

ADVERTISING

Will this event be publicized on radio, TV or in newspaper? Yes _____ No _____
(Any advertising done by the permittee which identifies the park must have prior approval from the park manager.)

FEES

Upon approval of your event application a \$20.00 fee is required unless approved as a non fee activity.

If additional fees are required to facilitate your event, you will be notified by the park manager. If additional fees are required and agreed upon, they will be itemized and invoiced. Payment on the first invoice is due prior to your event.

Payment on the second invoice (if required) will be sent and payment is due upon receipt of the invoice.

1. Permit fee for administration and processing services. \$20.00
2. A percentage fee of profits generated within the park. 7% of gross revenues or negotiated flat fee based on the 7% factor.
3. A per person charge in lieu of the required parks pass if applicable. \$1.00 per person
4. Operational fee to reimburse the park for staff time and equipment if assigned to your event.
 Ranger \$25.00 per hour
 Patrol Unit \$10.00 per hour
 Maintenance \$25.00

INSURANCE

If determined by Division staff, the responsible person holding the event will submit a certificate of insurance indicating insurance coverage in the minimum amount of \$600,000.00 per occurrence / \$150,000.00 per person, as specified in 24-10-114, C.R.S. and the State of Colorado and the U.S. Government will be listed as an additional insured party. Also include the statement "A Waiver of subrogation applies in favor of The State of Colorado and Arkansas Headwaters Recreation Area in respect to General Liability and Workers Comp" on the insurance form.

PROOF OF INSURANCE IS DUE PRIOR TO THE EVENT

PERJURY STATEMENT: I (we) hereby swear or affirm under penalty of perjury that the information given is true and correct.

SIGNATURE OF APPLICANT	DATE	SIGNATURE OF APPLICANT	DATE
The signature above indicates this individual accepts responsibility for the event and the stipulations listed on this form.			

DIVISION USE ONLY

Approval _____

Fee Activity

Non Fee Activity

Approved _____ Denied _____ Signature _____ Date _____

**SPECIAL ACTIVITY AGREEMENT
AHRA ADDITIONAL INFORMATION**

Name of group submitting Special Activity application: _____ ***Please answer all questions which apply to your activity. Incomplete applications will not be considered!***

1. In detail, describe your event/activity, including all separate components including starting and ending times. Attach a separate sheet if necessary. If possible, include a diagram or map of area(s) for proposed activity.

2. Please identify the proposed Arkansas Headwaters location(s) for your activity. Identify main staging areas and all sections of river to be used and for what purposes.

3. Please identify all additional lands (other than AHRA lands) that your event may encompass - include lands owned or managed by Bureau of Land Management, United States Forest Service, Colorado Division of Wildlife, Colorado State Land Board or other public agencies. Also include private land ownership such as railroad property, private individuals, business owned property, etc. If applicable, attach written approval from the identified land owner(s).

4. How many spectators are anticipated? What areas do you propose to designate for spectator viewing?

5. Will participants be charged an entry fee? What is the total cost of the entry fee? List any items to be sold at your event. What is the anticipated gross revenue generated from this event?

6. Will the event sponsor provide personnel to assist in traffic control, fee collection, crowd control, etc.? If yes: detail the areas personnel will be assigned; list their specific functions and how they will be identified.

7. Please list the number of event sponsor vehicles involved and how they will be identified. In addition, list the number of spectator and participant vehicles anticipated and describe parking and/or shuttle arrangements.

8. Identify state highways or county roads that are part of your event (parking, spectator viewing or as part of your event route). Please attach written approval from the Colorado State Patrol (for state highways) or from the appropriate County Commissioners for county roads.

9. Will overnight camping be part of the activity? If yes: list the number of anticipated campers; camping units (tents, etc.) and identify the desired camp location. If camping in other than an AHRA developed campground, describe low impact camping techniques that will be employed.

10. Identify first-aid, safety and medical arrangements - attach a detailed safety and/or emergency plan including locations of safety boaters and rescue personnel.

11. Describe how additional event sponsor responsibilities will be addressed, including:
 - a. Sanitation:
 - b. Litter control:
 - c. Resource protection – minimizing impacts:

APPLICATION PROCESS

1. Application Submittal

- Special Activity applications should be submitted at least 90 days in advance. **Applications submitted less than 60 days in advance may not be considered.** This is the absolute minimum time required for staff to make sure that all criteria are being met, all appropriate approvals are in place and to ask questions of the applicant if necessary.
- Please read through the entire application and take note of items A-K.
- Provide a legible and valid email address.
- A \$20 non-refundable processing fee is required and must be turned in with the application. The application will not be considered until the processing fee has been received by AHRA.
- Proof of insurance is required with the submittal of the application.
 - Minimum coverage is \$150,000 per person/\$600,000 per occurrence
 - The State of Colorado and the U.S Government need to be listed as additional insured parties.
- Sign and date in the appropriate box on page 2 of the application. Applications without a signature will be returned.
- For timely processing make sure that the application is complete, all questions answered and all other approvals attached.
- All questions, information and applications should be addressed to:
Thomas A. Waters Jr.
Assistant Park Manager
Arkansas Headwaters Recreation Area
307 W Sackett Avenue
Salida, CO 81201
tom.waters@state.co.us
719-539-7289

2. Staff Review

- Generally takes 30-60 days, especially if the event is large or involves multiple agency and property owners.

3. Approval

- Once your completed application has been approved, an approval letter will be sent out either by mail or email. The approval letter will stipulate in detail, the criteria the applicant/sponsor must follow.

4. Follow up and payment

- For those events charging participants fees or generating revenue, AHRA will charge 7% of gross, unless other arrangements have been made with the Park Manager at least 30 days ahead of time.
- Within 7 days of the completion of your event, the sponsor must let the Park Manager know how many participants there were and how much gross revenue was generated.
- The Park Manager will send out an invoice for the total amount to be paid to AHRA – this will include percentage of gross + parks pass fees (if required).
- Payment must be received with 30 days from date of invoice.

PARKS PASS FEES

- Unless an exemption has been granted ahead of time, all participants, spectators and event personnel using AHRA fee sites, will be charged State of Colorado parks pass fees. Spectators must pay the fees at the self service station upon entering the site.
- Arrangements can be made with the Park Manager ahead of time to pay parks pass fees for participants and sponsor personnel after your event.
- Parks Pass fees are set by the Colorado Legislature and Colorado State Parks Board. For 2011, parks pass fees are:
 - ☞ If entering site by vehicle then one of the following passes is required:
 - A \$7 daily pass – this covers all people in the vehicle
 - A \$70 annual pass – these can be purchased ahead of time at any State Park or on line at www.parks.state.co.us.
 - A \$35 Aspen Leaf Pass – this is the State Park annual pass for senior citizens. In order to qualify for this pass, the purchaser must be: a Colorado resident; 64 years of age or older and own or lease the vehicle the pass is being purchased for. These are available at any State Park and at our office in Salida.
 - ☞ If entering a fee site by foot, bicycle or boat then anyone 16 years of age or older must purchase a \$3 walk in pass. If a vehicle pass has already been purchased, then this is not needed.

OTHER

- The event sponsor will be responsible for crowd control, traffic control, trespass issues, etc. at their event. They may provide identifiable, trained personnel to deal with these issues or they may request assistance from AHRA staff. As outlined on page 2 of the application, AHRA will charge an operational fee to the event sponsor for these services. This must be requested ahead of time and will be invoiced at the end of the event.
- Failure to follow the criteria and stipulations outlined in the application and approval letter will result in the following actions by AHRA staff:
 1. Citations issued
 2. The event may immediately be shut down
 3. Future events will require a performance bond
 4. Future events may not be approved