

**STREET CLOSURE APPLICATION  
ONLY FOR TOWN OF WESTCLIFFE STREETS  
DOES NOT INCLUDE HIGHWAY CLOSURE**

1000 Main Street, P.O. Box 406, Westcliffe, Colorado 81252

Date Submitted: \_\_\_\_\_ Beginning Date of Requested Street Closure: \_\_\_\_\_

(Note: Applications received less than 30 days prior to the event will not be considered and presented to the Board of Trustees)

Applicant/Organization: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Responsible Person & Phone Number: \_\_\_\_\_

Responsible Person's Address: \_\_\_\_\_  
\_\_\_\_\_

Responsible Person's Email: \_\_\_\_\_

Description of the Event: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Street Closure	Street(s) to be Closed	Times – From – Until
_____	_____	_____ until _____
_____	_____	_____ until _____
_____	_____	_____ until _____

Do you intend to sell FOOD OR BEVERAGES YES/NO

Do you intend to sell ALCOHOLIC BEVERAGES YES/NO

**Submit the following with your application:**

1. Map of the area to be closed, showing locations of structures, barricades, security personnel, location of activities, 12-foot emergency lane, fencing and ingress/egress (if applicable). Map should be large enough scale to show activities as requested.
2. A written plan for notifying the community of the street closure, including: newspaper, radio, flyers to affected businesses & residents, and special event notices provided by the Sheriff's Dept.
3. Trash and sanitation plan.
4. A check payable to the Town of Westcliffe in the amount of \$250 for damage /clean-up / performance deposit. Note: Please include a self-addressed stamped envelope with your deposit. If no envelope is provided, your check will be torn up after your event if the requirements of this Agreement are fulfilled as stated. **(Deposits will be returned after the first Tuesday of the following month of the event).**
5. Certificate of insurance including the following:
  - A. The Town of Westcliffe named as an additional insured.
  - B. A minimum limit of \$1,000,000 per occurrence & \$2,000,000 annual aggregate general liability.

- C. A minimum 30 days' notice of cancellation.
- D. Host and general liquor liability coverage (if applicable).
- E. A minimum of \$1,000,000 personal and advertising injury coverage.
- F. A minimum of \$50,000 fire damage.
- G. A minimum of \$1,000,000 combined single limit comprehensive auto liability (if applicable).

**Conditions for Use of Public Property**

- Open containers of alcohol aren't allowed without a liquor license. All alcoholic beverages must be in approved cups. No bottles, cans or other non-approved containers are allowed.
- Event organizers are responsible for cleanup and trash removal from curb to curb. Event organizers must bring their own trash bags and cleaning supplies. User's deposit will be used if cleanup is not satisfactory.
- Motorized vehicles are not allowed on the grass or pathways and must park in designated areas.
- Applicant and all attendees shall comply with all Town of Westcliffe Rules, Regulations, and Ordinances.
- Attaching signs, decorations, etc. to trees is prohibited.
- Tents or other temporary structures may not be placed without obtaining permission first.
- Vending shall comply with Town regulations.
- User has inspected the premises and agrees to accept premises as is and assume the responsibility that the premises is fit for the User's purpose. Fires must be in approved devices designed for that purpose.
- Wood fires are prohibited.
- **Sidewalks shall not be blocked for any reason.**
- Pets must be leashed and not left unattended; owners are responsible for cleaning up after their pets.

**Parades:**

1. Absolutely nothing may be thrown out to spectators from motorized vehicles, horse-drawn vehicles, or riders on animals. Distribution of candy or pamphlets may be made by walking individuals, only, and must be handed not thrown to spectators. Participants are urged to consider the safety of spectators and parade participants and prevent spectators from entering the parade route during the parade.
2. Each entry shall exercise all precautions for the safety of others and be responsible for their own animal, vehicle, float etc.
3. Consumption of alcoholic beverages by participants during line-up or parade march is strictly prohibited.
4. To assist sponsors in properly and safely lining up entries for parade, entrants must list whether animals, sound effects or loud noises will be used.
5. Discharging of firearms containing live or blank ammunition is prohibited.
6. Directions issued by parade officials and/or law enforcement officials shall strictly be observed.
7. All entrants must remain in the parade to the end of parade route.
- 8. No one may get off or on any vehicle, float, or trailer while on the parade route, even if the vehicle is stopped.**
- 9. No semis or tractor trailers, pickup trucks only.**

I/WE agree to comply with requirements of Chapter 7 of the Town of Westcliffe's Municipal Code and any rules or requirements issued by the Board of Trustees. I agree to indemnify the Town of Westcliffe, its officers, employees, and agents and to hold them harmless as to any claim, liability or damages, including attorney's fees and court costs arising out of, or directly or indirectly resulting from the conduct of the above event.

Agree to:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Zoning Official

\_\_\_\_\_  
Sheriff's Office

\_\_\_\_\_  
Deputy Clerk

All required items received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Copy sent to: \_\_\_\_\_ Applicant \_\_\_\_\_ Sheriff Office \_\_\_\_\_

Return Damage Deposit       Retain \_\_\_\_\_ of Damage Deposit

Reason for retainage \_\_\_\_\_  
\_\_\_\_\_

Parks Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



# CUSTER COUNTY SHERIFF'S POSSE REQUEST FOR POSSE SERVICES



The Custer County Sheriff's Posse serves as an extension of the Sheriff's Office providing a public service to the citizens and organizations within Custer County. One of the Posse's purposes is to assist the Sheriff's Office in providing security, traffic control and presence at community functions, festivals and activities. While any request will be considered, staffing may not always ensure a request can be met.

An optional donation of \$50.00 is requested for the service. An additional donation may be appropriate depending on the length and scope of the requested services. Any donation requests for school events will be waived.

Please provide the following information in detail for planning purposes. Please submit your request **at least ten days** prior to the event, however a longer lead time is recommended.

Street and highway closure requests must be submitted to the respective town(s) and the Colorado State Patrol.

**Please complete by printing legibly.**

What is name/purpose of the event? (i.e. Parade, Festival, etc.) \_\_\_\_\_

\_\_\_\_\_

Date(s) and hours of the event? \_\_\_\_\_

What organization is sponsoring the event? \_\_\_\_\_

What is the specific location of the event? \_\_\_\_\_

\_\_\_\_\_

Contact person \_\_\_\_\_ Email \_\_\_\_\_

Phone number \_\_\_\_\_

Any special concerns or considerations for this event? \_\_\_\_\_

\_\_\_\_\_

Will alcoholic beverages be served at this event?  Yes  No

Temporary license approval must be submitted to the County or town.

Please submit any questions to the Custer County Sheriff's Office at 719-783-2270. You may submit this electronically to [jparkes961@gmail.com](mailto:jparkes961@gmail.com) or [rhill@custersheriff.com](mailto:rhill@custersheriff.com).

Thank you for this request and we look forward to serving you.

Requester Signature: \_\_\_\_\_

Approval Signature: \_\_\_\_\_