



# EL PASO COUNTY

## Parks Division

### Special Event Request Form

This form must be submitted no later than 30 days before your event.

This form is a general form for all events. Fill out items that pertain to your specific event.

Submission of form does not guarantee approval.

#### A: Event Contact Information:

Organization Name:	
Contact Person:	Phone Number:
E-Mail Address:	
Mailing Address: ( <b>Street, City, State, Zip</b> )	
<b>Date and Time of Event (photo permits request require and end time:</b>	
<b>Park and Facility Requested:</b>	
<b>Description of Event/Scope of Activities</b> (attach narrative if appropriate, <b>list any equipment</b> 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](http://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: