



SPECIAL EVENTS AT A GLANCE

City of Lone Tree

We are excited that you are having a special event in the City of Lone Tree. This flyer is designed to provide basic information regarding special event permitting within Lone Tree. If you have any questions, contact the City Clerk's Office at:

Phone: 303-708-1818

Email: CityClerksOffice@cityoflonetree.com

What is a Special Event?

In general, your event is considered a special event if it:

- Requires the temporary closure of a public street, sidewalk, alley, or right-of-way, or portion thereof.
- Is an organized activity which involves the use of, or has an impact on, city property, facilities, or routine city services.
- Has a group of fifty or more persons which obstructs, delays, or interferes with the normal flow of pedestrian or vehicular traffic and controls.

Common Types of Special Events:

- Concerts
- Races
- Parades
- Community Events
- Festivals
- Circuses
- Block Parties
- Art Shows

Note: the special event process does not apply to demonstrations, funeral processions, or public activities conducted by the city or another governmental entity acting within the scope of their authority that do not impact city facilities.

How to Apply:

Special event applications must be received by the City Clerk's Office no later than **90 days prior to your event**. To apply, visit <https://cityoflonetree.com/departments/city-clerk/special-event-permits/> and complete a special event application. Include as much information as you can; attach additional information as needed. Make sure you complete all sections of the special event application and include all of your supplemental information such as:

- Site Plan/Route Map
- Traffic Control Plan
- Insurance Documentation
- Waiver Requests

Waiver Requests:

All waiver requests must be submitted with the initial application. If a waiver is denied, the applicant must submit the required documentation within 5 days

Insurance:

The city will need to be named as additional insured sufficient to cover liability limits; \$1,000,000 per occurrence & \$2,000,000 aggregate

Sales Tax:

If you have vendors selling goods at your event, the vendors will need city business licenses and will have to report their earnings

Event Fees:

Permit Fees

- ❖ Events with attendance between 50-500 people \$50.00
- ❖ Events with attendance between 500-3,000 people \$250.00
- ❖ Events with attendance over 3,000 people \$500.00

Financial Security Fees (in addition to Permit Fees)

- ❖ Events with attendance between 50-500 people \$100.00
- ❖ Events with attendance between 500-3,000 people \$500.00
- ❖ Events with attendance over 3,000 people \$1,000.00

Additional Charges

- ❖ Requests for street closures require a Right-of-way Use Permit \$90.00 per day
- ❖ Events that require Lone Tree Police Presence \$50.00 per hour, per officer;
\$65.00 per hour, per officer for holidays

The City Clerk can impose reasonable terms, conditions, and limitations – reflected in a special event permit or in a written agreement, to ensure reasonable protection of the City's Interest.

Internal Review

The City Clerk's Office will review your application and approve or deny your special event permit. During the review process, other city departments will be consulted regarding your event, including the Police Department and the Public Works Department. An in-person meeting may be required prior to approval being granted. The city may place additional requirements onto the applicant depending on the circumstances of the event; these may incur additional costs on the applicant.

Other Organizations:

Other governmental organizations may need review your special event through their own submittal process. **It is the applicant's responsibility** to contact any organizations that may need to review their event. The city's special event permit does not supersede required permits from other organizations. Listed below are three organizations that commonly need to approve events and have their own review process. If you are unsure if you need approval from an organization, contact them and inquire. Some organizations may have their own event fees.

South Suburban Parks & Rec:
Most Lone Tree parks and open spaces are operated by South Suburban. Contact SSPR for rentals and park policies
www.ssprd.org
303-798-5131

South Metro Fire Rescue:
They check tents, ingress & egress, and other safety elements
www.southmetro.org
720-989-2000

Douglas County Health Department:
If you have vendors selling food at your event
douglas.co.us/health-department
720-643-2400

Liquor:

If you wish to have liquor at your event you will need to apply for a special event liquor permit. To do so, complete a [special event liquor permit application](#) and submit it to the City Clerk's Office. To qualify to have liquor, you must be a non-profit organization.

Questions? Contact the Lone Tree City Clerk's Office at 303-708-1818 or email CityClerksOffice@cityoflonetree.com

This document is meant to be informational only and does not cover all the specifics regarding the special event process for the City of Lone Tree. To learn more about special events and their requirements, please visit review Chapter 11, Article 1 of the Lone Tree Municipal Code.