



COLORADO

Parks and Wildlife

Department of Natural Resources

Lake Pueblo State Park
640 Pueblo Reservoir Rd.
Pueblo, CO 81005

2023 Special Activities Permit Process

Thank you for your interest in holding a special activity at Lake Pueblo 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 Visitor Center at 719-561-9320 if you have additional questions.

Please follow the 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 process outlined below.

SPECIAL ACTIVITY APPLICATION:

All items **must be submitted together** at least **45 days** in advance of the event. Individual items will be returned if not submitted as part of the complete packet.

- **Special Activities Agreement** (Application): Complete all sections and submit (email is preferred), via email to lake.pueblo.park@state.co.us Park management will coordinate with only one responsible person for each activity to avoid confusion.

SUPPORTING DOCUMENTATION:

- **Explain Activity and Impacts on Park in Detail:** Include a summary narrative (**250 words or less**) of your request: including what you want to do, where, and when.
- **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
- **Explain in Detail Your 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
- **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.

- **Proof of Insurance:** Insurance may be required and coverage must be listed as:
 - **The State of Colorado – Lake Pueblo State Park and U.S. Bureau of Reclamation as “Additionally Insured”.**
 - **The Event Organizer** will be the “**Certificate Holder**”

- **Payment for \$30.00 Application Fee:** Administrative processing fee on all Special Activities. Cash, check or credit card payment is accepted. (You will be contacted for the application fee).

- **Additional Fees:** These will be determined by park management and may include: entrance fees or group picnic 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 15 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.

General Information:

- Applications for 2023 will only be accepted when a signed, completed **2023 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 2023 may be submitted any time beginning November 1, 2022, and should be submitted at least 45 days in advance of the activity date. Exceptions may be granted to the 45-day requirement for small, low-impact activities.
- Special activities will not be scheduled on holidays from Memorial Day Weekend through Labor Day or on holiday weekends.
- 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 the park Operations Manager with any amplified sound requests.
- Any area used for your event is still open to the public unless otherwise negotiated in this agreement

Submit all required documentation as a COMPLETE PACKET no later than 45 days prior to the event date. Please contact the Park Office administrative staff at 719-561-9320 or by email at lake.pueblo.park@state.co.us if you have additional questions.

Requirements for Comprehensive General Liability Insurance

Agreement Holder shall obtain and maintain in full force and effect all comprehensive general liability insurance and property damage insurance naming:

State of Colorado and U.S. Government
Attn: Lake Pueblo State Park
640 Pueblo Reservoir Road
Pueblo, CO 81005

as additional insured or additional named insured, and as the Certificate Holder, to cover their liability from or incidental to operations under this agreement. Insurance must be written on an Accord 23 (2001/08) Certificate of Liability Insurance form.

Such insurance will have a minimum limit of \$350,000.00 personal injury / \$990,000.00 for each occurrence from claims arising from property damage, bodily injury, or death resulting there from as specified in 24-10-114, C.R.S.

If during the season any accident should occur of significance that may increase the liability exposure of the State of Colorado as so determined by the Division, the Agreement Holder involved in said accident may be required to increase their insurance coverage for each occurrence. This increase will take place within ten days of notification by the Division that additional insurance is required.

If proof of insurance is not provided by the Agreement Holder as required by the Division within the stated time period, the Special Activity Agreement will be suspended until such time that an adequate certificate of insurance is received.

The policy will ensure the Agreement Holder against all claims occasioned by acts or omissions of the Agreement Holder in carrying out the activities and operations authorized by the Special Activity Agreement, including any claims arising as a result of or incidental to the operation of a motor vehicle under this agreement.

Such policy will specify that the insurance company shall have no right of subrogation against the State of Colorado or the U.S. Government. The Agreement Holder shall indemnify, defend, and save harmless the State of Colorado, the U.S. Government, and their agency employees for losses, damages, or judgments and expenses on account of accidents or other peril, bodily injury, death, or property damage of any nature whatsoever, and by whomever made, arising out of the activities of the Agreement Holder, guides and other employees under this Agreement.

The Certificate of Insurance will state that the Certificate Holder will be given written notice by the insurer at least forty-five (45) days prior to any modification, termination, or cancellation of the policy. Where cancellation is for non-payment of the premium, at least ten (10) days notice of the cancellation must be given. (C.R.S. 10-4-1097).

As companies affording coverage, only insurance companies licensed in the State of Colorado; insurance companies currently listed on the approved surplus lines listing for Colorado, or risk retention group qualified under the Federal "Liability Risk Retention Act of 1986" are acceptable. If a purchasing group, the name of the address of said group must be identified. If changing to a new policy, the Colorado Division of Insurance can determine if the company is state licensed.

End of Tournament Report

Fill this report out completely and accurately in compliance with agreed conditions. The deadline for submitting or postmarking of this report is 15 days after the event. Mail to: Lake Pueblo State Park, 640 Pueblo Reservoir Rd, Pueblo, CO 81005. Check, cash, or credit card payments are accepted. Make checks payable to Lake Pueblo State Park or call 719-561-9320 to pay via phone. Please type or print clearly.

Official Name of Group: _____

Name of Event: _____

Individual Completing this Form: _____

Date: _____

Total Daily Revenue: _____

Number of Participants: _____

Participant Fee: _____

Total Payment Due: _____

CERTIFICATION OF INFORMATION: I certify that the information given by me in this report is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions and attachments that are required by the authorized agent when the Special Use Agreement is issued.

_____ Signature of Authorized Agent	_____ Date	_____ Phone Number	_____ E-mail Address
_____ Mailing Address	_____ City	_____ State	_____ Zip

It is a federal and state crime for any person knowingly and willfully to make any false, fictitious, or fraudulent statements or representations as to any matter within its state or federal jurisdiction.