



Community Events Information and Guidelines

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Table of Contents

Community Event

Applications

Definitions

Municipal Codes

Insurance Ordinance

Fees & Deposits

In-Kind Services/Fee Waivers

Refunds

Mead Liquor License

Noise Regulation

Vendors and Food Trucks

Traffic Control

Parks/Field Rules

Marijuana

Equipment Rentals

Tables & Chairs

Trash

Portable Restrooms

Parades

Weddings

Americans with Disabilities Act (ADA)

General Information and Guidelines

Example of Insurance

Example of Endorsement

Community Event

A community event is a planned gathering by a group of individuals which utilizes public facilities in order to provide some type of service to resident(s), business or organizations. Community Events can be but are not limited to races (5k, 10k, etc.), festivals, parades, fundraisers, weddings, concerts, picnics, church functions, awareness rallies, etc.

Applications

If you or your organization plans to host a community event in the Town of Mead, a Community Event Application is required to be completed and submitted **60 days** prior to your event. This allows time to review applications and seek additional information or needed permits if necessary. We strongly encourage you to meet with the town's Community Engagement Director to fill out your application before submittal to ensure a smooth process. Proof of insurance and payment of fees/deposits are due at the time of submission.

Definitions

For the purpose of this guide "Town" refers to the Town of Mead, "Organizer" refers to the person who will be listed on the Application as the Event Organizer, "Application" refers to the Community Event Application and "Town Staff" refers to any person employed by the Town of Mead.

Municipal Codes

For a complete listing of the Town's codes visit:

https://library.municode.com/co/mead/codes/municipal_code. If viewing this information packet online, each code has been hyperlinked for your convenience. Otherwise, you may type the numerical section of the code into the website's search engine.

Insurance

Mead Municipal Code Sec. 16-3-70

A certificate of general liability insurance is required. The amount of required coverage shall be approved by the Town's insurance carrier, but in no event shall liability coverage be in an amount less than one million dollars (\$1,000,000.00) per occurrence and five hundred thousand dollars (\$500,000.00) per person. The Town shall be named as an additional insured on the face of the certificate, and the insurer shall have no less than an "A" rating by the most recent AM Best Insurance Rating Guide.

The Town must be named as additionally insured on all policies. Certificates of insurance with the verbiage

"THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER" need an endorsement showing the Town as additionally insured. See examples on pages 8 and 9.

In addition, the responsible organization/individual shall indemnify and hold harmless the town, its officers, agents, servants, and employees, from and against any and all claims or suits for bodily injury, illness, death, personal injury or property damage (including, without limitation reasonable fees and expenses of attorneys, expert witnesses and other consultants) arising out of any act or omission in connection with the activities conducted under this agreement.

Fees & Deposits

Deposits are due when the application is submitted to reserve the facilities during the review period. If the application is not approved the deposit will be returned. If the application is approved, it will be returned three weeks after event. Cash, check, and credit card payment(s) are accepted and must be submitted 30 days prior to event made at the Town of Mead Town Hall located at 441 3rd St., Mead, CO 80542. Checks should be made out to the Town of Mead in blue or black ink. All refunded damage deposits will be in the form of a check.

In-Kind Services/Fee Waivers

Organizers requesting fees to be waived must provide documentation of their non-profit status and submit the form 60 days before the event in order to process. Fee waiver requests in excess of one thousand dollars (\$1,000) will need to go to the Town Board of Trustees for approval, organizers are encouraged to attend. Town Staff will notify the organizer of the Board of Trustees meeting day and time. Fee waivers for less than one thousand dollars (\$1,000) can be approved by the Town Manager. Please note that in most cases damage deposits are not waived and organizer will need to pay the deposit at the time of application submittal.

Refund Policy

The Town of Mead may refund fees as long as a refund request is submitted 10 days before the event. If notice is not given ten (10) business days in advance, there will be no refund.

Mead Liquor License

Mead Municipal Code Sec. 6-3-390

Organizations wanting to sell or serve alcoholic beverages in conjunction with their event should be aware that possession and consumption of alcohol on public property is only allowed by special permit. Contact the Town Clerk's Office at 970-535-4477 regarding the separate process for a Special Event Liquor Permit. Organizer must submit a special event liquor application at least thirty (30) days prior to the date of the event.

Noise Regulation

Mead Municipal Code Sec. 10-13-50

All community events utilizing amplified sound need to comply with the Town's noise regulation. If your community event is approved, this does not automatically authorize violation of the noise regulations. Police officers must have access to measure sound levels and if a complaint is received they have the authority to determine if the noise is at acceptable levels.

Vendors & Food Trucks

There are several requirements for a vendor of tangible products at a community event. A Vendor List must be submitted to the Town of Mead 7 days prior, along with their tax identification number. Please provide any supplement information (no-shows, additional vendors) immediately after event. Caterers and/or food vendors must have a Colorado endorsement from the Health Department. Event Organizers are responsible for contacting Weld County Department of Public Health and Environment to fill out their event application. For more information please contact the Weld County Department of Public at 970-304-6415 or visit their website at: <https://www.weldgov.com/Government/Departments/Health-and-Environment/Environmental-Health/Food-Safety/Temporary-Events>

Traffic Control

Organizers must note on the application if event activities might need special access to streets and sidewalks and identify where and when these activities will take place. Organizers must provide a map with clearly marked routes, noting direction, time of day and the number of participants expected. Town Staff will determine if street and/or sidewalk closures are appropriate and if police assistance will be required to direct traffic. Organizers may be responsible for all or some fees associated with traffic control plans deemed necessary by the Town. Organizers may also need to notify residents and businesses impacted by street closures. This can be done by obtaining a list from the Town and mailing a letter at least 7 days prior to event.

Park/Field Rules

- Persons with a dog or other pet in their possession in any park or open space of the Town must keep them leashed and shall be responsible for both the conduct of the animal and removal of feces deposited by the animal.
- It shall be unlawful for the owner, possessor or person who keeps any dog to permit the same to run at large within any park or open space within the Town.
- Open fires are only permitted in designated fire rings and barbecue pits within the parks and open spaces within the Town.
- Fishing is permitted in any pond within the parks and open spaces of the Town, provided that all State of Colorado fishing laws and regulations are being followed.
- No person shall possess, ignite or display fireworks within the parks or open spaces of the Town without a permit.
- No person shall deface, remove, cut or damage any trees, plants, turf, buildings, structures, equipment, supplies or other property located within the parks.
- Use of motorized vehicles (including all-terrain vehicles, mini bikes, motorcycles, mopeds, etc.) is not allowed on trails or unpaved areas in the parks.
- No signs may be posted in any park or open space without the consent of the Community Engagement Director or his/her designee. Temporary signs that indicate direction to a shelter are permitted on a daily basis.

Marijuana

The use, possession, transportation or distribution of marijuana in any form for any purpose is prohibited within any facility or property owned and/or operated by the Town.

Tables & Chairs

The Town has a limited amount of tables and chairs available for use only at Town Park events and the Town Hall Community Room. Please mark on your application if you would like to utilize Town tables and chairs. All tables and chairs must be clean and returned to designated location after use.

Trash

Trash cans are placed throughout Town Parks for use by its residents. For small events, park trash cans will be utilized. For larger events (100+ people) you will need a trash management plan. The Organizer will be responsible for scheduling trash services. The Town of Mead does not offer dumpster services. Organizer will need to provide their waste service provider, number of dumpsters/rollouts, location, and the timing of their delivery and pickup.

Portable Restrooms

Organizers will need to provide information on their sanitation plans including their service provider, number of restrooms, location and the timing of their delivery and pickup. Depending on the size of the event, Organizers may also need to provide hand washing units and ADA-accessible portable unit.

Parades

A Parade Permit is required anytime a parade or procession will occur on a public street or on a sidewalk or pedestrian way in a manner which may hinder normal use of the sidewalk or pedestrian way. Instead of a Community Event Application you will need to fill out a Parade Permit Application and submit it 60 days prior.

Weddings

The Town is fortunate to have a number of beautiful parks that offer space for small weddings and wedding photographs. Although weddings and wedding photographs are private affairs, when held on Town property, couples, attendants, guests, and photographers must strive to conduct their ceremony and photographs in a manner that does not impact or deter the general public's enjoyment of our parks. A site visit is strongly recommended. The Town does not offer alternate locations or rain dates to be used in case of bad weather. Parks are cleaned regularly and there is no maintenance staff on-site on weekends. Wedding planners may want to check the park a few hours before the wedding ceremony or photographs to see if the area requires additional cleaning. The wedding party is responsible for cleaning the grounds following the wedding ceremony or photographs. Vehicles are not permitted on the grass. Tents, tables, chairs, altars, arbors, etc. are permitted providing that no damage is done to the grass. Stakes cannot exceed 10 inches due to irrigation lines. No birdseed, confetti, or rice throwing is permitted. Ceremonies and photo sessions cannot restrict other park visitors from the park nor block pathways. All trash and debris generated must be removed prior to departure.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

In compliance with the Americans with Disabilities Act (ADA), the Town offers accessible programs and venues along with reasonable accommodations for people with disabilities. Organizers are expected to make every effort to follow ADA guidelines to accommodate and maintain access for people with disabilities. Organizers cannot alter or repurpose areas that are ADA compliant.

General Information

1. Reservations are on a first come-first serve basis and may only be reserved up to twelve months in advance. Reservations are not considered complete until all fees or deposits have been paid.
2. Organizer must be 18 years or older.
3. Removal of any Town-owned property from any Town facility or park is strictly prohibited; violators are subject to criminal prosecution.
4. Set-up and clean-up time is included in the reservation time. Additional time needed for either will result in additional hourly charges.
5. Organizer shall provide proper supervision, ensuring the protection of persons and property in its care, enforcement of facility/park rules and regulations and restriction of all participants to authorized areas only.
6. Organizer is responsible for proper cleaning of the facility/park being used. This includes all decoration removal, floor cleanup, wiping down tables, chairs and counters. Proper disposal of trash is required before vacating the premises. If additional cleaning is required, the Town reserves the right to forfeit the Organizer's damage deposit. Any additional charges incurred will be the responsibility of the organizer.
7. If someone is using the area you have reserved and refuses to leave, the Mead Police Department may be called by using the non-emergency number at 720-652-4222.
8. Restrooms at parks are only available during the summer months.
9. If security is needed for the event, it is the responsibility of the sponsoring organization. The Town of Mead will determine if the event warrants the need for additional security, extra bathrooms, and/or trash receptacles.

Community Room **Temporarily Unavailable**

1. Community Room may be reserved 7 days a week, outside of normal operating hours. Availability is: Monday-Friday from 5 p.m. – 9:00 p.m. and Saturday and Sunday from 6 a.m.-9 p.m. A 50% surcharge will be assessed to reservations on Town observed holidays.
2. Nothing may be attached in any fashion to the walls or ceiling. This includes thumb tacks, tape, sticky tape, 3M tape, wires, hooks, etc.
3. Organizer is responsible for removing all trash from the event including in the kitchen (if rented), the community room and the bathrooms. Trash should be taken to the dumpster receptacle outside.
4. If the kitchen is rented, clean sinks, wipe down counter tops and appliances. Sweep and mop with HOT water and cleaning solution.
5. Turn off fan.
6. Sweep/dust mop the community room floor.
7. Clean and restack tables and chairs.
8. Ensure all doors are locked upon leaving.

Community Room: 56 Max. occupancy in tables and chairs. 110 Max. occupancy standing guests and one serving table.

Town Park: Each area of Town Park available for reservation separately. See fee schedule for specific locations.

Town Park Gazebo: Seats 12. Electrical available. Water from pump available. Outdoor restrooms at Town Hall building between April 15 and November 1. Playground located nearby. Great for graduation parties, birthday parties, weddings, etc.

Ames Park Shelters: Each shelter seats 4. Restroom open between April 15 and November 1. No electrical or water available.

Mead Ponds Shelter: Seats 4 – 8. No electrical or water available. Restrooms open between April 15 and November 1. Fishing with permits allowed.

Founders Park Shelter: Seats 12 -16. No electrical or water. Restrooms open between April 15 and November 1. Playground, basketball court and tennis court located nearby.

Margil Farms Gazebo: Seats 10. No electrical, water or restrooms. Playground located nearby.

North Creek Gazebo: Seats 12. No electrical, water or restrooms. Playground, volleyball court and sport court located nearby.

Founders Park Field: No more than 6 teams per season (11 and older) or 8 teams per season (10 and under) assigned to the field. If wear and tear from your usage on the field(s) becomes excessive, reservations will be suspended until the field(s) recover and no refunds will be made.

Liberty Ranch T-Ball Field: Playground located nearby. No water, electrical or bathrooms. If wear and tear on the field(s) from your usage becomes excessive, reservations will be suspended until the field(s) recover and no refunds will be made.

Ames Park: No more than 6 teams per season (11 and older) or 8 teams per season (10 and under) assigned to park. If wear and tear on the field(s) from your usage becomes excessive, reservations will be suspended until the field(s) recover and no refunds will be made.

Example Certificate of Liability Insurance (COI)

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|---|--|--|
| PRODUCER If the version of the certificate you receive contains the language above, it means you must also request the actual endorsement to the policy naming the Town as an Additional Insured | CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : INSURER B : INSURER C : This section lists the carriers(s) that provide coverage. INSURER D : Town requires at least an "A" rating. INSURER E : INSURER F : | FAX (A/C, No): NAIC # |
| INSURED This box should list the name of the person or company holding the event and their address. | | |

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---|-------------------------|-------------------------|---|
| | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Blanket Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | Since the Town will be an Additional Insured, there should be a "Y" or "X" in this column. | | | The dates of the policy must be equal to or longer than the dates of the events including set-up and take down EACH OCCURRENCE \$ must be 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ must be 1,000,000 PRODUCTS - COMP/OP AGG \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

This should contain a general description of the event/reason for the certificate and dates(s) of the event. Watch carefully for any qualifying statments i.e. "but if only", "however", "subject to", and "limited to"

CERTIFICATE HOLDER**CANCELLATION**

This must be the Town of Mead, generic-type language ("To Whom It May Concern") is not accepted.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Example of Endorsement

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 11 01 96

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

SCHEDULE

1. Designation of Premises (Part Leased to You):
2. Name of Person or Organization (Additional Insured):
3. Additional Premium:

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.



Parks and Shelter Reservation Fees

| Park & Shelter Reservation | Resident | Non-resident | Non-profit | Deposit |
|--|----------|--------------|------------|---------|
| Town Park Gazebo | \$85 | \$105 | \$0 | \$100 |
| Town-Park SE Corner | \$85 | \$105 | \$0 | \$100 |
| Town Park – NW Corner | \$85 | \$105 | \$0 | \$100 |
| Lorin Mead Park at Highland Lake Shelter | \$85 | \$105 | \$0 | \$100 |
| Ames Park Shelter – 1 - North | \$65 | \$85 | \$0 | \$100 |
| Ames Park Shelter – 2 - Middle | \$65 | \$85 | \$0 | \$100 |
| Ames Park Shelter – 3 - South | \$65 | \$85 | \$0 | \$100 |
| Mead Ponds | \$65 | \$85 | \$0 | \$100 |
| Founders Park Shelter | \$65 | \$85 | \$0 | \$100 |
| Liberty Ranch Shelter | \$65 | \$85 | \$0 | \$100 |
| Margil Farms Gazebo | \$65 | \$85 | \$0 | \$100 |
| North Creek Shelter | \$65 | \$85 | \$0 | \$100 |
| Athletic Field Reservation | | | | |
| Founders Park | \$200 | \$300 | \$100 | \$100 |
| Liberty Ranch T-Ball Field | \$100 | \$200 | \$50 | \$100 |
| Ames Park | \$100 | \$200 | \$50 | \$100 |
| Extras | | | | |
| Electrical in Park* | \$50 | \$50 | \$50 | |
| Water in Park* | \$50 | \$50 | \$50 | |
| Field Prep/Paint Fee | \$100 | \$100 | \$100 | |

Reservation fees will increase by 50% on all Town observed holidays. All reservations are limited to 1/2 day. Only one reservation per park, per day. Rentals must be booked at least 10 days in advance and payment is due at the time of the reservation.

***Electrical and water are only available at Town Park
Reservations should be made online at: <https://secure.rec1.com/CO/mead-co/catalog>**