



Town of Superior
Special Events Application Form

127 E. Coal Creek Drive ▪ Superior, CO 80027 ▪ 303-499-3675 ▪ 303-494-2521 (fax)

Contact Information

Name of Event _____

Sponsoring Organization _____

Contact Person _____ Position Title _____

Phone _____ Work or Cell _____

Address _____

Email Address _____

Event Information

Type: Bicycle Race Road Race Triathlon Parade Other

Event Date _____ Event Time Range _____

Attendance Expected _____ Age Range of Attendees _____

Event Contact Person (event day official) _____ Phone _____

Event Requirements

Submittal of Application (pages 1& 2)

Payment of \$25.00 Application Fee

Proof of Insurance with Town of Superior listed as additional insured

Street Obstruction Permit

Written proof of notification to Boulder County Sheriff's Department and Rocky Mountain Fire District

Barricade/Traffic Plan (with approval by Boulder County Sheriff's Department)

Medical/First Aid Plan

Clean-up Plan

Sanitation and Refreshment Facilities Plan

Parking Plan including staging and support locations (include written approval from property owners if using their property)

Copy of Resident information letter with plan to distribute (*1 week prior to event*) to neighborhoods affected by event

Other: completed Facility Use Permit Application and Fees for usage of Town of Superior Park Facilities

Fee Information and Approval (Office Use Only)

Permit Fee Payment:		Reg. Initials:	
Payment By: (Circle One and Fill in Reference Number) Cash Check # Visa/ Master Card #			
Permit Requirements Completed: <input type="checkbox"/> Y <input type="checkbox"/> N		Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	



Town of Superior

Special Events Application Form

127 E. Coal Creek Drive ▪ Superior, CO 80027 ▪ 303-554-9005 ▪ 303-494-2521 (fax)

STREET OBSTRUCTION PERMIT

Applicant: _____ Date: _____

Address: _____ Telephone: _____

Purpose of Closure: Neighborhood Party _____ Times of Event: _____
 Sporting Event _____
 Garage Sale _____
 Other (list) _____

Traffic Control Plan Submitted: (Y/N) _____

Description of Area to be Closed (street addresses from – to) _____

Please Read and Initial the Following to Acknowledge:

- _____ Streets may not be completely closed and must remain accessible to residents and emergency vehicles.
- _____ Residents in obstructed areas must receive prior notification of the street obstruction. Submit names and addresses of contacts.
- _____ Event must comply with any other Town Code provisions.
- _____ Signage must be posted in area to notify motorists.
- _____ Permittee agrees to hold harmless the Town for any consequence arising from the exercise of this permit.

Signature of Applicant _____ Date _____