



2025 PERMITTED SPECIAL EVENT RULES & REGULATIONS

Special Event Permits are required for groups of more than **25** people using any City property (right-of-way, street, park, trail, open space, etc.) including City-sponsored, nonprofit, school or commercial groups. The person or organization that is legally and financially responsible for the Special Event (The “Responsible Organization”), as a condition of being granted a Special Event Permit within the City, agrees to abide by the following rules, regulations and conditions established by the City of Louisville as follows, as well as any additional conditions placed on the permit at the time of approval.

It is the applicant’s responsibility to read and fully understand these rules.

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City of Louisville.
2. The applicant and all parties (including vendors) associated with the event shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status, in any of its activities or operations. These activities include staffing (including volunteers) and services provided to participants/attendees. The City of Louisville is committed to ensuring an inclusive and welcoming environment is a part of all Special Events.
3. The City may require the responsible organization to pay for a City event attendant or police officer to be in attendance at the event to monitor whether the event is conducted safely and the conditions of the permit are met. This may be required based on the size of the event, the complexity of the traffic control plan, if liquor is being served, the impact on residents and if similar events have generated concerns in the past.
4. The applicant is responsible for any damage to City property, including any damage caused by participants, organizers and subcontractors. This includes, but is not limited to, damage to park facilities, irrigation systems, concrete areas, turf, landscape materials, streets, trails and parking lots.

5. The safety of the event and of the participants is the greatest concern of the City. For use of City streets, a Traffic Control Plan, written by a certified traffic engineer, which meets Model Traffic Code standards must be included with the application. **If traffic control is not provided as represented in the application, the City reserves the right to shut down the event.**
6. The City may require full street closures for races or events depending on the number of participants or event type. Any event that has participants crossing City streets in the course of the event will be required to have a traffic marshal (identified with a fluorescent vest) at every street crossing.
7. An off-site parking plan may be required if the impacts on the surrounding neighborhoods are determined by the City to be too great based on the size of the event (including expected participants and number of street closures). Please encourage your guests to consider alternative transportation (bike, bus, rideshare and carpooling).
8. If any accessible parking spaces are utilized for the event, an equal number of accessible parking spaces must be provided at a suitable location.
9. The applicant is responsible for ensuring the event complies with the City's regulations concerning amplified sound and/or live music as provided in Louisville Municipal Code Chapter 9.34. Issuance of a Special Event permit does not exempt the event from disturbing the peace. This includes "using, operating, or permitting to be played, used or operated, any radio receiving set, musical instrument, phonograph or other device for producing or reproducing sound in such a manner as to disturb the peace, quiet and comfort of the neighboring inhabitants." Operation of any device between the hours of 12:00 midnight and 6:00am in such a manner as to be plainly audible at a distance of 50 feet from the source is evidence of a violation of this section.
10. To the fullest extent permitted by law, the responsible organization shall indemnify and hold harmless the City, its officers, officials and employees from and against any and all damage, injury and loss to person or property and shall defend the City of any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees, incurred by the City in any way resulting from or arising out of the event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitation on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101, et seq., Colorado Revised Statutes, the Colorado Constitution or the common law or laws of the United States or Colorado.
11. The City has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the responsible organization and participants. The City's insurance does not cover the responsible organization. The responsible organization agrees to comply with all of the terms, conditions and stipulations of this permit, all ordinances of the City, and other applicable laws and understands that failure to comply will result in immediate revocation of the special event permit.

12. The responsible organization shall procure and maintain, at its own cost, general liability insurance covering claims that may arise during the event, including participant and spectator liability, in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demand or other obligations assumed pursuant to Section 8 of these “Rules” by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. **The City of Louisville, its officers and employees must be listed as additional insured on the policy, and the responsible organization shall provide a certificate of insurance no later than 7 days prior to the event.**
13. Adequate crowd control, including ingress and egress control, noise control, restroom facilities, space for anticipated number of participants and clean-up are the obligation of the responsible organization.
14. Event organizers must provide adequate recycling and waste receptacles and properly dispose of all recycling and waste throughout the term of the event and immediately upon conclusion of the event. All venues, routes and areas (including event signage) must be returned to a clean condition, equal or better than it was found prior to the event.
15. If holding the special event on City property, the responsible organization shall, immediately upon conclusion of the event, return the site to its pre-event condition, including the removal of course marking and signage. **Trail markings (arrows, direction information, distance, etc.) are limited to free-standing signage and/or cones only – stakes or ground markings are not permitted.** The damage deposit will be retained if spray paint, flour, chalk, stakes, etc. are used for course marking.
16. Vendors at the event shall pay all sales tax applicable to the sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event.
17. The City gives priority to City-sponsored events and specific established local, civic groups. A list of and dates for priority events for Community Park, the Steinbaugh Pavilion and Main Street will be determined each year by the City.
18. The Permitted Special Event Application Fee does not include rental fees for the use of City parks or other facilities. Rental fees will include all time using the facility including setup and clean up for the event.
19. For conflicting events, the event receiving all necessary approvals first shall have precedence. Applicants may apply for a permit no earlier than one year in advance of the event.

20. Complete event applications must be submitted to the City a minimum of **60 days prior to the event**. The timeline requirements of approval are mandatory. Failure to submit complete applications may cause your application to be returned, held without processing until complete, or denied. The City is not responsible for lost revenue if the organizer advertises the event and takes in revenue for the event prior to permit approval.
21. The responsible organization will ensure no resident in the area of the event will be denied access to his/her/their residence or place of business as a result of the event.
22. **The special event permit does not approve any off-site signage for the event.** Signs are allowed on City-owned property only for City-sponsored events. This includes any advertising signage prior to the event and off-site signage the day of the event.
23. Event notices are required for the surrounding area and must be delivered to the affected residences and businesses a minimum of 10 days prior to the event. City staff may require two (2) notifications depending on the size and impact of the event. Notice must include a contact name and phone number for event staff during the event. The City can provide a mailing list or map of the affected area.
24. The City of Louisville cannot issue permits or approve activities on behalf of other property owners or jurisdictions such as the Louisville Fire Protection District, Boulder County Public Health Department, the Colorado Department of Transportation, Boulder County, the City of Lafayette, the Town of Superior, the City of Boulder, the Regional Transportation District (RTD) or the Boulder City Sheriff's Office. It is the responsibility of the responsible organization and its event planner(s) to secure the necessary approvals from other agencies having jurisdiction and from property owners for the use of any private or other non-City property.
25. The City of Louisville cannot guarantee availability of public property for special events. The City has the discretion to limit the number of events in a particular area (e.g. downtown, Community Park) to mitigate the impact on residents and property owners. Approval of a permit for any event is not a guarantee of approval for any other permit. An approved permit confers no property or contract rights and constitutes a license only, revocable by the City.
26. The City may deny any permit request that conflicts with construction work, street repairs or other events. The City may deny and permit that competes with an established event.
27. The Louisville Fire Protection District (LFPD) may require medical staff to be on site for an event. Should that be required, the LFPD has the first right of refusal to provide those services. Fees for such services are available at www.LouisvilleFire.com

28. All permit application material becomes the property of the City and shall be subject to the provisions of the Colorado Open Records Act (CORA). Proposers should know the proposal may be viewed by the general public and competitors once submitted to the City. Merely marking information as “confidential”, “proprietary” or otherwise stating a written intent to protect the information from disclosure is not necessarily sufficient to prevent disclosure under CORA.
29. Failure to comply with these rules and the conditions of the permit may result in the event being shut down and/or denial of future permits. Complaints or safety concerns may result in the denial of future permits from the applicant.
30. You may be invited to attend a review meeting where all the affected departments will review your application. Attendance at the meeting is not required; however, if you are able to attend the meeting you can answer questions about the permit application and make any needed changes. You will be able to review and comment on all permit conditions prior to final approval.
31. Additional conditions may be placed on the final permit as the City deems necessary.
32. The Application Processing Fee for a Permitted Special Event is **non-refundable** and will not be returned if the event is canceled by the applicant or does not take place as scheduled. This fee is for application review only and is not related to the issuance of approval.
- 33. Permits will be issued by the City no less than 7 days prior to the event. Failure to secure a permit will result in the event being cancelled. Permits must be displayed, or available for inspection, during the entirety of the event.**
34. Permits may be revoked, or additional requirements added, at any time if public health rules are changed. All Permitted Special Events must follow all current public health mandates.

Checking the box on the online application affirms that I have read, understand and agree to the rules and regulations set forth and any other conditions required by the City and hereby represent and warrant that I have full authority to bind the responsible organization/event organizer to all terms, conditions and requirements of the special event permit.