

Special Event Permit Process

What is a Special Event: Special Events are events which are arranged for a particular occasion or purpose surpassing the usual park activities such as: Bounce houses, other inflatable equipment, Cross Country events, organized races and runs, festivals, field weddings, organized field activities, soccer practice and matches, events over 250 attendees, etc. A vendor permit is required for all events contracting a food or beverage vendor. *(As part of your event planning please be advised that the consumption of alcohol on any County park property is unlawful.)*

Application Process:

- Fill out the Special Event permit application and return back to the office no later than 30 days prior to your desired event date. Special Events will be processed on a first come first serve basis. Selected community and County sponsored events will receive priority. *(Certain events e.g. large scale community events etc. require a meeting with the Director of Community Services.)*
- Park staff will evaluate the application, check for facility availability and book your reservation. In case of conflicts with the type of event or date/time conflict, staff will notify you by e-mail.
- A *Welcome Package* will be e-mailed to you which will contain a welcome *letter (event fee, damage deposit, insurance requirement)* an invoice and a draft of your permit.
- All Special Event requirements outlined in the welcome package must be completed no later than 14 days prior to your event date to avoid cancellation of the event permit.
- All special events applicants must provide a certificate of insurance indicating coverage in the minimum amount of \$1,000,000 for personal injury and property damage (combined single limit). The certificate shall name *El Paso County* as additional insured and indicate the dates, times, location, and name of the event.

2019 Special Event Fees:

Group Size	Non - Profit Fee	*Commercial Fee	Damage Deposit	Dumpster	Portable Restrooms	On-Site Meeting	Parking Attendants
Up to 100	\$59 per event	\$89 per event	\$50	N/A	TBD	TBD	N/A
101-200	\$89 per event	\$134 per event	\$100	TBD	TBD	TBD	TBD
201-300	\$118 per event	\$177 per event	\$150	4cy dumpster	TBD	Required	TBD
301-400 401-500	\$148 per event \$207 per event	\$222 per event \$310 per event	\$300	2-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
501-600 601-700 701-800	\$266 per event \$325 per event \$384 per event	\$399 per event \$487 per event \$576 per event	\$550	2-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity will be determined at on-site meeting
801-900 901-1000	\$443 per event 502 per event	\$664 per event \$753 per event	\$800	3-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
1001- up 1001- up	\$551 per event (+ \$59 per additional 100 people) per event	\$826 per event (+ \$89 per additional 100 people) per event	TBD	Required - Quantity determined at on-site meeting	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
Sports League	\$118	\$177	\$300	N/A	TBD	Required	TBD

To get started, download the [Special Event Form](#) and send it back to: El Paso County Parks 2002 Creek Crossing, Colorado Springs CO 80905 Phone (719)520-7529 Fax (719)520-6389 E-mail: parks@elpasoco.com