



## 2023 PERMITTED SPECIAL EVENT PACKET

Dear Event Planner:

In an effort to make the event application experience as smooth and efficient as possible, we have created this packet of information to help you plan your event. Attached, you will find a planning check list to help you determine which forms you need to complete and submit with your application. **You need only submit the forms applicable to your event.**

The City Clerk's Office can answer any questions you may have about conducting a Permitted Special Event in the City of Louisville. The success of your event relies upon you providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits and help to head off potential problems or concerns.

**The City requires your completed event application be submitted 60 days in advance of your event.** Please be advised that certain procedures may be lengthy, such as acquiring proof of insurance, obtaining a liquor license, etc., so please plan accordingly.

*Applications received with less than 60 day advanced notice will be charged additional processing fees and some permits may not be able to be approved.*

*Applications with less than 30 day notice will not be accepted.*

When you have completed all the required forms, please submit them along with all applicable fees to the City Clerk's Office. Submitting a Permitted Special Event Application does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the proposed event.

Once your application has been approved, you will be provided with an estimate for any required City services during your event. You will be billed for these services following the event. You will also receive your permit documents from the City. You will need to have these items with you at the event as proof of authorization.

**Please note: Permits may be revoked, or additional requirements added, at any time if public health rules are changed. All Permitted Special Events must follow all current public health mandates.**

We aim to provide an efficient process for reviewing and approving your event. Please don't hesitate to contact the City Clerk's Office for any questions you may have.

Thank you,

**Louisville City Clerk's Office**  
749 Main Street  
Louisville, CO 80027  
[clerksoffice@louisvilleco.gov](mailto:clerksoffice@louisvilleco.gov)  
303.335.4574 or 303.335.4536

## 2023 PERMITTED SPECIAL EVENT CHECKLIST

*This checklist is for applicant use only, please do not submit with application*

Please review this packet carefully and submit all necessary paperwork. Incomplete applications may be returned, or held without processing until all information is received. An application may be denied if it is incomplete or information is not received in a timely manner.

Completed applications can be submitted to:

Louisville City Clerk's Office  
749 Main Street  
Louisville, CO 80027  
[clerksoffice@louisvilleco.gov](mailto:clerksoffice@louisvilleco.gov)

### CHECKLIST

**FEES** – Make all checks payable to the *City of Louisville*

You may also use a credit card to pay fees by contacting the Deputy City Clerk at the phone number listed above.

- \$502.00 – Application Processing Fee *(non-refundable even if the event is canceled or does not take place as scheduled)*
- \$550.00 – Security Deposit
- \$100.00 – Late Fee (if submitted less than 60 days prior to the event)

**Event Application**

**Site Plan** – Please see page 2 of the Permitted Special Event Application for site plan requirements.

**Rules and Regulations** - Initials are required on pages 1 and 2, signature required on page 3.

**Traffic Control Plan** – If affecting any streets or public parking areas

**Certificate of Insurance** – All events must provide a certificate of insurance listing the “The City of Louisville, its officers and employees” as additional insured on the policy. Insurance shall be in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. **This certificate shall be provided to the city no later than 7 days prior to the event.**

**Special Event Liquor License Application** – This application is required if there is one nonprofit or political candidate selling or providing liquor (beer, wine, spirits) to the general public. An additional fee is required.

**Festival Liquor License Application** – This application is required if there are multiple current liquor licensed vendors selling liquor (beer, wine, spirits) to the general public. An additional fee is required.

**Mobile Food Retail (Food Truck) Requirements** – Please visit the City's website: <https://www.louisvilleco.gov/local-government/government/departments/planning-building-safety/food-trucks> for food truck license/permit requirements.

**Live Music Permit** – Required if the event will be held in a residential area with a performance of live music. An additional fee is required.

**Vendor Sales Tax License Application** – Required if vendors will be selling to the general public and do not currently have a current/valid sales tax license with the City of Louisville



# 2023 PERMITTED SPECIAL EVENT APPLICATION

Special event permits are required for groups of more than 25 people using any City property (right-of-way, street, park, trail, open space, etc.) or closing any City street, including City-sponsored, nonprofit, school, private, or commercial groups. Permit applications are accepted up to 6 months in advance of the date of the event and must be submitted at least 60 days in advance of the event.

**Prior to planning your event, the City asks you to consider your impact on the City's general functions, the impacts on neighbors, including noise and limited access, street closure impacts on businesses and residents, as well as emergency responders' access to roads, etc. If your event will cause inconveniences or disturbances, the City may request you implement alternatives to decrease negative impacts.**

<b>Type of Event:</b>			
<input type="checkbox"/> Concert / Performance	<input type="checkbox"/> Sporting Event / Race	<input type="checkbox"/> Fair / Festival	
<input type="checkbox"/> Parade	<input type="checkbox"/> Other: _____		
<b>EVENT INFORMATION</b>			
Event Name:		Event Date:	
Location:			
Facility Use Time (including set up & breakdown)	Start Time:	End Time:	
Event Start Time:		Event End Time:	
Number of Attendees:		Number of Event Staff:	
<b>ON-SITE CONTACT PERSON - DURING EVENT</b>			
Name:		Cell Phone Number:	
Event Website:			
<b>APPLICANT INFORMATION</b>			
Name:		Phone Number:	
Email:			
Address (street, city/town, ZIP)			
<b>GENERAL EVENT INFORMATION / SUMMARY</b>			
Please give a short description of the event.			
<b>FOR INTERNAL USE ONLY (DO NOT FILL IN BELOW THIS LINE)</b>			
Date Received: _____	<input type="checkbox"/> \$502 Application Processing Fee ( <b>non-refundable</b> )	<input type="checkbox"/> \$550 Damage Deposit	
<input type="checkbox"/> \$100 Late Fee	<input type="checkbox"/> Rules & Regulations	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Traffic Control Plan
<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Application	<input type="checkbox"/> Festival Liquor License	<input type="checkbox"/> Sales Tax
<input type="checkbox"/> Live Music Permit	<input type="checkbox"/> SE Liquor License	<input type="checkbox"/> Other/Notes:	

**SITE PLAN:**

All applications must include a detailed site plan that shows the precise layout of the event. Applications will not be processed without a Site Plan. It must include:

- Map including all affected streets, alleys, and rights-of-ways, including those that will be impacted or closed.
- Route map for distance events such as runs or parades.
- A traffic control plan, prepared by a certified traffic engineer, which meets Model Traffic Code standards and shows all barricades and other traffic control devices.
- Location of all traffic marshals.
- Location and size of stages, structures, bleachers, tents, and electrical.
- Location of bathrooms/portalets.
- Location of dumpsters/trash/recycling/compost.
- Liquor premises with exact boundaries, type of boundaries (fencing, ropes, barricades) and ingress/egress.
- Location of amplified sound/music speakers.
- Location of vendors/food trucks.

**EVENT DETAILS:**

Please answer the following questions so we can better understand your event, its impacts, and know what regulations apply.

1. **Are you expecting over 200 attendees OR is this a race?**  Yes  No  
*If yes, you must submit a medical plan for review by the Louisville Fire Protection District.*
  
2. **Are you expecting over 500 attendees?**  Yes  No  
*If yes, depending on the impact of your event, you may be directed to also:*
  - *Provide parking for your staff / volunteers*
  - *Provide parking for your guests*
  - *Provide bicycle parking*
  - *Petition the affected residents and businesses to determine their support / opposition*
  - *Provide advance notification signage at the site or along the course*
  - *Provide a sanitation plan*
  
3. **Are you closing streets or using any streets?**  Yes  No  
*If yes, please see Traffic Control and Street Closure Requirements, included in this packet.*
  
4. **Are you holding the event at a city park or the Steinbaugh Pavilion?**  Yes  No  
*Park and Steinbaugh Pavilion rental fees will be charged in addition to this permit fee and will include charges for the use of the facility for set up and break down.*
  
5. **Are you requesting permission to drive on city trails or sidewalks?**  Yes  No  
*If yes, please specify what trails / sidewalks you are requesting to access with a vehicle and what type of vehicle you will be using:*

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6. **Will you be having amplified sound or live music?**  Yes  No  
*Please be respectful of surrounding neighborhoods and businesses. Louisville does respond to noise complaints and applies a "reasonable person" standard when assessing noise levels.  
If you will be in a residentially zoned area, please complete the Live Music Permit (an additional fee applies).*
  
7. **Will you be having a tent larger than 10 feet x 10 feet?**  Yes  No  
*If yes, you will need to have an inspection from the Louisville Fire Protection District. Please call 303-666-8809.*

*(continues on the next page)*

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8. Will you be having food truck(s)?  Yes  No  
*If yes, please visit the City's website <https://www.louisvilleco.gov/local-government/government/departments/planning-building-safety/food-trucks> for mobile food retail establishment requirements. Each food truck will need to provide proof of all requirements.*

9. Will you be using a generator?  Yes  No  
*If yes, please see Safety Recommendations When Using a Portable Generator, included in this packet.*

10. Are you planning to serve or sell alcohol to the public?  Yes  No

- Current Liquor License Holders – License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
  - Will the event be a festival with other liquor license holders?  Yes  No
    - If yes, please complete the Louisville Festival Liquor License Application. An additional fee applies.
  - Will the special event be adjacent to your current premises?  Yes  No
    - If yes, please completed a Modification of Premises (State Form DR8442) for the date(s) of your event. Additional fees will apply.
- Non-Liquor License Holders – Please note, under state law, only registered nonprofit organizations or political candidates are eligible for a Special Event Liquor License. Please complete the Special Event Liquor License Application. An additional fee is required based on the type of alcohol served and the number of days of the event.

11. Will there be vendors at your event selling merchandise or food?  Yes  No  
*If yes, each vendor must complete a Vendor Sales Tax License Application.*

12. Will there be an impact to RTD bus routes (DASH or 225)?  Yes  No  
*If yes, you must inform RTD of the event a minimum of 4 weeks in advance of the event. Proof of notification to RTD must be submitted to the city at least 5 days in advance of the event*

I attest that all information submitted in this application is true and correct at the time of submission. If at any time the information changes I will inform the City of Louisville in writing immediately. If the changes are substantive, a new application may be required.

\_\_\_\_\_  
Responsible/Sponsoring Organization

\_\_\_\_\_  
Authorized Party for Organization (Print Name)

\_\_\_\_\_  
Authorized Party Signature

\_\_\_\_\_  
Date

**2023 PERMITTED SPECIAL EVENT  
RULES & REGULATIONS**

Special Event Permits are required for groups of more than 25 people using any City property (right-of-way, street, park, trail, open space, etc.) including City-sponsored, nonprofit, school or commercial groups. The person or organization that is legally and financially responsible for the Special Event (The "Responsible Organization"), as a condition of being granted a Special Event Permit within the City, agrees to abide by the following rules, regulations and conditions established by the City of Louisville as follows, as well as any additional conditions placed on the permit at the time of approval.

**It is the applicant's responsibility to read and fully understand these rules.**

1. The services and activities provide by the event are those of an independent entity and not as an employee, officer, official or agent of the City of Louisville.
2. The applicant and all parties (including vendors) associated with the event shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status, in any of its activities or operations. These activities include staffing (including volunteers) and services provided to participants/attendees. The City of Louisville is committed to ensuring an inclusive and welcoming environment is a part of all Special Events.
3. The City may require the responsible organization to pay for a City event attendant or police officer to be in attendance at the event to monitor whether the event is conducted safely and the conditions of the permit are met. This may be required based on the size of the event, the complexity of the traffic control plan, if liquor is being served, the impact on residents and if similar events have generated concerns in the past.
4. The applicant is responsible for any damage to City property, including any damage caused by participants, organizers and subcontractors. This includes, but is not limited to, damage to park facilities, irrigation systems, concrete areas, turf, landscape materials, streets, trails and parking lots.
5. The safety of the event and of the participants is the greatest concern of the City. For use of City streets, a Traffic Control Plan, written by a certified traffic engineer, which meets Model Traffic Code standards must be included with the application. **If traffic control is not provided as represented in the application, the City reserves the right to shut down the event.**
6. The City may require full street closures for races or events depending on the number of participants or event type. Any event that has participants crossing City streets in the course of the event will be required to have a traffic marshal (identified with a fluorescent vest) at every street crossing.
7. An off-site parking plan may be required if the impacts on the surrounding neighborhoods are determined by the City to be too great based on the size of the event (including expected participants and number of street closures). Please encourage your guests to consider alternative transportation (bike, bus, rideshare and carpooling).
8. The applicant is responsible for ensuring the event complies with the City's regulations concerning amplified sound and/or live music as provided in Louisville Municipal Code Chapter 9.34. Issuance of a Special Event permit does not exempt the event from disturbing the peace. This includes "using, operating, or permitting to be played, used or operated, any radio receiving set, musical instrument, phonograph or other device for producing or reproducing sound in such a manner as to disturb the peace, quiet and comfort of the neighboring inhabitants." Operation of any device between the hours of 12:00 midnight and 6:00am in such a manner as to be plainly audible at a distance of 50 feet from the source is evidence of a violation of this section.
9. To the fullest extent permitted by law, the responsible organization shall indemnify and hold harmless the City, its officers, officials and employees from and against any and all damage, injury and loss to person or property and shall defend the City of any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees, incurred by the City in any way resulting from or arising out of the event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitation on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101, et seq., Colorado Revised Statutes, the Colorado Constitution or the common law or laws of the United States or Colorado.

**Applicant Initials** \_\_\_\_\_

10. The City has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the responsible organization and participants. The City's insurance does not cover the responsible organization. The responsible organization agrees to comply with all of the terms, conditions and stipulations of this permit, all ordinances of the City, and other applicable laws and understands that failure to comply will result in immediate revocation of the special event permit.
11. The responsible organization shall procure and maintain, at its own cost, general liability insurance covering claims that may arise during the event, including participant and spectator liability, in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demand or other obligations assumed pursuant to Section 8 of these "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. **The City of Louisville, its officers and employees must be listed as additional insured on the policy, and the responsible organization shall provide a certificate of insurance no later than 7 days prior to the event.**
12. Adequate crowd control, including ingress and egress control, noise control, restroom facilities, space for anticipated number of participants and clean-up are the obligation of the responsible organization.
13. Event organizers must provide adequate recycling and waste receptacles, and properly dispose of all recycling and waste throughout the term of the event and immediately upon conclusion of the event. All venues, routes and areas (including event signage) must be returned to a clean condition equal or better than it was found prior to the event.
14. If holding the special event on City property, the responsible organization shall, immediately upon conclusion of the event, return the site to its pre-event condition, including the removal of course marking and signage. **Trail markings (arrows, direction information, distance, etc.) are limited to free-standing signage and/or cones only – stakes or ground markings are not permitted.** The damage deposit will be retained if spray paint, flour, chalk, stakes, etc. are used for course marking.
15. Vendors at the event shall pay all sales tax applicable to the sale of food, drinks, souvenirs, services and any other taxable item or activity sold at the special event.
16. The City gives priority to City-sponsored events and specific established local, civic groups. A list of and dates for priority events for Community Park, the Steinbaugh Pavilion and Main Street will be determined each year by the City.
17. The Permitted Special Event Application Fee does not include rental fees for the use of City parks or other facilities. Rental fees will include all time using the facility including setup and clean up for the event.
18. For conflicting events, the event receiving all necessary approvals first shall have precedence. Applicants may apply for a permit no earlier than one year in advance of the event.
19. Complete event applications must be submitted to the City a minimum of **60 day prior to the event**. The timeline requirements of approval are mandatory. Failure to submit complete applications may cause your application to be returned, held without processing until complete, or denied. The City is not responsible for lost revenue if the organizer advertises the event and takes in revenue for the event prior to permit approval.
20. The responsible organization will ensure no resident in the area of the event will be denied access to his or her residence or place of business as a result of the event.
21. **The special event permit does not approve any off-site signage for the event.** Signs are allowed on City-owned property only for City-sponsored events. This includes any advertising signage prior to the event and off-site signage the day of the event.

22. Event notices are required for the surrounding area and must be delivered to the affected residences and businesses a minimum of 10 days prior to the event. City staff may require two (2) notifications depending on the size and impact of the event. Notice must include a contact name and phone number for event staff during the event. The City can provide a mailing list or map of the affected area.
23. The City of Louisville cannot issue permits or approve activities on behalf of other property owners or jurisdictions such as the Louisville Fire Protection District, Boulder County Public Health Department, the Colorado Department of Transportation, Boulder County, the City of Lafayette, the Town of Superior, the City of Boulder, the Regional Transportation District (RTD) or the Boulder City Sheriff's Office. It is the responsibility of the responsible organization and its event planner(s) to secure the necessary approvals from other agencies having jurisdiction and from property owners for the use of any private or other non-City property.
24. The City of Louisville cannot guarantee availability of public property for special events. The City has the discretion to limit the number of events in a particular area (e.g. downtown, Community Park) to mitigate the impact on residents and property owners. Approval of a permit for any event is not a guarantee of approval for any other permit. An approved permit confers no property or contract rights and constitutes a license only, revocable by the City.
25. The City may deny any permit request that conflicts with construction work, street repairs or other events. The City may deny and permit that competes with an established event.
26. The Louisville Fire Protection District (LFPD) may require medical staff to be on site for an event. Should that be required, the LFPD has the first right of refusal to provide those services. Fees for such services are available at [www.LouisvilleFire.com](http://www.LouisvilleFire.com)
27. All permit application material becomes the property of the City and shall be subject to the provisions of the Colorado Open Records Act (CORA). Proposers should know the proposal may be viewed by the general public and competitors once submitted to the City. Merely marking information as "confidential", "proprietary" or otherwise stating a written intent to protect the information from disclosure is not necessarily sufficient to prevent disclosure under CORA.
28. Failure to comply with these rules and the conditions of the permit may result in the event being shut down and/or denial of future permits. Complaints or safety concerns may result in the denial of future permits from the applicant.
29. You may be invited to attend a review meeting where all the affected departments will review your application. Attendance at the meeting is not required; however, if you are able to attend the meeting you can answer questions about the permit application and make any needed changes. You will be able to review and comment on all permit conditions prior to final approval.
30. Additional conditions may be placed on the final permit as the City deems necessary.
31. The Application Processing Fee for a Permitted Special Event is **non-refundable** and will not be returned if the event is canceled by the applicant or does not take place as scheduled. This fee is for application review only and is not related to the issuance of approval.
32. **Permits may be revoked, or additional requirements added, at any time if public health rules are changed. All Permitted Special Events must follow all current public health mandates.**

I have read, understand and agree to the rules and regulations set forth and any other conditions required by the City and hereby represent and warrant that I have full authority to bind the responsible organization/event organizer to all terms, conditions and requirements of the special event permit.

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Responsible/Sponsoring Organization

Authorized Signatory for Organization

Date

**2023 PERMITTED SPECIAL EVENT  
CONDITIONS AND FINAL APPROVAL**

*Permit conditions will be determined by City staff.*

*The applicant will have the opportunity to review and accept the conditions prior to final approval of the permit.*

**APPROVAL CONDITIONS**

1. Permits may be revoked, or additional requirements added, at any time if public health rules are changed. All Permitted Special Events must follow all current public health mandates.
2. If the event requires police officers, an invoice will be submitted to the event organizer at the following rates:
  - \$76.00 / hour for police officers
  - \$94.00 / hour for police supervisors
  - \$50.00 / vehicle
3. All staff/volunteers will be required to carry a cell phone and dial 9-1-1 in the event of an emergency.

The City may require a street closure for any event if it is deemed necessary for the safety of the participants. If the event uses any City street, a Traffic Control Plan (TCP), **prepared by a certified Traffic Engineer**, which meets Model Traffic Code standards, must be included with the application in your site plan and approved by the City.

Street closures are allowed only using Manual on Uniform Traffic Control Devices (MUTCD) approved barricades. Fencing, cones and other devices are not approved methods for street closures. Traffic Control Plans must be submitted in an electronic format – pdf preferred.

Oversight of barricade set-up and removal is the responsibility of the applicant. If a barricade company provides this service to the event, it is the event coordinator's responsibility to make sure the barricade company is aware of the rules and is following the approved Traffic Control Plan.

General rules to follow for traffic control are:

- For lane and shoulder closures the City requires a cone every 5 feet within 50 feet of an intersection. Beyond 50 feet, cones are required every 75 feet.
- Stay right/left signs are required at every intersection of a lane or shoulder closure.
- Type III barricades are required for full street closures - cones and saw horse barricades are not sufficient.

**If traffic control is not provided as represented in the Traffic Control Plan, the City reserves the right to delay or cancel the event.**

### RECYCLING / TRASH DISPOSAL

You must properly dispose of all recycling and waste throughout the term of your event and immediately upon conclusion of the event. All venues, routes and areas (including event signage) must be returned to a clean condition equal to or better than it was found prior to the event. Event producers are responsible for all recycling and waste removal from their events. If recycling or waste is left behind at the venue that the City must remove, the cost for that service will be charged to the event deposit.

### GENERAL REQUIREMENTS

If you are submitting an application for a Permitted Special Event, you must submit a site plan. The site plan is **required** to include details about access to any on-site landfill trash and recycling collection. This includes all areas of the event venue, surrounding areas leading to the event, during event setup, and any post event cleaning associated with your event.

### PRE-EVENT PLANNING

It's never too early to start planning your waste management plan, and often it's challenging to know where to begin. Review what materials can be collected for recycling in your local community; consider the challenges you'll run into; and evaluate opportunities to prevent waste.

- Anticipate the **number of attendees** at your special event. The amount may determine material generated at your event.
- **What materials do you plan to recycle?** What will your attendees be able to bring into the event and what types of materials will be distributed? What information will your service providers need in order to assist with keeping materials out of the landfill?
- **Educate vendors and service providers.** Communicate expectations such as how materials should be separated. Require cooperation and coordination among all vendors, service providers, and organizers to ensure the successful separation and collection of materials at your event.

### CONTAINER AGREEMENTS

The location of all container and/or roll-offs must be identified on the event's site plan. Event planners, operators, and vendors should ensure the following, at minimum:

- All containers are clearly labeled to indicate whether they are dedicated for landfill trash or recycling.
- Landfill trash and recycling receptacles should be grouped in common collection areas, also called a station, to ensure appropriate access for vendors, volunteers and attendees.

**Tip:** Coordinate with your waste hauler to receive your event's waste diversion figures (how much material was recycled versus sent to the landfill). This information will aid in improving diversion efforts for future events and can be used in promotional material!

- Weight of landfill trash collected;
- Weight of recycling collected; and
- All other form of waste diversion provided;

### WASTE STATIONS

The City of Louisville encourages events to provide containers throughout the event space and is recommended to:

- Provide equal numbers of landfill trash and recycling containers.
- Group landfill trash and recycling containers adjacent to one another.
- Standardize containers by color-coding black for "landfill trash" and blue for "recycling".
- Identify types of materials collected in landfill trash and recycling in English and Spanish.
- Use clear liners for recycling, and black liners for landfill trash

## RESOURCES

### Eco-Cycle

Eco-Cycle has a range of options to meet your event planning needs from renting recycling bins to consulting Eco-Cycle for planning large vents of over 1,000 people.

### Republic Services

Republic Services provides support for events, including waste, recycling, dumpsters, landscaping debris, etc. Fill out the online form at <https://info.republicservices.com/venues-form> to start evaluating your needs.

### Western Disposal

Western Disposal provides event-ready reusable and/or recyclable cardboard containers for recyclables and trash (as a last resort for those few items that cannot be recycled or composted); an all-in-one convenient zero waste station. Following your event, you place all materials – color-coded bags and flattened cardboard boxes – in the dumpster or roll-off container (depending on the size of your event). Western picks up the container, sort and process the materials and provide a summary report listing material quantities and environmental benefits.

Call **303-444-2037** to determine your event needs, and Western will assist in customizing a plan based on the type of event, length of the event and the number of attendees.

## DAY OF CHECKLIST

It's the day of your event! Check off the following to and implement a successful zero waste event.

### SETUP

- Receptacles have clear, large, and specific wording
- Trash and recycling containers are placed together in common collection areas
- Containers are placed and visible in high generating material locations (ex. near food vendors)
- Staff and volunteers have been assigned to monitor stations and are familiar with container locations
- Vendors are familiar with container locations and have been provided with container location maps

### EXECUTE

- Monitor containers throughout the event to ensure materials are being disposed of properly
- Staff and volunteers are easy to identify in case people have questions
- Have staff take notes on problem items
- Tear down and cleanup after the event

### POST EVENT EVALUATION

You've successfully run your event. Now what?

- **Follow up with your waste hauler.** Make sure you request landfill trash and recycling collection weights within a week after your event has concluded.
- **Evaluate your success.** Ask for feedback and suggestions from your event and waste management team, including volunteers. Calculate your diversion rate (total recycled weight + total organics weight/grand total weight for trash and recycling combined)
- **Market and publish your success.** Make sure you let everyone know! Distribute data to your attendees, organization, and event team and volunteers. Post it on your website, in newsletters and social media and use it when marketing future events.

**With your help, we can work together to reduce the amount of waste disposed in local landfills.**

## Safety Recommendations When Using Portable Generators

- **Beware of confined spaces**  
Generators put out poisonous carbon monoxide gas, so avoid placing them in confined spaces such as indoor areas like tents, boxes and van spaces.
- **Good cord keeping**
  1. Keep cords away from pedestrian areas to minimize tripping hazards.
  2. Only use cords listed for **extra-hard usage**.
  3. Cord connectors on the ground shall be listed for wet areas and shall be kept away from areas accessible to the public.
- **Prevent shocks from happening**
  1. GFCI protect all 125 volt, 15- and 20-amp receptacles accessible to the general public.
  2. GFCI protect all 125 volt, 15- and 20-amp equipment accessible to the general public.
  3. GFCI protection is **not** allowed for egress lighting.
- **If you have questions**
  1. Contact the Louisville Department of Building Safety via:
    - Phone: 303.335.4584
    - Email: [building@louisvilleco.us](mailto:building@louisvilleco.us)
    - In Person: Monday-Thursday, 8am to 4pm – City Hall, 749 Main Street
  2. Contact a licensed electrician.
  3. Reference articles 525 and 590 of the 2020 National Electrical Code.