



# PIKES PEAK - AMERICA'S MOUNTAIN SPECIAL EVENT REQUEST FORM

FOR OFFICE USE ONLY			
App Received		Location	
Confirm Sent		Other Permits	
Invoice		Ops Plan	
Payment		Agreement #	

**This request form is only for events contained within the Pikes Peak Recreation Corridor. This is only a request for an event and all events are subject to review and approval by the Pikes Peak - America's Mountain Manager.**

## TYPE OF PERMIT / REQUESTED SITE / DATE REQUESTED FOR USE OF PARK

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

**Please check below:**

Commercial Use     Wedding     Filming/Photography     Other

**Location:**

Crystal Reservoir     Glen Cove Inn     Summit     Other: \_\_\_\_\_

*Note: A Certificate of Insurance of a general liability policy covering claims which might arise from the event including participant and spectator liability is required for each event. The policy must have a minimum limit of \$1,000,000/occurrence and name the City of Colorado Springs as additional insured.*

## EVENT AND CONTACT INFORMATION

*Instructions: Please complete all of the fields*

Applicant Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt./Unit/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

On-site Contact (if different from applicant): \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Who should the public contact with questions regarding your event? (Name & Phone #) \_\_\_\_\_

Name of Event: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Organization/sponsor affiliated with event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

Set-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Tear-Down Date: \_\_\_\_\_ Time: \_\_\_\_\_

Have you held this event at your requested site before?  No  Yes; If so, when? \_\_\_\_\_

## EVENT FEATURES

**Electricity:** Available at some locations for \$8/hour. Do you need electricity?  No  Yes; How many hours? \_\_\_\_\_

**Equipment (Tents, Canopies, Stages, Fences, Barricades...)** Parking or driving off highway is strictly prohibited. Please describe equipment to be used in including dimensions of canopies, fences, barricades, and other structures.

