



Douglas County Government  
 Community Planning & Sustainable Development Department  
 Engineering - Traffic Division  
 3080 N Industrial Way PO Box 1390 Castle Rock, CO 80104  
 Phone: 303-663-6237 Fax: 303-663-2063

OFFICE USE ONLY	
Application Fee	___
Insurance	___
Map/Plan	___
Application checklist	___

**COVER SHEET FOR APPLICATION TO CONDUCT  
 A SPECIAL EVENT ON PUBLIC RIGHT-OF-WAY**

**This cover sheet must be accompanied by all relevant documentation as noted in the Procedures  
 for Special Events documentation a minimum of 30 days prior to event date.**

PLEASE PRINT, except for signature.

Organization/Applicant Name \_\_\_\_\_ Application Date \_\_\_\_\_

Designated Representative \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (work) \_\_\_\_\_ (cell) \_\_\_\_\_ e-mail \_\_\_\_\_ fax \_\_\_\_\_

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Event Times (inc. setup/teardown) \_\_\_\_\_ Day of Week \_\_\_\_\_

Event Description \_\_\_\_\_

Estimated number of participants \_\_\_\_\_ Estimated Number of Spectators \_\_\_\_\_

Estimated cost for law enforcement to be provided by the Douglas County Sheriff's Department (*payable to Douglas County Deputies Association*) \_\_\_\_\_ (This does not include additional cost for closure and traffic control required by the latest version of the Manual on Uniform Traffic Control Devices (MUTCD)).

If this application is approved, the undersigned hereby agrees to (1) pay the total cost for conducting any road closure or traffic control related to the special event described in the application to Douglas County, (2) submit payment of the total estimated cost of the special event to Douglas County prior to consideration of the application, and (3) provide a certificate of general liability and auto liability insurance in an amount specified by Douglas County, its officials, officers, employees and agents as additional insured.

The undersigned accepts the responsibility for any cost in excess of the estimated cost agreed upon prior to the event. This additional cost, payable to Douglas County, is due upon request following the event. If the estimated cost exceeds the actual cost, the balance will be refunded. In the event the applicant fails to pay any such excess upon request, and Douglas County files suit to recover said amount, Douglas County shall be awarded the amount owed plus its reasonable attorney's fees and costs.

The applicant agrees to defend, indemnify and hold harmless Douglas County, its commissioners, officials, officers, directors, agents and employees from and against any and all claims, demands, suits, actions or proceedings of any kind whatsoever in any way resulting from this agreement. The County has absolutely no financial obligation to any person or entity as a result of entering into this agreement.

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I, the undersigned, certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may justify dismissal of this event if discovered at a later date.

I understand that if this application is approved, it is conditioned upon compliance with the policies and procedures of Douglas County governing special events.

I certify that the statements contained herein or attached hereto are true, accurate and complete to the best of my knowledge and belief

By (signature)	Name of Organization
Title	Date

## Checklist for Complete Application Documentation

(please check off each item as you include it in the application and submit with the application)

- \_\_\_\_\_ Cover sheet, completed, signed and dated
- \_\_\_\_\_ \$50.00 application processing fee
- \_\_\_\_\_ Operations Plan: Written documentation to include:
  - \_\_\_\_\_ Parking plan
  - \_\_\_\_\_ Emergency services plan, including contact information
  - \_\_\_\_\_ Location and number of sanitary facilities, if applicable
  - \_\_\_\_\_ Communications plan
  - \_\_\_\_\_ Public Safety issues plan, if applicable
- \_\_\_\_\_ Traffic Control Plan
  - \_\_\_\_\_ Written documentation describing the course route, law enforcement and course marshal locations.
  - \_\_\_\_\_ Course Map
  - \_\_\_\_\_ In the event of road closures, Traffic Control Plans including MHT (Method of Handling Traffic) maps as provided by a qualified Traffic Control Company.
  - \_\_\_\_\_ Jurisdictional approval in writing for use of any municipal street, state highway, or other property that may be part of the proposed event route.
  - \_\_\_\_\_ Copy of advertisement prior to the event of proposed road closure and detours (if requested by Douglas County Government.
- \_\_\_\_\_ Certificate of Insurance (does not need to accompany the application but must be submitted prior to issuance of the permit).
  - \_\_\_\_\_ \$1,000,000 minimum coverage – to include general liability and auto liability coverage
  - \_\_\_\_\_ Extended to spectators and participants
  - \_\_\_\_\_ name “**Douglas County and its officers, employees and agents**” as additional insured.
  - \_\_\_\_\_ List certificate holder as: **Douglas County, 100 Third Street, Castle Rock, CO 80104**
  - \_\_\_\_\_ Include the date(s), times from setup and takedown of event and event name on the certificate.