



## SPECIAL EVENT SPONSORSHIP REQUEST APPLICATION

Event organizers may request sponsorship from the Longmont City Council by filling out this application. Please allow 6-8 weeks for approval. Organizers cannot rely on Council sponsorship and are encouraged to make their facility reservations and start their Use of Public Places (UOPP) application at the same time as this process.

### SECTION 1 - APPLICANT INFORMATION

**Primary Point of Contact:**

Name: \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Business/Organization/Individual Holding the Event (if applicable):**

Name(s): \_\_\_\_\_

Address(es): \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Phone: \_\_\_\_\_

### SECTION 2 - GENERAL EVENT INFORMATION

Title of Event: \_\_\_\_\_

Location(s): \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time(s): from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

General description of event:  
\_\_\_\_\_

**Total Estimated Attendance:** \_\_\_\_\_

- Yes  No  Is there a fee to participate or will donations be requested?
- Yes  No  Is this a fundraiser?
- Yes  No  Is this an annual event? Number of years held: \_\_\_\_\_
- Yes  No  Will any streets be closed, or will the flow of traffic be affected by the event?
- Yes  No  Will there be any high-risk activities (skydiving, balloon rides, fireworks, open fires)?
- Yes  No  Will alcohol be sold or served at the event?

### SECTION 3 – REQUEST FOR SUPPORT

**I/we request the City provide the following support for this event:**

- \_\_\_ Traffic control planning
- \_\_\_ Parks use and maintenance
- \_\_\_ Waste services
- \_\_\_ Stage rental and set up
- \_\_\_ Police services (security, traffic control, etc.)
- \_\_\_ Fire/EMS services
- \_\_\_ Access to Electricity
- \_\_\_ Access to Water
- \_\_\_ Waiver of Liability Insurance requirements
- \_\_\_ Waiver of Facility Rental Fees
- \_\_\_ Other: \_\_\_\_\_

**SECTION 4 - ACKNOWLEDGEMENTS**

Permit holders for Special Events must abide by the laws, rules, regulations, and expectations of the City of Longmont.

I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**FOR CITY OF LONGMONT USE ONLY**

<b>DEPARTMENT</b>	<b>APPROVED Y/N</b>	<b>EST. COST</b>
TRAFFIC ENGINEERING - Traffic control planning		
PARKS & NATURAL RESOURCES - Parks use and maintenance		
PARKS & NATURAL RESOURCES – Electricity/Water Access		
OPERATIONS - Waste services		
PUBLIC SAFETY - Police services (security, traffic control, etc.)		
PUBLIC SAFETY - Fire/EMS services		
RECREATION - Stage rental and set up		
RISK – Insurance waiver		
CITY MANAGER – Fee waiver		

Sponsorship Request    \_\_\_\_\_ **APPROVED**    \_\_\_\_\_ **DENIED**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_