

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF HINSDALE, STATE OF COLORADO**

RESOLUTION NO. 7, SERIES 2022

**A RESOLUTION TO ADOPT THE HINSDALE COUNTY
SPECIAL EVENT PERMIT POLICY**

WHEREAS, pursuant to C.R.S. §§ 30-11-107 and 29-20-104, the Board of County Commissioners of Hinsdale County, Colorado ("BoCC") has the authority to regulate events on property located within the unincorporated areas of Hinsdale County; and

WHEREAS, the BoCC hereby determines that a Special Event Permit Policy is in the best interests of Hinsdale County to ensure that all special events protect the health, safety, and welfare of event participants, the public, and citizens to the greatest extent possible.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Hinsdale County, Colorado at a public meeting held on April 20, 2022 to adopt the Hinsdale County Special Event Permit Policy, a copy of which is attached hereto and incorporated herein by this reference.

INTRODUCED by Commissioner Greg Levine, seconded by Commissioner Robert Hurd and passed this 20th day of April, 2022.

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF HINSDALE, STATE OF COLORADO**

By: Kristie Borchers
Kristie Borchers, Chair

ATTEST:

Joan Roberts
Joan Roberts, County Clerk



HINSDALE COUNTY SPECIAL EVENT PERMIT POLICY

A Special Event Permit is required when a third-party is seeking to host an event on private property of more than 500 people, or an event of more than 50 people that uses a road, property, or other location in unincorporated Hinsdale County that is under the control and/or ownership of Hinsdale County. Special Event Permits are required to ensure that all events protect the health, safety, and welfare of event participants, the public, and citizens to the greatest extent possible.

If the event is to occur at a facility already permitted by the County for Special Events, is a private family event of less than 500 people on private property, or is an event of less than 50 people on County owned or controlled property or roads, then a special event permit are not required.

1. **Types of Events.** Special Events may include, but are not limited to, the following:

- a) Organized bicycle races or group rides
- b) Organized running races or walks
- c) Organized motor vehicle events
- d) filming requests (refer to Hinsdale County Filming Policy)
- e) Weddings
- f) Private gatherings of more than 500 people in which a County road or other County property is to be used for access to the same
- g) Any other proposed use on County owned or controlled property of more than 50 people

2. **Application Requirements.** A Special Events Permit application shall include the following:

- a) A completed application
- b) Site plan or route map of the event
- c) Operations and communications plan
- d) Medical/Emergency response plan
- e) Traffic control/transportation/parking plan
- f) Sanitation/waste disposal plan
- g) Notification plan
- h) Signage as required by Hinsdale County
- i) General liability insurance providing coverages for the applicant and any other party that is involved in organizing or hosting the event of at least \$1 million per occurrence and \$1 million aggregate. Hinsdale County shall be named as an additional insured under said insurance policy and specifically listed on the insurance certificate.
- j) Additional items may be required depending on the size and scale of the event.

3. **Road Closures.** No complete closure of any Hinsdale County roads are allowed. Traffic restrictions may be permitted only with pre-approval from the Hinsdale County Sheriff's Office and Hinsdale County Administration Office. If traffic is restricted, traffic control workers must allow passage of emergency vehicles. It is the responsibility of the applicant: (a) to provide any and all signage required by Hinsdale County for the event; (b) to erect and maintain all necessary barricades, flashers and other traffic control measures, and to secure additional staffing by

properly authorized law enforcement personnel to manage road restrictions and closure points. All costs associated with these requirements shall be borne by the applicant.

4. Submission Deadlines. Special Events Permit applications must be submitted at least 60 days prior to the event date, but no more than 365 days prior to the event date. Submitting timelines may be altered with special permission from Hinsdale County.

5. Liquor. Events that provide alcohol must have a Special Event Liquor Permit issued by the Hinsdale County Liquor Licensing Authority.

6. Notification. Special Events may be required to give advanced notifications depending on the nature of the event, as determined at the sole discretion of Hinsdale County. Notification may include:

- a) Written notification to adjacent property owners
- b) Advance signing notifications along the event route or at the event location commencing at least seven (7) days prior to the event and continuing through the event
- c) Written notification at least 14 days prior to the event to the local fire protection district, any federal agency with lands adjacent to or part of the proposed event, and the following Hinsdale County departments: Sheriff's Office, Emergency Management, EMS and Road and Bridge.

7. Process/Issuance of Permit. Following review of the application, the County Administrator will notify the applicant of all requirements still to be met (if any). The issuance of a special event permit is at the sole discretion of the Hinsdale County Board of County Commissioners, and there is no guarantee of a permit regardless of whether the applicant has complied with all application requirements. Once all required documentation has been submitted and approved by Hinsdale County, Hinsdale County may issue a special event permit to the applicant. The permit shall be displayed at the site of the event.

8. Revocation of Permit. The Hinsdale County Administration Office, by and through the County Administrator, is in charge of issuing and revoking special use permits and ensuring compliance with this Policy and any permits that are issued hereunder. This authority shall include, but is not limited to, enforcement authority over the event, including the course (if any), terrain and environment. The Hinsdale County Sheriff's Office shall have the power of arrest and the authority to stop any event in progress for violations of the permit, as determined by the County Administration Office, or for breaches of public safety standards or applicable law. If, for any reason, any required special condition has not been met at least forty-eight (48) hours prior to the event, and it appears that compliance is unlikely, the permit may be revoked. If the event organizers fail to comply with any permit requirement during the event, appropriate County personnel may revoke the permit and the event may be stopped. The Hinsdale County Sheriff's Office has the right to halt any special event due to events happening in the County that would constitute an emergency situation (fires, floods, etc.). In addition to the foregoing, Hinsdale County may revoke, or choose not to issue, a special event permit at the sole subjective discretion of Hinsdale County at any time and for any reason. The remedies contained herein

shall be cumulative with any and all remedies available in law or equity. Hinsdale County may seek other remedies provided for by law or equity in enforcement of this Policy, including, but not limited to, an injunction or other equitable relief in any court of competent jurisdiction to stop or prevent any violation of this Policy. The County shall be awarded its reasonable attorney fees and costs in any successful enforcement action.

9. Removal of Materials. All event materials must be taken down immediately after the event, including but not limited to, all traffic barricades removed from roadways by the event coordinator/staff. All signage, flashers, and other traffic control measures related to the event must also be removed by the event coordinator/staff within 24 hours of the end of the event. No permanent paint may be used on County roads to mark course routes. Removable markings may be used but must be removed by the applicant within 24 hours of completion of the event. Any County costs to remove pavement markings, or otherwise, shall be the responsibility of the applicant.

10. Waste Management. Event organizers are responsible for having a waste management plan, which shall include but not be limited to, managing and removing all recycling, compostable materials, and garbage within the event area, including any garbage cans, dumpsters, and trash in nearby areas that are reasonably related to the event. A refundable deposit shall be provided to the County to cover clean-up and restoration. The customary deposit shall be \$500 but may be adjusted as determined by Hinsdale County depending on the nature and scope of the event.

11. Permit Fees. All permit applications must be submitted with the appropriate fees as stated below. Please check those that apply to your event.

- Events with attendance between 50-500 people: \$150.00
- Events with attendance between 500-3,000 people: \$250.00
- Events with attendance over 3,000 people: \$500.00

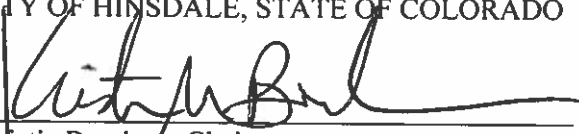
Additional compensation may be required from the applicant to cover additional costs for application and event review, or if the event may require the County or another public service provider to incur expenditures for personnel, materials, or other needs, including County Road and Bridge staff, the County Attorney, Sheriff, EMS, or Emergency Management.

12. Indemnity. By submitting a special event permit application, the applicant(s) agrees to hold harmless, defend, and indemnify Hinsdale County, Colorado and its officers, agents, representatives, attorney, and employees on account of any claim made or adjudged arising out of a special use permitted event granted by Hinsdale County, or the use of the premises granted thereby (the special event permit and/or the County property used as part of said event shall be referred to as the “premises”). All applicants shall maintain and use the event premises at all times in conformity with this Special Event Permit Policy, permit, and other applicable laws, keep said premises in a safe and clean condition at all times, and allow no nuisance to be created by virtue of the use. Applicants shall remove all their property and structures from the premises at the end of the event. Applicants shall be responsible for the cost of repair for any damage to Hinsdale County property and shall restore the premises to its preexisting condition or it shall be restored to preexisting condition at the applicants’ expense. The applicant’s insurance policy must provide coverage for the requirements of this Section 12 along with the other requirements contained in Section 2(i) above.


13. Administration of Special Event Permit Policy. This Special Event Permit Policy shall be administered and enforced by the Hinsdale County Administration Office, and, if necessary, depending on the event, in conjunction with the Hinsdale County Sheriff's Office. All information on this form must be filled out completely. Attach additional sheets if necessary.

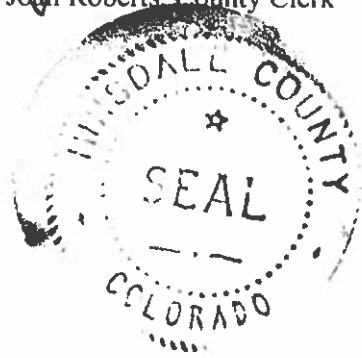
Adopted at a public meeting on the 20 day of April, 2022.

BOARD OF COUNTY COMMISSIONERS
COUNTY OF HINSDALE, STATE OF COLORADO

By: 
Kristie Borchers, Chair

ATTEST:


Joan Roberts, County Clerk



Hinsdale County

SPECIAL EVENT PERMIT APPLICATION

The purpose of this application is to obtain a special event permit from Hinsdale County to hold a special event of more than 50 people on lands, roads, or other property owned by or otherwise under the legal authority of Hinsdale County, along with any event on private property that has more than 500 people. Please attach all required documentation to this application as listed below.

The contact person designated by the sponsor or organizer of any event must be present at the event at all times, have decision-making authority over the event, and be continuously available to Hinsdale County, including but not limited to County administration staff, law enforcement, EMS, emergency management, and any other County personnel working in conjunction with the event.

EVENT INFORMATION:

1. Applicant: _____
2. Sponsoring Organization: _____
3. Address: _____
4. Phone Number: _____
5. Contact Person: _____
6. Date(s) of event: _____
7. Proposed location of event: _____
8. Hours of event(s): _____
9. Estimated number of participants _____
10. Estimated number of spectators: _____
11. Estimated number of event staff: _____

12. Roads Affected by Proposed Event: _____

13. Brief Description of Event: Attach additional pages as needed.

14. Potable Water. If potable water is required, identify the source. Attach copies of agreements with companies providing facilities, if applicable. _____

15. Sanitation. Describe sewage disposal and toilet facilities to be provided. Identify location of all toilet facilities on the site plan. Attach copies of agreements with companies providing facilities, if applicable. _____

16. Temporary Power and Exterior Lighting. Identify all temporary power requirements, proposed lighting fixtures and their locations. _____

17. Waste Disposal. Describe waste collection facilities to be provided. Attach copies of agreements with companies providing facilities, if applicable. _____

REQUIRED DOCUMENTATION:

- a) A completed application
- b) Site plan or route map of the event
- c) Operations plan, including (as needed) medical/emergency response plan, traffic control and parking plan, sanitation/waste disposal plan along with any other requirements referenced in the Special Event Policy or otherwise required by Hinsdale County
- d) Notification plan if necessary
- e) Insurance certificate that provides general liability insurance protection of at least \$1 million in per occurrence and in aggregate. This insurance certificate must also name Hinsdale County, Colorado and the Board of County Commissioners of Hinsdale County, Colorado as additional insureds under the policy.
- f) Events that provide alcohol must have a Special Event Liquor Permit issued by the Hinsdale County Liquor Licensing Authority.
- g) Any other requirements of Hinsdale County to maintain public health, safety and welfare as contained in the Hinsdale County Special Use Permit Policy, or as otherwise required by Hinsdale County.

All event staff must be provided a copy of any special use permit issued by Hinsdale County and understand all written event instructions, conditions, rules, etc.

I hereby certify that the above and attached information is true and accurate to the best of my knowledge. I further certify that I or we have legal authority to sign this Special Use Permit Application on behalf of the entity that is sponsoring said event requiring a Special Use Permit.

Applicant and Applicant's underlying organization or entity hereby agrees to hold harmless, defend, and indemnify Hinsdale County, Colorado and its officers, agents, representatives, attorney and employees on account of any claim arising out of an event in which Hinsdale County granted applicant a special use permit, or otherwise was granted use of Hinsdale County property (the special event permit and/or the County property used as part of said permit shall be referred to as the "premises"). All applicants shall maintain and use the premises at all times in conformity with Hinsdale County's Special Use Permit Policy and other applicable laws, keep said premises in a safe and clean condition, and allow no nuisance to be created by virtue of said use of the premises. If a special use permit is issued, the applicant shall remove all of their property and structures from the premises at the end of the event. Applicant shall also remove all refuse from the premises and shall be responsible for the cost of repair of any damage to Hinsdale County property and shall restore the premises to its preexisting condition or it shall be restored to its preexisting condition at the applicants' expense.

The applicant acknowledges that he or she has reviewed the Hinsdale County Special Use Permit Policy and agrees to be subject to and abide by said Policy. Additionally, the applicant understands, acknowledges, and agrees that the issuance of a special event permit is at the sole discretion of the Hinsdale County Board of County Commissioners, and there is no guarantee of a permit regardless of whether the applicant has complied with all application requirements.

Applicant

Date

This application will not be processed without full documentation attached and the signature of applicant.



HINSDALE COUNTY
COLORADO

311 N. Henson St. Lake City, CO 81235 970-944-2225 www.hinsdalecountycolorado.us

SPECIAL EVENTS PERMIT

Issued to: _____

Event: _____

Date(s) of Event: _____

Applicant: _____

Location: _____

Description: _____

1. This Special Event Permit is approved based on the information provided within the application.
2. Any parking associated with the event must follow the plan submitted with the application.

APPROVED BY HINSDALE COUNTY BOARD OF COMMISSIONERS

DATE: _____