



COLORADO

Parks and Wildlife

Department of Natural Resources

Chatfield State Park
11500 N. Roxborough Park Road
Littleton, CO 80125
P 303.791.7275 | F 303.791.1231

2021 Special Activities Permit Process

Thank you for your interest in holding a special activity at Chatfield State Park. To assist in the success of your activity and to minimize delays in the processing of your application, please follow the steps/instructions below.

Please contact the Park Office at 303-791-7275 if you have additional questions.

Please follow the **two-step** process as shown below. **Items submitted individually (not as a packet as indicated) will be returned and the permit process suspended until all items are received as indicated.** The applicant is responsible for organizing and consolidating required documents and submitting them in the two-step process outline below.

STEP ONE – SPECIAL ACTIVITY APPLICATION:

These items **must be submitted together** at least **90 days** in advance of the event.
(Additional documents will be returned and should be submitted as a completed package in Step Two.)

- **Special Activities Agreement** (Application): Complete all sections and submit (email is preferred). Park management will coordinate with only one responsible person for each activity to avoid confusion.
- **Payment for \$30.00 Application Fee:** Administrative processing fee on all Special Activities. Cash, check or credit card payment is accepted. (Fee applies to all applicants regardless of for-profit or non-profit status and is non-refundable).
- **Brief Summary Explaining Activity and Impacts on Park:** Include a summary narrative (**250 words or less**) of your request: including what you want to do, where, and when.

STEP TWO – SUPPORTING DOCUMENTATION:

You will receive an email from park management requesting specific support documentation after review of your brief Summary and special activity agreement.

All support documentation must be submitted in its entirety, as a single packet (ELECTRONICALLY IS PREFERRED), no less than 30 days prior to your event.

Individual items will be returned if not submitted as part of the complete packet.

- **Proof of Insurance:** Insurance may be required and coverage must be listed as:
 - **The State of Colorado and U.S. Army Corps of Engineers** as **“Additionally Insured”**.
 - **The Event Organizer** will be the **“Certificate Holder”**
- **Logistics Plan - Explain IN DETAIL how each of the following topics will be managed.**
 - Parking – On or off park, event volunteers, vendors, shuttles, passes
 - Course markings and signage – Only removable signs are allowed
 - Food/Beverages/Alcohol – Provided or sold
 - Commercial Operations – Sales on Park including registrations, food, merchandise, beverages
 - Music/Announcements – Amplification (no live bands allowed)
 - Sanitation - toilets and trash



- **Safety Plan- Explain IN DETAIL how each of the following topics will be managed.**
 - Traffic Control - Parking attendants, course marshals, law enforcement
 - Emergency response plan - Medical support, first aid, swim safety plan, communications
- **Additional Fees:** These will be determined by park management and may include: entrance fees, group picnic or group camp site fees, staff impact and percent of gross sales fees.
 - *Payments that are due **30 days prior to the event:***
 1. Reserved group facilities or other site fee
 2. Optional water tests and other fees as determined by park management
 - *Payments that will be due **within 30 days after the event:***
 1. Gross sales reports and payments (7% of gross)
 2. Alternative entrance fee attendance reports and payments (\$4.00 per participant for events with off-site parking)
 3. Any Impact of time by the event of park staff
 4. Any other outstanding fees.
- **Promotional Information:** How will participants hear about this event? Park staff must approve information announcing/advertising your activity including radio, TV, newspapers, flyers, email, newsletters, internet, etc.
- **Copy of Commitments from Other Agencies:** Documentation is required if facilities or agencies other than Chatfield State Park are used in conjunction with the activity.

General Information:

- Applications for 2021 will only be accepted when a signed, completed **2021 Special Activities Agreement** form with the required **brief summary** of the event and **\$30.00 non-refundable application fee** are submitted at the same time.
- Applications for 2021 may be submitted any time beginning November 1, 2020 and should be submitted at least 90 days in advance of the activity date. Exceptions may be granted to the 90 day requirement for small, low impact activities.
- Only one "Signature Event" (an activity with more than 1,000 participants or requiring a partial closure of the park, trail, road or facility) will be allowed per year. Preference will be given to returning activities.
- With the exception of small non-intrusive events, special activities will not be scheduled on Sundays or holidays from Memorial Day Weekend through Labor Day.
- Alternative fees are required when utilizing off-site parking facilities. All vehicles entering the park are required to purchase a daily park pass or annual park pass.
- Activities exceeding 250 participants will be required to obtain supplemental sanitation in the form of portable restrooms. Supplemental restrooms may not be delivered before Friday for a weekend event and must be picked up on Monday after a weekend event.
- Medical services are the responsibility of the activity organizers. Park Management reserves the right to request medical services for your event. Events exceeding 500 people should have at minimum an EMT, doctor, or ambulance on standby at the park.
- There are specific rules pertaining to amplified sound. Contact park operations manager with any amplified sound requests.
- Swimming activities may have optional water tests done at the cost of the activity organizer. There is a \$35.00 staff charge and \$20.00 per sample charge. Each activity may require multiple samples depending on the size of the swim area. Activity organizer must notify park operations manager of interest in obtaining water test if desired.

Submit all required Support Documentation as a COMPLETE PACKET no later than 30 days prior to event date. Please contact the Park Office administrative staff at 303-791-7275 if you have additional questions.