



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## **Special Event Application Checklist** **(Pop-Up Vendors, Food Trucks)**

This checklist should be used to assist applicants with filing all required documents:

- \_\_\_\_\_ Site Plan/Map (required) which includes location of sanitation facilities, trash receptacles, temporary structures, location of additional utilities, seating if provided and an emergency evacuation plan. Minimum 8 1/2" x 11" sheet of paper shall be used for each separate site.
- \_\_\_\_\_ Publicity Plan or copy of Event Flyer
- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Health Department/State License
- \_\_\_\_\_ Sales Tax Certificate
- \_\_\_\_\_ Town Business License
- \_\_\_\_\_ Calendar of Dates & Times of Operation
- \_\_\_\_\_ Signed Liability Waiver



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**Special Event Application**  
**(Pop-Up Vendors, Food Trucks)**

Application must be submitted to the Town Clerk's Office at least 5 days before the event. *Please feel free to attach pages as necessary*

Type of event: \_\_\_\_\_

Name of applicant/contact person: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Name of organization/sponsor: \_\_\_\_\_

Telephone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Dates and hours of actual event (Max 2 hours): \_\_\_\_\_

Specific location of event (site plan/map must be included): \_\_\_\_\_

Do you plan to publicize the event? \_\_\_\_\_ Radio\_\_\_ Newspaper\_\_\_ Signs\_\_\_ Banners  
 \_\_\_\_\_ Flyers\_\_\_\_\_ Bulk Mail\_\_\_\_\_ Social Media. Please attach a copy of your press  
 release, news article, flyer or bulk mailing. Signs and banners require approval from the  
 Town Planner. Please call 984-2311 for information regarding temporary signs and  
 banners.

Projected number of persons attending the event : \_\_\_\_\_

Will any temporary structures be built? \_\_\_\_\_ No \_\_\_\_\_ Yes. If yes, describe in detail, and include location. Stakes or excavation must be indicated on the site plan and will require a utility locate - the applicant is responsible for this.

Will any signs or pennants be hung? \_\_\_\_\_ No \_\_\_\_\_ Yes If yes, describe and include locations. \_\_\_\_\_

Will there be the sale of any items? \_\_\_\_\_ No \_\_\_\_\_ Yes If yes, you are required to obtain a business license from the Town Clerk's office.

Describe the type of items to be sold: Note that Town Staff retains the ability to deny a vendor the opportunity to sell items that are not appropriate to the event or to the health, safety and welfare of the citizens. \_\_\_\_\_

Are food sales planned? \_\_\_\_\_ No \_\_\_\_\_ Yes. Applicant should contact the State of Colorado Health Department for regulations governing food sales and servers.

Will your event need the use of the Burning Mountains Park Gazebo? \_\_\_\_\_ No \_\_\_\_\_ Yes If yes, you must complete a separate park facilities rental application and pay the associated fees.

Will you need electrical services? \_\_\_\_\_ No \_\_\_\_\_ Yes. An additional \$10.00 per day fee applies if using the electricity.

How do you plan to remove refuse and garbage? Describe in detail. \_\_\_\_\_

Do you know that no alcohol is allowed on town-owned properties? \_\_\_\_\_ No \_\_\_\_\_ Yes.

Insurance: If event is to be held on Town of New Castle property, a certificate of insurance must be provided with the following information: \$1,000,000.00 combined single coverage indemnifying the Town of New Castle with a 30-day cancellation period. Insurance documents must list the Town of New Castle as additionally insured as follows: Additionally insured, Town of New Castle, its officers, officials, and employees.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*By signing this application, the Event Organizer agrees to not publicize event until approved by the Town of New Castle, turn in Parade Permit request no less than 10 days prior to event and to return space occupied by event to its previous, clean and orderly condition.*

**Fees:**

Application fees must be submitted with this application in order to begin processing the permit. Please pay cash, VISA, MasterCard or check made payable to the Town of New Castle.

New Castle Special Event Application fees:

Special Event Permit Fee (Max 2 hours):	\$25.00
Business License fee:	\$50.00 (annually)
Park Shelter Fee:	\$30.00 for two hours

**Conditions:**

1. Timeframe/deadline: This application must be submitted five days prior to the event.
2. Site Plans: Site Plans MUST be included with every application.
3. Insurance: All event holders are required to provide Proof of Liability Insurance with a minimum coverage of \$1,000,000 to the Town Clerk with their application.
4. Trash: All event holders are required to remove trash from the site. have a
5. Food Trucks must be self-contained in regard to water/sewer utilities. Discharge of grey/black water is not allowed.
6. Alcoholic Beverages: No alcohol shall be allowed on Town property (parks, streets, etc.).
7. Glass: No glass bottles or containers shall be allowed on Town property (parks, streets, etc.) without prior approval.
8. Liability Waiver must be signed.

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the requirements of this application.

\_\_\_\_\_   
Applicant Signature

\_\_\_\_\_   
Date

**FOR OFFICE USE ONLY**

Paid Amount \_\_\_\_\_ Received By: \_\_\_\_\_ Application \_\_\_\_\_ Approved or \_\_\_\_\_ Denied

Clerk Signature \_\_\_\_\_ If Denied, please state reason:

\_\_\_\_\_