

# EVENT STANDARDS & GUIDELINES



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# Cherry Creek North Event Standards and Guidelines

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# 1 INTRODUCTION

Cherry Creek North (CCN or the District) is an active, walkable, mixed-use district embedded within the fabric of the surrounding Cherry Creek neighborhood, in the heart of the City and County of Denver (City). It spans 16-blocks from 1st Avenue to 3rd Avenue, and from University Boulevard to Steele Street. Its special character is defined by the quality of the public realm and its outdoor, pedestrian-friendly retail environment, which is managed by the Cherry Creek North Business Improvement District (BID).

This document addresses events held by *third parties* within the public realm of the 16-block district of CCN, that have the potential to affect the surrounding business environment, the unique public realm and CCN's investment in the many streetscape assets it maintains.

CCN is a compact urban area with significant pedestrian and vehicular traffic on a daily and nightly basis, as well as an area that hosts regular community events. Pedestrian, residential and ground-floor retail access, in addition to the investment in the streetscape, must be maintained in a safe and convenient way during all hours. As the area continues to evolve, it is essential that event parties respect CCN's mixed-use nature, while contributing to its special character.

## 1.1 Purpose

The purpose of the Cherry Creek North Event Standards and Guidelines is to provide clear, comprehensive guidance articulating the process and expectations of producing and hosting an event within the District's boundaries. This document provides event producers with an understanding of the standards for working in Cherry Creek North and addresses the expectations for events that take place within the public right-of-way prior to, during and upon completion of events. The event producer shall be the entity held accountable if the standards are not met.

## 1.2 Applicability

All entities that are applying or have received approval from the City for special events permits in the public right-of-way in CCN are subject to the Event Standards and Guidelines.

## 1.3 Context

CCN is bounded on two sides by important arterials, First Avenue on the south and University Boulevard on the west. These north-south and east-west connectors provide

convenient access to the District. A major regional bike path runs two blocks to the south along the Cherry Creek. On the north, east and west sides, the District is bounded by vibrant residential neighborhoods, which generate much of the pedestrian traffic. The Cherry Creek Shopping Center, a popular enclosed mall that complements CCN's outdoor shopping experience, is located to the south of First Avenue and north of the Cherry Creek.

The combined efforts of the public and private sector have helped CCN become the largest collection of independent merchants in the region, as well as being known locally and regionally for its events, walkability, dining, shopping, visiting and living opportunities.

In November of 2010, the BID financed and managed the design and construction of "The New North," an \$18.5 million streetscape renovation effort created to retain and attract visitors, and to protect and preserve the District's character, while keeping it a competitive retail environment. No City funds were used on this project. A major component of this project was the complete remodel of Fillmore Plaza into CCN's event street, which was designed to enhance pedestrian, event and retail activity on the block. Ultimately, the BID reinvested in itself with private dollars to improve a public amenity.

The BID continues to pay for and maintain the District using funds from commercial taxpayers. It is critical to CCN and the property owners (representing over \$400 million in assessed value) within the District that this investment is not destroyed or compromised by current or future events.

## 1.4 Goals

Events shall consider the brand of the area: its walkability, community focus, retail environment and welcoming hospitality for all. Events shall attract visitors to the area, encourage shopping, dining and booking hotel rooms, while maintaining a livable, vibrant, safe and desirable public realm for the many residents, retailers, workers and visitors in and around the area.

### **1. Public Safety and Pedestrian Domain Safety**

- a. CCN is home to over 7,000 employees, 900 residents and visitors staying in over 750 hotel rooms daily. All events located within CCN shall uphold the utmost respect for public safety, health, and welfare.
- b. In order to ensure the safety of the public, event attendees and staff, and to reduce the strain on local resources, event producers must consider and plan for the potential risks to their event. There are many natural hazards that Denver experiences that could severely impact an event including severe thunderstorms (hail, lightning, and/or strong wind gusts), tornados, extreme temperatures (hot and cold), and flooding. Potential man-made hazards could include protests, intentional disruptions, and criminal or even terrorist activity. For more information on public safety planning at special events call the City's Office of Emergency Management: 720-865-7600.

## **2. Minimize Disruption + Damage to Existing Landscape / Hardscape**

- a. CCN has paid for and maintains the landscape and streetscape within the District using its own funds. It is critical to CCN and the property owners within the District that this investment is not destroyed or compromised due to events.

## **3. Minimize Adverse Disruption on Residents, Retailers and Visitors**

- a. All event producers and events hosted within CCN shall be respectful of the needs for the current users within the District by managing disruption to pedestrian and vehicular flow, on-street parking, excess noise and visual condition of the event site. This includes clear communication, including notification to neighbors of event/road closure schedules, meter-bagging and other potential disruptive conditions.
- b. CCN Event Standards and Guidelines specify planning and organization methods and processes to minimize the potential disruptive impacts of events produced and hosted within CCN.

## **4. Maintain and Protect the Brand of Cherry Creek North**

- a. CCN represents much more than just our name and logo, it is the promise that we make to residents, visitors, businesses, and the community. The success of CCN is its focus on the pedestrian environment, retail vitality, and indoor and outdoor experiences. First and foremost, the District must provide engaging, attractive environments along its streets, creating experiences that make visitors, workers and residents want to stay. Events should enhance the experience for all in CCN and reflect the CCN vision and mission – to maintain the premier destination in Denver for people to live, work, play and stay.
- b. Events should align with CCN’s three main brand pillars and ensure they contribute to the District’s goals and embrace high-quality visitor experiences.

## CCN Brand Pillars

1. **Wonderfully walkable**: Over 16 tree-lined blocks make the streets of CCN made for walking and exploring. Manicured landscaping and a lively array of restaurants and stores create an iconic urban oasis that is enjoyable for everyone.
2. **Authentically Denver**: Home to extraordinary restaurants, stores, and galleries you won’t find anywhere else in Denver, CCN exudes a welcoming hospitality for all.
3. **Unique vibrance**: Since the late 1800’s, CCN has reflected the best of Denver’s easy-going, creative vibrance that is found in the range of local, independently-owned businesses and the community that opens its doors and provides service with a smile to everyone.

## 2 CHERRY CREEK NORTH EVENT GUIDELINES

Many public events are held in CCN, particularly on Fillmore Plaza, located in the heart of the District, throughout the year. CCN is proud to host fun, creative events that showcase the uniqueness of the District, attract residents and visitors, and enhance the brand and image of Cherry Creek. **Events held within the District are subject to laws, regulations and policies set by the City and, to the extent applicable, by the State of Colorado.**

### 2.1 Fillmore Plaza

Fillmore Plaza, located in the heart of CCN between 1<sup>st</sup> and 2<sup>nd</sup> Avenues on Fillmore Street, is the District's premier outdoor event location. Fillmore Plaza is managed and maintained by the BID in partnership with the City through an Intergovernmental Agreement (IGA).

### 2.2 Assumptions

1. Event producer understands that the BID assumes no responsibility for costs or expenses to execute the event.
2. Event producer understands that CCN assumes no responsibility for promoting the event unless otherwise agreed to previously.
3. Event producer understands that CCN reserves the right to change, modify, approve and deny event site layout.
4. Event producer understands that CCN reserves the right to approve or deny event calendar dates.
5. Event Agreement and Damage Deposit must be submitted after event permit has been approved by the City.
6. Events serving alcohol must adhere to rules and regulations determined by the City's Department of Excise and License.
7. All events are subject to the event producer obtaining all necessary permits and approvals from the City.

### 2.3 PRE-EVENT

Per the IGA, event producers wishing to host an event within CCN must follow the guidelines below:

### 2.3.1 Special Event Permitting Process

1. CCN and the City work together through to manage and maintain the District.
  - a. If a third-party is seeking an event permit for an area within the District, it must first submit an event request comprised of the Pre-Event checklist sections 1 through 3 to CCN for review (appendix 4.1).
  - b. CCN will schedule a meeting and/or video conference with event producer to review application and event dates.
  - c. CCN will make the recommendation to the City's Manager of the Department of Transportation and Infrastructure, who will have the decision-making authority on whether a Revocable Street Occupancy Permit (RSOP) is granted or denied.
2. Event producer agrees to follow all application and permitting procedures outlined by the City and managed through the City's Office of Special Events (OSE), which include:
  - a. Submit CCN event request comprised of the Pre-Event checklist sections 1 through 3 to CCN at least 120 days prior to event
  - b. Submit an OSE online application at least 90 days prior to event ([click here to begin the application process](#)):
    - An OSE Special Event Liaison will be assigned to your event and will provide you with support in identifying and satisfying all City permitting and other requirements related to your event. The OSE website is [denvergov.org/special events](http://denvergov.org/special events) and can be reached at [denverevents@denvergov.org](mailto:denverevents@denvergov.org) and (720) 913-1501.
3. Once the related permits are obtained from the City you can begin to work with CCN through the following process:
4. CCN process timeline:
  - a. Submit CCN event request 120 days prior to event
  - b. Pre-event meeting 60 days prior to event
  - c. Pre-event walk-through 14 days prior to event
  - d. Post-event meeting and walk 1 day after event

### 2.3.2 Insurance

1. You must supply a Certificate of Liability Insurance from your insurance company to CCN. Depending on location of your event, you may need to supply additional documents insuring surrounding properties.
  - a. \$1,000,000.00 listing

- b. “With respect to the insurance coverages set forth, the Party providing proof of coverage shall name the **Cherry Creek North BID as an *Additional Insured*** by endorsement under its Commercial General Liability insurance policy.”
- c. You must also meet the City of Denver insurance requirements for events. Follow the link for additional information on this requirement [Sample insurance documentation](#)

### 2.3.3 Pre-Event Meetings

- 1. Event pre-planning meeting with CCN staff
  - a. This meeting must be held immediately after City approval of special event permits and at least sixty (60) days prior to event date.
  - b. This meeting is intended to review all event information, permits, site layouts, vendor agreements, etc. as well as ensure production of a high-quality event that results in minimal impact to the District’s owned and maintained infrastructure.
  - c. See pre-event checklist, Appendix 4.1 for specific overview of information reviewed in this meeting.
  - d. To schedule a meeting, please contact:
    - [Info@cherrycreeknorth.com](mailto:Info@cherrycreeknorth.com) or 303-394-2904
  - e. Subject Line: Request to schedule pre-event PLANNING meeting.
- 2. Pre-event walk-through and inspection with CCN staff
  - a. The pre-event walk-through must be held 7 – 14 days prior to the event date.
  - b. The pre-event walk-through is intended to review and evaluate the public event space and document its condition prior to the event. Discussions with CCN staff will include information concerning how to minimize disruption and damage to the existing landscape / hardscape / streetscape.
  - c. To schedule the pre-event walk-through please contact:
    - [Info@cherrycreeknorth.com](mailto:Info@cherrycreeknorth.com) or 303-394-2904
    - Subject Line: Request to schedule PRE-EVENT walk-through

## 2.4 POST-EVENT

### 2.4.1 Post-Event meetings

- 1. Post-event inspection walk-through and debrief with CCN staff
  - a. The post-event walk-through and inspection must be held no later than 24 hours after completion of the event.
  - b. The post-event inspection is intended to review and evaluate the public event space and document its condition after the event has concluded. The inspection will specifically look for any evidence of disruption and/or damage\* to the existing landscape / hardscape / streetscape that was not returned to its original condition following the event.

- c. The debrief is intended to review the event and discuss initial event findings. This meeting is an opportunity for both the event producer and CCN to provide constructive feedback regarding event operations, marketing, planning and logistics. Meeting typically lasts 45-60 minutes.
- d. To schedule the post-event inspection and debrief please contact:
  - [Info@cherrycreeknorth.com](mailto:Info@cherrycreeknorth.com) or 303-394-2904
  - Subject Line: Request to schedule POST-EVENT walk-through and debrief.

*\*fees may be assessed, see section 3.3 for more details*

## 3 COMPLIANCE

### 3.1 Contract

1. A contract for use will be presented to event producer for signature 60 days prior to event.
2. Event producer agrees to indemnify, refund and hold CCN harmless against and in respect of any and all claims, demands, losses, costs, expenses, obligations, liability damages, recoveries and deficiencies, including interests, penalties and reasonable attorney's fees that shall be incurred or suffered by the BID which arise, result from or relate to applicant's event or program, applicant's performance of its agreement as specified in these guidelines.

### 3.2 Rules and Regulations

The following rules and regulations apply to all events held within CCN.

#### 3.2.1 Cleaning and Damage

1. All setup and cleanup (including pickup and delivery of rental equipment) must be completed within the hours of the permit.
2. Permit holders are responsible for all setup and cleanup needed for their events. The event area must be returned in the same condition as received. CCN staff and event organizer will perform an inspection before and after each event to assess any damage or additional cleaning. Setup and cleanup must be completed within the permitted time.
3. No personal items, rental equipment, decorations, etc. may be stored in the event location outside of the permitted times.
4. Do not drag heavy objects on the street or over the brick pavers. Boxes, chests, musical and electronic equipment, cases, podiums, kegs and furniture must be carried and placed gently.
5. Only dollies with rubber tires can be used for transportation of materials. Metal wheels of any kind are prohibited.

### 3.2.2 Decorations and Amplified Sound

1. The following items are prohibited: rice/birdseed, glitter, confetti or fireworks of any kind.
2. No tape, nails, staples, tacks, adhesive of any kind, etc. may be used to affix anything to any of the posts, poles or banners within CCN. No items may be hung from the banner poles, trees, orb installation or light fixtures.
3. Amplified sound must not exceed 55 decibels from the nearest residential property line to the event facility and must end no later than one hour before the permit ends. Under all circumstances, the City's then-current noise control ordinance (D.R.M.C. §§ 36-1, *et seq.*) must be followed.

### 3.2.3 Other Considerations

1. Permit holders are responsible for the actions of their guests and vendors, including those responsible for setup and cleanup.
2. It is the permit holder's responsibility to supply all equipment and supplies (tables, chairs, tents, trash/recycle receptacles, bathroom facilities, etc.) that are to be used for the event.
3. Permit holders are strongly encouraged to incorporate a contingency for inclement weather into their plans.
4. It is the permit holder's responsibility to inform all vendors and guests of the specific terms of the permit. Permit holder is responsible to ensure that all event participants observe the terms of the permit and follow all rules and regulations.
5. Use of the name Cherry Creek North, logo or any other term implying endorsement by or support of CCN is not authorized except by specific written approval by the BID. All uses of the Cherry Creek North name and logo on printed and electronic collateral, advertising or other event promotional material must be approved in advance of production by the BID.
6. All events are held subject to and must comply with the City's then-current rules, regulations, laws, executive orders and policies, and event promoters shall obtain, prior to holding any event, any and all required licenses or permits from the City and any other governmental entities with appropriate jurisdiction.

## 3.3 Fees

### 3.3.1 Rental Fee + Security Deposit

Fillmore Plaza rental fee of \$2,500 and a \$1,000 security deposit will be invoiced to the permit holder upon obtainment of RSOP from the City. Entire fee must be paid 30 days prior to event.

1. Rental fee includes:
  - a. Rental of area within BID boundaries as an event site during permitted event times
  - b. Coordination and meetings with CCN staff, pre- and post- event
  - c. Post-event power washing (required, to be scheduled by CCN)
  - d. Access to electrical boxes + event meter reading, if applicable
  - e. Landscaping and sanitation pre-event and post-event assessment
  - f. Lighting sequencing and programming for Fillmore Plaza lighting elements
2. Security Deposit
  - a. Security Deposit will be held until the event permit ends and post-event walk-through is conducted by CCN staff.
  - b. Assuming no charges and/or damage fees are assessed, the security deposit will be returned in its entirety to the permit holder. If damages are assessed, please refer to section 3.3.3.

### 3.3.2 Electrical Fees

Permit holders may access CCN electrical points during the entirety of their permit.

1. For permit holders requesting access to electricity on Fillmore Plaza, CCN will schedule meter readings pre- and post-event.
2. Permit holders accessing the BID's power supply will be invoiced within 2 weeks of the event completion for the cost of KWH (kilowatts per hour) used during the entirety of the permit date(s).
  - a. Current cost per KWH = roughly \$0.09 (*as of February 2020*)
  - b. Electrical fee assessed will be the sum of the difference of pre-event meter reading and post-event meter reading multiplied by the current cost per KWH
3. Permit holders requesting electrical access in areas other than Fillmore Plaza will be charged a daily rate for access to CCN power outlets. Fee will be determined based on assumptions of power used as separate metering isn't feasible throughout the District.

### 3.3.3 Damage Fees

In the event of damage to the District or any streetscape, landscape or hardscape elements, repair and replacement expenses will be charged to the permit holder. Fees will be deducted from the security deposit. Any fees incurred above the amount of the security deposit will be invoiced to permit holders at the following rates:

1. Repair of damage or equipment: Full cost of repair including parts + labor, as applicable
2. Replacement of equipment: Full value of replacement and labor.

## 4 APPENDIX

### 4.1 PRE-EVENT CHECKLIST & INFORMATION

1. Event details
  - a. Event Name
  - b. Event date(s)
  - c. Event time(s)
2. Event Producer Contact  
Organization Name
  - a. Main Point of Contact Name
  - b. Title
  - c. Contact phone (work)
  - d. Contact phone (cell phone)
  - e. Contact email
  - f. Secondary Point of Contact Name
  - g. Title
  - h. Contact phone (work)
  - i. Contact phone (cell phone)
  - j. Contact Email

The event producer contact information will be provided to impacted businesses in CCN as the representative for all questions, concerns or input regarding the event. If different from the individual listed above, please provide name, title, phone, and email.

3. Event Production Company *(If Applicable)*
  - a. Production Company Name
  - b. Production Company Point of Contact
  - c. Title
  - d. Contact phone (work)
  - e. Contact phone (cell phone)
  - f. Contact email
4. Insurance
  - a. Cherry Creek North BID and the City must be named as an Additional Insured on the policy
  - b. Commercial General Liability minimum \$1,000,000
  - c. COI must be provided to CCN 30 days prior to event
  - d. For more details see section 2.3.2
5. Notification
  - a. Written notification to all surrounding businesses of event at least 30 days prior.
  - b. Electronic notification to all surrounding businesses of event at least 30 days prior. CCN contact must be cc'd on all email notifications.
  - c. Event producer shall consider inviting adjacent businesses to participate in event or host private events during event timeframe.

## 6. Permitting

- a. A Revocable Street Occupancy Permit (RSOP) must be secured from the City prior to planning for the event. The RSOP is one of many permits needed to successfully host an event in the Public Right of Way. Other potential permits that may be needed include liquor, filming, food service, ticket sales, etc. **It is the event promoter's responsibility to obtain any and all required licenses and permits from the City and all other governmental entities in advance of the event.** By working with the OSE, you will be guided through a comprehensive permit checklist that is determined per your specific event plans.
  - Revocable Street occupancy Permit date(s):
  - Revocable Street occupancy Permit time(s):
- b. Barricades & Traffic Control Plan – When closing streets within CCN, barricading the street for safety and security is required. This requires physical barricades to block entrances to the street, signage to alert and direct traffic, and a traffic control plan should be submitted to CCN after being prepared and issued by a barricade rental company. See Appendix 4.5 for sample street closure map and traffic control plan.
  - Barricades placed in CCN may not have graffiti, tags or spray paint markings. Please work with your vendor to ensure clean barricades.
- c. Meter bagging – In addition to barricading and permitting, all parking meters along the street must be bagged to prevent cars from parking during set-up, event, and strike times. Meter bags are a separate permit from street closure permits and must be requested via the [City's Meter Bagging Permit System](#). The BID recommends permitting all meter bags the afternoon prior to street closure dates in order to give cars adequate time to vacate the street. The City currently charges \$25 per day per meter bagged with a possible discount for public events. If a public event is held, meters that are located within the RSOP can be discounted to \$5 per day per meter bagged. The amounts detailed in this section are subject to change.
- d. Filming – All filming, if used for marketing and advertising of future events, requires securing the proper permits from the City. Similarly, film postings must be placed onsite per city requirements and releases and waivers must be documented.

## 7. Site Plan

- a. Barricade placement
  - In addition to barricading street entrances, some events will require barricades, or fencing, around the perimeter of the event footprint. Reasons for fencing may include ticketed events or events serving alcohol.
  - In accordance with current public right of way law, all fencing must leave a minimum of five feet for pedestrian traffic to navigate sidewalks and reach business storefronts. The placement of all fencing and/or barricades that block any public right-of-way will be subject to permitting by the City. See example street closure diagram in Appendix 4.5.

b. Waste Plan

- Trash and Recycling

1. Trash and recycling related to any event will need its own receptacles and/or dumpster, which will be supplied, monitored and emptied by the event staff.
2. Event trash and recycling cannot be placed in CCN trash cans or dumpsters at any time. If a dumpster is required for the event it must be placed in an approved area away from the event.
3. A plan regarding the placement of any temporary dumpster(s) or trash receptacles will need to be submitted 30 days prior to event and approved by CCN. Dumpsters cannot be placed in an area that will interfere with visitor parking and vehicle/pedestrian traffic.
4. CCN requires that any dumpsters related to the event are removed from the site immediately following the completion of the event.

- Restrooms

1. Public restrooms are not available for event attendees or staff. Accommodations must be provided by and maintained by the event coordinators.
2. A plan regarding the placement of any temporary accommodations must be submitted 30 days prior to event and approved by CCN.

a. Tenting

- Weights

1. If weights are used to support temporary tents or other structures related to the event, protection must be used to prevent any damages from occurring to the pavers, bricks or any other surfaces which are maintained by CCN.
2. Potential trip hazards related to tent strapping must be identified and managed by the event staff.

b. Food Vendors

- Grease

1. Grease from a food station will need to be collected and disposed of properly off-site by the event staff or vendor.
2. Grease improperly disposed of in CCN will result in a penalty or fine equivalent to charges incurred by the CCN to remediate the situation paid for by the event producer.

- Waste disposal – Please see Section 7 b. “Waste Plan”.

- Water

- a. Water may be provided to the event by the CCN depending on the application. For example, if water was needed to fill

barrels to be used as tent anchors accommodations can be considered.

- b. In the event that a constant water supply is necessary for an event, an alternative option may be to rent a water meter through Denver Water and attach it to a hydrant close to the event. It shall be the event promoter's responsibility to enter into any applicable agreements or licenses with Denver Water if needed.
- c. A water plan consisting of how much will be needed, when it will be needed and how it will be disposed of is to be submitted 30 days prior to event and approved by CCN..

c. Event Power

- Event power can potentially be made available for an event.
- A power plan consisting of where the power will be needed, what it will be needed for, when it will need to be activated and for how long it will be in use, will need to be submitted 30 days prior to event and approved by CCN.
- Event producer is required to provide CCN with a list of power needs for each receptacle.
- Fees may apply, please see section 3.3 for fee structure

8. Parking and Transportation Plans

a. Parking Plan (Production)

- As Cherry Creek North is a busy, highly trafficked district, a plan for load-in and load-out of vendors and production crews is essential. Additionally, planning for parking of vendors, staff, and volunteers ahead of time will ensure a smooth event and minimal impact to retailers and pedestrians in the area. Parking and Transportation plans must be submitted 30 days prior to event and approved by CCN.
- All Cherry Creek North parking information can be found at [www.cherrycreeknorth.com/parking](http://www.cherrycreeknorth.com/parking).

b. Transportation Plan (Attendees)

- There are a number of ways attendees can reach the District including cars, ride-share, walking and public transportation. Including all options in pre-event communications and website information will ensure guests arrive and depart safely and smoothly from the District.

9. Security, Safety and Health Plans

- a. A Emergency Action plan (EAP) is required by the City and can be completed with the OSE. This plan must be submitted to CCN at least 30 days prior to event
- b. An Event Health and Medical Plan is required by the City and can be completed with the OSE. This plan must be submitted to CCN at least 15 days prior to event.

10. Additional Plans

- a. Additional plans may be required by the City regarding any specific scheduled event. The event promoter will coordinate with OSE to confirm the completeness of any particular event plan, and any additional plans must be provided to CCN at least 30 days prior to event.

11. Marketing and Advertising

- a. Intellectual property
  - Use of the Cherry Creek North logo, imagery and/or intellectual property may not be used in event promotions, advertising or marketing unless permission is received in writing from CCN's Director of Marketing and President & CEO.

*[remainder of page intentionally left blank]*

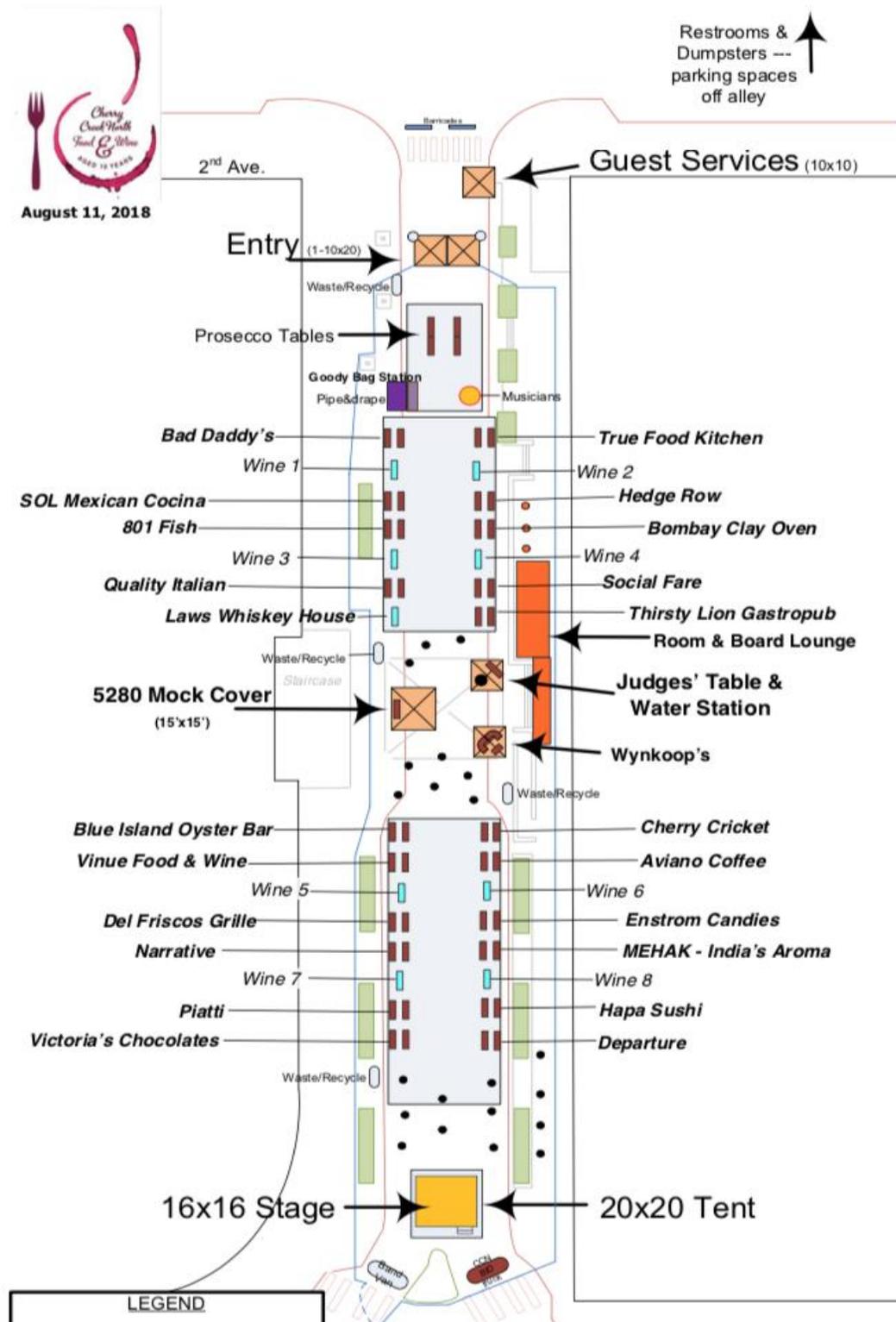
## 4.2 EVENT CONTACT CHECKLIST

1. Event details
  - a. Event date(s)
  - b. Event time(s)
2. Permit details
  - a. Complete permit date(s)
  - b. Complete permit time(s)
3. Permit types, *must provide copy of all permits to the BID*
  - a. Including but not limited to:
  - b. Revocable Street Occupancy Permit
  - c. Parking meter bag numbers
  - d. Liquor license
4. Event Producer/Organization Day-of Contact
  - a. Producer/Organization Name
  - b. Contact Name
  - c. Title
  - d. Contact phone (work)
  - e. Contact phone (cell phone)
  - f. Contact email
5. Event Production Company Day-of Contact (*If Applicable*)
  - a. Production Company Name
  - b. Production Company Point of Contact
  - c. Title
  - d. Contact phone (work)
  - e. Contact phone (cell phone)
  - f. Contact email
6. Onsite Security Day-of Contact/Lead
  - a. Company Name
  - b. Contact Name
  - c. Title
  - d. Contact phone (work)
  - e. Contact phone (cell phone)
  - f. Contact email

### 4.3 POST EVENT CHECKLIST

1. Site breakdown and removal
  - a. All elements must be removed via methods mandated by the City prior to permit end date including but not limited to road barricades, trash/recycle/compost receptacles and dumpsters, restroom facilities, tents, vendor structures or materials, etc.
  - b. If food vendors were present, all evidence of use must be removed via appropriate removal / cleaning methods mandated by the City including but not limited to grease, food or beverage waste, water, disinfectants, cleaning materials and liquids, etc.
2. Cleaning
  - a. Event site must be returned in the same condition as received.
  - b. CCN staff will perform an inspection before and after each event to assess any damage or additional cleaning needs.
  - c. Cleanup must be completed within the permitted time.
    - i. CCN reserves the right to schedule and invoice permit holder for any cleanup not completed within 48 hours after end of permitted time
3. Final power check (*if applicable*)
  - a. CCN will work with its master electrician to conduct a final reading of Fillmore Plaza meters. Fees will be assessed per fee schedule, see section 3.3.
4. Post-event walk-through and debrief scheduled
  - a. For more details refer to section 2.4

#### 4.4 SAMPLE EVENT SITE PLAN



#### 4.5 SAMPLE TRAFFIC CONTROL PLAN

