

APPLICATION FORM: Event on Public Space in Downtown Longmont

EVENT AND ORGANIZER INFORMATION

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| Event Date(s): Click or tap to enter a date. |
| Event Location: Click or tap here to enter text. |
| Event Name: Click or tap here to enter text. |
| Business or Organization Name: Click or tap here to enter text. |
| Business Address: Click or tap here to enter text. |
| Organizer Name: Click or tap here to enter text. |
| Organizer Phone Number: Click or tap here to enter text. |
| Organizer Email Address: Click or tap here to enter text. |
| On-Site Contact Name (if different from organizer): Click or tap here to enter text. |
| On-Site Cell Phone (if different from organizer phone): Click or tap here to enter text. |

EVENT APPLICATION CHECKLIST

- Submit application at least 2 weeks prior to your event(s). Attach a written description of your event(s).
- Provide Certificate of Insurance naming LDDA, GID, & City of Longmont as additional insured.
- Ensure that all participating vendors have a City of Longmont Sales & Use Tax License, and that sales tax will be collected at the event (if applicable).
- Secure proper permissions & permits from City of Longmont, Boulder County Public Health, etc. (if applicable).
- Keep at least a 6 foot wide public walkway open at all times.
- Leave the event space as clean or cleaner than you found it.
- Abide by City of Longmont noise ordinance.
- Keep all neighboring business entrances unblocked during business hours.
- Include a diagram of event footprint (show location of tents, tables, booths, sound) and delineate the 6' walkway.
- Will a public restroom be available and where? Yes No Location: _____
- Is power required? Yes No
- BREEZEWAYS only: provide written permission (email is OK) from your breezeway neighbors (same side as your building and across the breezeway) that they are OK with your usage of the breezeway near their building.

Complete, Sign, & Submit this application form.

I agree to abide by all rules and regulations listed in the 'Terms and Conditions for Public Spaces in Downtown Longmont'.

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| Event Organizer Name: Click or tap here to enter text. |
| Event Organizer Signature: Click or tap here to enter text. |
| Date: Click or tap to enter a date. |

Longmont Downtown Development Authority

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