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)

<table>
<thead>
<tr>
<th>Permit Fee Payment:</th>
<th>Reg. Initials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment By: (Circle One and Fill in Reference Number)</td>
<td>Cash</td>
</tr>
<tr>
<td>Permit Requirements Completed: □ Y □ N</td>
<td>Permit: □ Approved □ Denied</td>
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Last updated 1/9/2013

Pg 1

Special Events
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 __________________________