

**CENTRAL PLATTE VALLEY METROPOLITAN DISTRICT  
CITY AND COUNTY OF DENVER, COLORADO  
Special Event Information Packet**

All entities and persons desiring to conduct a special event within the boundaries of the Central Platte Valley Metropolitan District, (the “District”) or on property owned, operated and/or maintained by the District, shall comply with the following requirements:

1. Fill out the attached Event Request Form and submit it to the persons indicated below at least thirty (30) days prior to the date of the proposed event.
2. Submit Applicable Fees and Deposits via check made payable Central Platte Valley Metropolitan District.
  - a. Submit an event deposit in the amount of \$1,000 at the time the request for the event is made to cover all administrative costs associated with processing event request. Any amounts not used will be refunded to the event holder. Any amounts incurred by the District in excess of the \$1,000 will be due by the event holder immediately upon notice of the District.
  - b. Unless explicitly waived by the District, submit an Infrastructure Fee in an amount ranging from \$250 to \$1,000, as determined under the District’s Special Event Policy.
  - c. Security Deposit in an amount to be determined by the Board of Directors of the District. (Events with minimum attendance of four hundred (400) people or more)
  - d. Insurance Deductible Deposit in an amount to be determined by the Board of Directors of the District. (Events with minimum attendance of four hundred (400) people or more)
3. Provide a certificate of insurance to the Metropolitan District indicating the issuance of a valid insurance policy. Please refer to the Special Event Policy for required conditions.
4. Enter into an agreement with the District.
5. Obtain all requisite licenses and permits from the City and County of Denver, Colorado, including, but not limited to, food, liquor and street occupancy permits and licenses.
6. Obtain all requisite licenses from other property owners within the District and/or the Riverfront Park Homeowners’ Association for use of their property.
7. Complete a pre- and post-event walk-through with District Manager and/or Engineer.

Events which anticipate a minimum attendance of a total of four hundred (400) people or more may be subject to additional requirements including, but not limited to:

- Additional insurance requirements, as determined by the Board of Directors of the District
- Security Requirements
- Notification of Residents
- Fencing Requirements
- Trash Receptacle and Restroom Facility Requirements

\*At its *sole* discretion, the Board of Directors of the Central Platte Valley Metropolitan District may impose additional requirements on event holders. All District-owned property must remain open to the public at all times.\*

**ALL EVENTS SHALL BE SUBJECT TO THE TERMS AND CONDITIONS OF THE DISTRICT'S SPECIAL EVENTS POLICY, AS REVISED.**

All entities and persons interested in conducting a special event must contact one of the following persons to begin the process at least thirty (30) days prior to the date of the proposed event:

**District General Counsel**

Dianne Miller, Esq.  
Miller & Associates Law Offices, LLC  
1641 California Street, Suite 300  
Denver, Colorado 80202  
(303) 285-5320  
(303) 285-5330—Facsimile  
[dmiller@ddmalaw.com](mailto:dmiller@ddmalaw.com)

**District Manager**

Anna Jones  
CliftonLarsonAllen, LLP  
8390 E. Crescent Parkway, Suite 500  
Greenwood Village, Colorado 80111  
(303) 779-5710 - Main  
(303) 793-1478 - Direct  
[anna.jones@claconnect.com](mailto:anna.jones@claconnect.com)

Contact Rhonda Bilek, Paralegal

(303) 285-5308 – Direct  
(303) 285-5320 – Main  
(303) 285-5330 – Facsimile  
[rbilek@ddmalaw.com](mailto:rbilek@ddmalaw.com)

# EVENT REQUEST FORM

Name of Promoter \_\_\_\_\_

Signatory for Promoter \_\_\_\_\_ Contact for Promoter \_\_\_\_\_

Address for Promoter \_\_\_\_\_

Name of Event \_\_\_\_\_

Date(s) and Times(s) of Event \_\_\_\_\_

Number of Expected Participants \_\_\_\_\_

Type of Event (check all that apply)

- Commercial
- Political
- Non-Profit
- Educational
- Other (please describe)

Please briefly describe the Event (use additional sheets, if necessary):

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If Event is a "Small Event" under Section X of the District's Special Events Policy, Please Include Credit Card Information: \_\_\_\_\_ Exp: \_\_\_\_\_

Will Alcohol be served?                      Yes    No

Will Private Security be Hired?            Yes    No

Will Street Closures be required?        Yes    No  
If so, which ones and for how long? \_\_\_\_\_

Will Amplified Noise be Used?            Yes    No  
If so, for how long? \_\_\_\_\_

**District Use Only**

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Special Conditions \_\_\_\_\_

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