

Special Event Permit Process

What is a Special Event: Special Events are events which are arranged for a particular occasion or purpose surpassing the usual park activities such as: Bounce houses, other inflatable equipment, Cross Country events, organized races and runs, festivals, field weddings, organized field activities, soccer practice and matches, events over 250 attendees, etc. A vendor permit is required for all events contracting a food or beverage vendor. *(As part of your event planning please be advised that the consumption of alcohol on any County park property is unlawful.)*

Application Process:

- Fill out the Special Event permit application and return back to the office no later than 30 days prior to your desired event date. Special Events will be processed on a first come first serve basis. Selected community and County sponsored events will receive priority. *(Certain events e.g. large scale community events etc. require a meeting with the Director of Community Services.)*
- Park staff will evaluate the application, check for facility availability and book your reservation. In case of conflicts with the type of event or date/time conflict, staff will notify you by e-mail.
- A Special Event package will be e-mailed to you which will contain:
 - Welcome letter (Summary of fees, damage deposit, insurance, etc.)
 - Invoice
 - Draft permit
- All Special Event requirements outlined in the welcome package must be completed no later than 14 days prior to your event date to avoid cancellation of the permit.
- Once all requirements are fulfilled a permit will be e-mailed to you.
- A post-event meeting with staff and park supervisors will determine if there were any problems with your event. Damage deposit will be returned if no issues have occurred.

2018 Special Event Fees:

Group Size	Non - Profit Fee	*Commercial Fee	Damage Deposit	Dumpster	Portable Restrooms	On-Site Meeting	Parking Attendants
Up to 100	\$59 per event	\$89 per event	\$50	N/A	TBD	TBD	N/A
101-200	\$89 per event	\$134 per event	\$100	TBD	TBD	TBD	TBD
201-300	\$118 per event	\$177 per event	\$150	4cy dumpster	TBD	Required	TBD
301-400 401-500	\$148 per event \$207 per event	\$222 per event \$310 per event	\$300	2-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
501-600 601-700 701-800	\$266 per event \$325 per event \$384 per event	\$399 per event \$487 per event \$576 per event	\$550	2-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity will be determined at on-site meeting
801-900 901-1000	\$443 per event 502 per event	\$664 per event \$753 per event	\$800	3-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
1001- up 1001- up	\$551 per event (+ \$59 per additional 100 people) per event	\$826 per event (+ \$89 per additional 100 people) per event	TBD	Required - Quantity determined at on-site meeting	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
Sports League	\$118	\$177	\$300	N/A	TBD	Required	TBD

To get started, download the [Special Event Form](#) and send it back to: El Paso County Parks 2002 Creek Crossing, Colorado Springs CO 80905 Phone (719)520-7529 Fax (719)520-6389 E-mail: parks@elpasoco.com