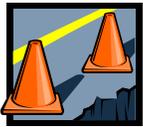


Frequently Asked Questions



Do I need to furnish proof of liability insurance?

Events such as parades or races would, most likely, require proof of liability insurance. The Event Permit Coordinator will work with you to determine if liability insurance is required.



Am I required to submit a map of the route, the event site or traffic plan?

Depending upon the type and size of event and whether any portion takes place on city streets, a route map and traffic plan may be required. This can be submitted by fax to 962-2917, or it can be emailed as an attachment to lpdepc@ci.loveland.co.us, or it can be mailed to the Police Department—to the attention of the Event Permit Coordinator. Be sure the name of the barricade company, their phone number and contact person are included with the traffic plan.



Event Permit

Frequently Asked Questions



www.cityofloveland.org/EventPermits

970.962.2239

Frequently Asked Questions



Do I need to notify anyone other than the city that I am having this event?

You may be required to notify the public, but it depends upon the size and type of event. The Event Permit Coordinator from the Police Department will advise you.



What happens if I don't complete all applicable sections of the permit?

Incomplete applications cannot be processed until all information has been provided. This could cause delays that may result in the denial of the permit.

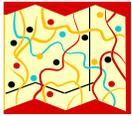


Where can I find more information regarding event permits?

You can contact the Event Permit Coordinator at the Police Department by calling 962-2239 to request information.



Frequently Asked Questions



Is a permit required if the event is outside the city limits?

No, the event permit is only required if any portion of the event occurs within the city limits. *However, other agencies within the event jurisdiction may require a permit.*



Do I need a permit if I am going to have alcohol at the event?

It depends on the type of event you are planning. If the alcohol will be for sale and the event is open to the public, you will need an event permit and **you must also contact the City Clerk's Office at 962-2324 for a Liquor License.**



Are there any fees associated with the Event Permit?

There is no fee for the permit at this time; however, you are responsible for other costs such as hiring police officers or traffic control and, depending upon the type of event, you may be required to pay a cleanup deposit.



Is a permit required for an event that will occur on private property, for example, at my home or at my business?

No, however you must still comply with such things as noise levels and proper parking. *It is also your responsibility to make sure you meet all the other code provisions (see Fire Dept).*



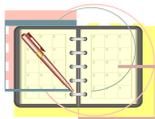
Will I be required to have police officers for traffic and security? If so, what is the cost?

If alcohol is being served, a minimum of two police officers will be required. Attendance and the type of event will also determine if police officers are needed for traffic and security.



Do I have to pay any of the fees in advance?

The cleanup deposit must be paid in advance. Otherwise, a statement will be mailed to you for payment within 30 days after the event.



How far in advance of the event does the application need to be submitted?

Applications should be submitted not less than 20 business days in advance, but no more than 1 year before the event.



Is there a cost for hiring police officers?

Yes, there is a two hour minimum for each officer. Please call the Event Permit Coordinator for current rates.



Do I have to meet with any city staff once I submit a permit?

A meeting may be requested, especially if the permit is for a large event or if it is a first-time event involving street closures.