sooner than (90) days and no later than thirty (30) days before the date of a desired event. Applications shall be filed with the City of Littleton on forms provided by the state licensing authority. The application forms shall be verified by oath or affirmation of an officer of the organization or the political candidate making application. The department will take no action until the application is complete to the satisfaction of the department. Applications for special event permits **must** be accompanied by:

- a diagram of the area to be licensed which clearly depicts the bar and alcohol service areas; and
- a copy of a deed, lease, or written permission of the owner of the property for use of the premises; and
- a certificate of good standing from the Secretary of State, issued within the past year, or a nonprofit charter or copies of reports and statements filed with the Secretary of State if a political candidate.

### B. Application Fees

At the time of application for a special event permit, the appropriate fees must accompany the application. All fees are payable by check or money order. Local fees are payable to the City of Littleton; State fees are payable to the Colorado Department of Revenue.

	<u>Local Fee</u>	<u>State Fee</u>
Special Events Permit (Liquor) per event	\$100.00 per day	\$25.00 per day
Special Events Permit ((3.2%) per event	\$100.00 per day	\$10.00 per day

### C. Review of Application Forms and Documents

The City of Littleton City Clerk's Office will review the application forms and accompanying documents for accuracy and completeness. Failure to correct identified problems with the license application will result in a delay in processing the desired permit. In reviewing an application, the office shall apply the same standards for approval and denial applicable to the state licensing authority.

### D. Posting Notice

After the permit application and accompanying documents are complete to the satisfaction of the City Clerk's office, staff will post notice of the desire to have a special event permit. Such notice shall be posted on the premises where the special event is proposed and shall be posted in accordance with department policies and procedures.

### **NOTE**

**Alcohol beverages may be served (not sold) at PRIVATE, INVITATION ONLY (persons personally known to the host/hostess) PARTIES that are NOT advertised and are not open to the public.**

**If a business does not have a liquor license or a Special Events Permit (non-profit, political candidate, etc...), they may not serve complementary spirits, wine or malt liquor to customers, either during business hours or after closing. This also applies to grand openings and holiday parties/picnics.**

# APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT AND ONE OF THE FOLLOWING *(See back for details.)*

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> SOCIAL    | <input type="checkbox"/> ATHLETIC                              | <input type="checkbox"/> PHILANTHROPIC INSTITUTION           |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER    | <input type="checkbox"/> POLITICAL CANDIDATE                 |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION                 |  |

<b>LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:</b> 2110 <input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY 2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY	<b>DO NOT WRITE IN THIS SPACE</b> <b>LIQUOR PERMIT NUMBER</b>
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1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE	State Sales Tax Number (Required)
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2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP)	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP)
--	--

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE			
5. EVENT MANAGER			
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____		

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED?  Yes  No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date														
Hours	From	.m.												
		To												

**OATH OF APPLICANT**

*I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.*

SIGNATURE	TITLE	DATE
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**REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)**

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended. THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK
SIGNATURE	TITLE	DATE

**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

**LIABILITY INFORMATION**

License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$ .

(Instructions on Reverse Side)

# APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.  
Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by 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 State.

- APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.
- THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.) AND
- APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION **AT LEAST TEN (10) DAYS PRIOR** TO THE EVENT.
- CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE

(12-48-102 C.R.S.)

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 the purpose 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 non profit 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. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.