



Parks & Leisure Services
Special Event Request Form

This form must be submitted no later than 30 days before your event.
 Submission of form does not guarantee approval.

A: Event Contact Information:

Organization Name:	
Contact Person:	Phone Number:
E-Mail Address:	
Mailing Address:	
Date and Time of Event:	
Park and Facility Requested:	
Description of Event/Scope of Activities (attach narrative if appropriate, list any equipment used):	
Number of Participants:	Entry Fee per Participant:
Number of Vendors:	Number of Spectators:

B: Vicinity Map/Site Plan (site maps are available on our web site at www.elpasocountyparks.com or by calling Park Headquarters at (719) 520-PLAY (7529). Please attach a site map indicating layout of activities/functions.

C: Parking/Traffic Flow- Requirement for all events with over 250 people
 ** Indicate number of parking spaces on location of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan **

Authorized personnel to direct traffic are:
How will these people be identified?
Will you have off-site parking?
If yes, how will you moving people to the event site?

D: Portable Restrooms - **Indicate location and number of portable restrooms on the site plan**

Number of Portable Restrooms Facilities Provided:
Date restrooms will be delivered and removed:

E: Trash Collection/Removal- ** Indicate location and number of trash containers on sit plan**

Number of trash receptacles to be provided:
Describe trash removal plan/schedule:

F: Animal Control

Will pets be allowed at this event?
If yes, what types of animals?
Types of activities involving animals:

G: Utilities - **Indicate all electrical sources and lighting locations on the site plan**

Describe utilities required for this event.
Will this event require a sound system/amplification?
If yes, describe system to be used:

H: Signage - Please attach a diagram of each sign describing the text, size and materials proposed.

List all signage proposed for this event and its purpose:

I: Water **Indicate all water locations on the site plan**

Indicate if participants are providing their own water:

If providing water for your participants, describe water source and method of distribution:

J: Food Service - **Indicate all food service booths on the site plan**

Describe all food services planned for this event and list all vendors:

K: Open Space and Trails Facilities - **Indicate all trails, open space parcels and the recreational pathway that are proposed on the site plan**

List all open space parcel, natural surfaces trails and/or recreational pathway sections that are proposed to be used by this event:

Any changes to your event after the completion of the application must be submitted immediately in writing to El Paso County Parks and Leisure Services
I certify that all application information is true and correct to the best of my knowledge.

Signature of Event Holder

Date

For EPCP Use Only:

Conditions of Approval:

Permit Fee: \$

Security Deposit: \$

Insurance:

Written operational plan:

Public Notice:

Additional Permits:

Park Representative: