



parks · recreation · cultural services

Parks, Recreation & Cultural Services Permit Guide

Pavilion Rental Permit:

(ORD 4.3.101)

All pavilion rentals must be made online at www.coloradosprings.gov/pavilion, and any pavilion not listed below is first come, first serve for parties less than 50 people, as long as no items listed under the Special Event Permit criteria are present.

Available pavilions for rent & maximum capacities:

- Fountain Park: 50
- Memorial Pavilion Complex: 150
- Monument Valley Park: 200
- Nancy Lewis Park: 50
- North Cheyenne Canyon Mesa: 100
- Palmer Park Council Grounds: 100
- Palmer Park LazyLand: 100
- Palmer Park Meadows: 50
- Palmer Park Youth Camp: 100
- Thorndale: 50
- Venezia Bunkhouse: 135
- Venezia House: 150
- Venezia Barn: 225

The following items are **PROHIBITED** with a Pavilion Reservation. A Special Event Permit must be obtained to accommodate these activities:

- Bounce Houses/Inflatables
- Dunk Tanks
- Petting Zoo
- Pony Rides
- Live Entertainment
- Fundraising Activity including walks/runs
- Activities designed/advertised for public participation
- Entry Fee Required
- Vending (i.e. Food Trucks, vendor booths, etc.)
- Equipment Setup (tents, chairs, stages, etc.)

Park Special Event Permit:

(ORD 4.3.101)

Criteria (only **one** need apply):

- Event is intended/advertised for public participation
- Event participation or attendance requires an entry fee
- Event will include vending and/or commercial activities
- Event requires exclusive use of site
- Event includes a bounce house or other inflatables
- Expected attendance exceeds 50 people, or the maximum capacity of a pavilion site
- Event will impact public usage of site
- Event will include fundraising activity such as a walk/run.
- Event includes at least one of the following: vendor booths, food and beverages, entertainment, electricity, sound system or minor equipment (tents, canopies, stages, barricades, etc.)

Required Documents:

- Park Special Event Application – Signed & Dated
- Signed Park Rules & Regulations
- Emergency Planning Guide
- Medical Planning Guide
- Site Plan
- Event Narrative & Timeline
- Course Map (if applicable)

The Special Event Permit application and supporting documents can be found at www.coloradosprings.gov/specialevents, and must be submitted 30 days prior to the event.

Private Outdoor Fee-Based Permit (POFA)

(ORD 4.2.104)

Includes, but is not limited to, a class, clinic, camp, guided activity, program or related service organized and offered by a Permittee for which a payment, fee or other consideration is expected to be made to the Permittee, directly or indirectly, for the right of an individual to participate or attend. POFA must be generally recreational in nature, or a common and customary park use.

All POFA permits:

- Are non-exclusive.
- Restrict the maximum number of participants to 50.
- Do not allow the use of any structures, amenities, equipment or features as part of the POFA. This includes, but is not limited to playground equipment, benches, flower beds, pavilions, etc.
- Allow the Permittee to hold POFA’s 7 days per week during posted park hours unless stated otherwise in the Permit.
- Allow the Permittee to conduct only one POFA at a time. Two or more simultaneous POFA’s require an additional Permit for each simultaneous activity (if available).
- May have restrictions such as the type of POFA allowed at a given POFA park and limitations and conditions designed to protect the park and assure that other park patrons have reasonable access to and use of the park.

All POFA events must obtain a permit in order to proceed in a City Park. POFA applications must be received at least 7 days in advance of the activity.

POFA applicants must be a minimum of 18 years old and provide the following information:

- Application, signed and dated
- Certificate of Insurance

The appropriate permit fee must be paid prior to the issuance of the permit. Any required charges (unless said charges are deferred for payment at a later date) must be fully paid prior to approval and issuance of the Permit.

POFA permits are issued for six month seasons:

- PEAK - April through September
- OFF-PEAK - October through March

Seasonal Permit Fees:

PARTICIPANT #	TIER A PEAK	TIER A OFF-PEAK	TIER B PEAK	TIER B OFF-PEAK
1-25	\$175	\$75	\$50	\$35
26-50	\$250	\$150	\$125	\$75

APPLICATION PROCESS

- Applications will be processed on a first-come, first-served basis.
- There will be no pro-ration of fees for POFA permits that are less than six-months. Each POFA Permittee must pay the full, applicable six-month fee.
- POFA Permittees may request a reduction in fees per the PRCS Department's Fee Reduction Policy.
- Permits are not renewable nor does a Permittee of a given park have any priority for that park during future seasons.
- Once a POFA permit is issued there will be no refunds.

The POFA permit application can be found at www.coloradosprings.gov/specialevents, and must be submitted 7 days prior to the first activity.

Commercial Film Permit:

(ORD 4.2.104)

If you are simply taking photos for personal use, and are not using them to promote or advertise a/your business **in any way** – including a business social media account – then you do not need a permit. If you plan to use the photos for advertising of a/your company, you will need to apply for the Commercial Film Permit (<https://coloradosprings.gov/parks/page/special-event-film-permits?mlid=4581>).

Photo shoots containing any type of set up including arches, tables, chairs, benches, food displays, or any other similar items require a Commercial Film Permit, or must be part of a permitted Special Event (ORD 4.3.101-104).

To process your application, the following items must be provided:

- Application signed and dated
- Certificate of Insurance
- Site Plan
- Filming timeline, narrative and shot list
- Signed Park Rules & Regulations (if filming in a City Park)

The appropriate permit fee must be paid prior to the issuance of the permit. **Permits are location specific and charged by the day.**

Permit Fees:

- Application Fee: \$25
- Garden of the Gods Park: \$500/day
- All other Parks, Trails and Open Spaces: \$250/day.

Film Permit Applications can be submitted no later than fourteen (14) days in advance.

Park Vendor Permit:

(ORD 4.3.104)

The Park Vendor Permit Application and Rules and Regulations forms can be found on our website at www.coloradosprings.gov/vendorpermits.

Permit Hours: 8am – 9pm

Permit Fees - All fees are park specific and non-transferable between parks.

- \$10/hour (minimum 2 hours) – Park Specific
- \$300 - 30 days unlimited use during vendor hours - One (1) Park
- \$1000 - 30 days unlimited use during vendor hours - Four (4) Park Package

72 hours' notice is required to obtain a permit. **Application received less than 72 hours in advance will not be accepted.** A complete application is required each time a permit is requested, including permit renewals.

A vendor must provide proof of the following licenses/inspections. Documents are kept on file until their expiration, and resubmission with each application is not required:

- **State of Colorado Sales Tax License** – Colorado Department of Revenue, 4420 Austin Bluffs Parkway, Colorado Springs, CO 80918, (303) 866-3711
- **City of Colorado Springs Sales Tax License** – City Sales Tax Office, 30 S. Nevada, Suite 203, Colorado Springs, CO 80903, (719) 385-5903
- **City of Colorado Springs Mobile Food Unit License** (if selling food) – City Clerk's Office, 30 S. Nevada, Suite 101, (719) 385-5901
- **State of Colorado License to Operate a Retail Food Establishment** (if selling food) – El Paso County Public Health, 1675 West Garden of the Gods Road, Suite 2044, Colorado Springs, CO 80907, (719) 578-3199
- **Health Inspection Report** (if selling food) - El Paso County Public Health, 1675 West Garden of the Gods Road, Suite 2044, Colorado Springs, CO 80907, (719) 578-3199
- Vendor must carry liability insurance in the amount of \$1 million and provide a **certificate of insurance** which names the City of Colorado Springs as additional insured by including the following verbiage in the "description of operations" section: **"The City of Colorado Springs, its elected officials, employees and volunteers, are included as additional insured with respect to the policies required by the Special Events Permit."** The address for the Certificate Holder must be: The City of Colorado Springs, 30 S Nevada, Colorado Springs, CO 80903
- A signed copy of the **Park Vendor Rules and Regulations** is required for all vendors.

General Rules and Regulations:

- Alcoholic beverages are prohibited. (ORDINANCE #9.9.410)
- Open flames (i.e. fire pits, tiki torches, candles, etc.) are prohibited. (ORDINANCE #9.9.403)
- All pets must be kept on a leash. (ORDINANCE #6.7.107)
- Smoking is prohibited in all City Parks (ORDINANCE #6.6.203)
- All litter must be picked up and properly disposed. (ORDINANCE #9.2.202)
- It is unlawful to camp or spend the night in any city park. (ORDINANCE #4.2.102)
- Any use of amplified sound equipment must be in compliance with ORDINANCE #9.8.101 through ORDINANCE #9.8.109, and must be approved by the noise abatement office. Contact this office at 719-444-7705 thirty days prior to your event to obtain a Noise Hardship Permit.
- Persons using park property shall be responsible for any and all damages to property and injury to persons. (ORDINANCE #9.6.101)
- Hanging decorations or other materials (i.e. hammocks, banners, games, etc.) on park buildings, structures or vegetation (trees, bushes, etc.) is prohibited. (ORDINANCE #9.9.102)
- All cars must be parked in designated parking areas. (ORDINANCE #10.27.103)
- Groups in reservation areas must produce a reservation permit upon request.