



COLORADO PARKS AND WILDLIFE
Cherry Creek State Park
4201 S. Parker Road, Aurora, CO 80014
Phone 303-690-1166 FAX 303-699-3864
wildlife.state.co.us • parks.state.co.us

Special Activities Permit Process

Thank you for your interest in holding a special activity at Cherry Creek 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 Patti Caudell at 303-690-1166 X6563 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. 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* 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 with original signature. Park Management will coordinate with only one contact person for each activity to avoid confusion.
- **Check for \$20.00 Application Fee:** Administrative processing fee on all Special Activities (fee applies to all applicants regardless of for-profit or non-profit status and is non-refundable).
- **Summary Narrative Explaining Activity and Impacts on Park:** Include a summary narrative of your request: what you want to do, where and when (one paragraph of 250 words or less).

Step Two - Support Documentation: You will receive a letter from Park Management requesting specific support documentation after review of your narrative summary and Special Activity Agreement. All support documentation *must* be submitted in its entirety, as a single packet (electronically or paper), no less than 30 days prior to your event. Individual items will be returned if not submitted as part of the complete packet.

- **Logistics Plan - Explain 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 - Portable toilets and trash
- **Safety Plan- Explain 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
- **Proof of Insurance:** Insurance may be required and must include the **State of Colorado and U.S. Army Corps of Engineers as “Additionally Insured”**. The Event Organizer will be the “Certificate Holder”. All fees and insurances must be paid before a permit will be issued.

STATE OF COLORADO

John W. Hickenlooper, Governor • Mike King, Executive Director, Department of Natural Resources
Rick D. Cables, Director, Colorado Parks and Wildlife
Parks and Wildlife Board: David R. Brougham • Gary Butterworth, Vice-Chair • Chris Castilian
Dorothea Farris • Tim Glenn, Chair • Allan Jones • Bill Kane • Gaspar Perricone • Jim Pribyl • John Singletary
Mark Smith, Secretary • Robert Streeter • Lenna Watson • Dean Wingfield
Ex Officio Members: Mike King and John Salazar

- **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 due 30 days prior to the event: reserved group facilities or other site fee, any impact of time by the event on park staff, optional water tests and other fees as determined by Park Management.

Payments due within 30 days after the event: gross sales reports and payments (7% of gross), alternative entrance fee attendance reports and payments (\$2.30 per participant for events with off-site parking) and 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 Cherry Creek State Park are used in conjunction with the activity such as Arapahoe County Sheriff's Office, Cherry Creek High School, City of Greenwood Village.

General Information:

- Applications for 2012 will only be accepted when a signed, completed **2012 Special Activities Agreement** form with the required **narrative summary** of the event and **\$20.00 non-refundable application fee** are submitted at the same time.
- Applications for 2012 may be submitted any time beginning October 3, 2011 at 9 a.m. but must 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 1000 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 May 15 through Labor Day.
- Special activities are not allowed to stage outside of a reservable group picnic area on weekends from March through November. In addition to weekends, West Shades will not be used as a staging area on weekdays May 15 – Labor Day. Exceptions may be made for boating and fishing events.
- March through November, events with more than 100 participants are restricted to Smoky Hill with on-site parking or Hobie Hill with off-site parking (outside of park boundaries). Events exceeding 500 participants are restricted to Hobie Hill with off-site parking or Smoky Hill with off-site shuttle parking.
- Alternative fees are required when utilizing off-site parking. All vehicles entering the park are required to purchase a daily park pass or annual park pass and Cherry Creek Basin Water Quality Authority decal. Exceptions will be granted to concessionaires and activities that occur when entrance stations will not be staffed (predominantly in the winter months).
- 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. 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.
- Events must remain in good standing. Events that turn in late documentation or violate park rules or Special Activities Agreement conditions will be placed on "probation" and may be subject to citation. An event that is on probation and has a subsequent violation will be suspended from future events at Cherry Creek State Park.

***Submit all required Support Documentation as a COMPLETE PACKET
no later than 30 days prior to event date.***

Please contact Administrative Assistant at 303-690-1166 X6561 if you have additional questions.