



Criteria used by staff for evaluating special event/activity permit applications

- λ Consistency of activity with mission of Larimer County Parks & Open Lands
- λ Impact from activity on natural environment (natural and cultural resources, riparian areas, wetlands, and sensitive species) -- season, time, intensity, duration.
- λ Impacts on adjacent public and private lands (noise, trash, traffic, parking)
- λ Impacts on other users/uses of Larimer County Parks & Open Lands (safety, potential conflicts, trailheads)
- λ Compliance with appropriate regulations and ordinances
- λ Staff and equipment requirements (enforcement, monitoring, education)
- λ Alternatives available; appropriate uses/events for location requested
- λ Availability of toilet/parking facilities to accommodate proposed special use
- λ Reclamation of disturbed areas.

**DEFINITION:** Any event/activity that may require special planning or scheduling, or may significantly impact departmental values, norms, liabilities and/or visitor expectations.

# SPECIAL EVENT/ ACTIVITIES FEE WORKSHEET

**LOCATION:** Eagle Campground 6-21      **DISTRICT:** Carter Lake District  Big Thompson District  
 Horsetooth District  
 Red Mountain District

**NAME**  
**TYPE OF EVENT:** Druids and Dragons 2021      **EVENT #** 5811  
**NUMBER OF PEOPLE EXPECTED AT EVENT:** 100

**FROM DATE:** 07/08/2021      **FROM TIME:** \_\_\_\_\_  AM  PM      **DURATION OF EVENT:** 5  
**TO DATE:** 07/12/2021      **TO TIME:** \_\_\_\_\_  AM  PM      (# of days)  
 Is date Prime Time? Y / N (If yes, see Prime Time Venue Value)

FINAL AMOUNTS

<b>Application Fee:</b>		\$25		\$ 25	Required	\$ 25.00
(non-refundable)	Late Fee:		ADD:	\$100	Waived	\$ 0.00
	(Less than 4 weeks notice)					
<b>Entrance Fee:</b>						
Per Vehicle	\$9 each	x _____	=	\$ 0.00	Waived	\$ 0.00
Or Per Person	\$2 each	x _____	=	\$ 0.00	Waived	\$ 0.00
<b>Venue Value:</b>						
			<b>FACTOR (check those that apply)</b>			
___ Site Prep &/or cleanup		0 1 2 3 4 5 6 7 8 9 10		\$ 0.00	Waived	\$ 0.00
___ Water Based Event		0 1 2 3 4 5 6 7 8 9 10		\$ 0.00	Waived	\$ 0.00
___ Land Based Event		0 1 2 3 4 5 6 7 8 9 10		\$	Waived	\$
___ Visitor Displacement/Disruption		0 1 2 3 4 5 6 7 8 9 10		\$ 0.00	Waived	\$ 0.00
___ Prime Time		0 1 2 3 4 5 6 7 8 9 10		\$ 0.00	Waived	\$ 0.00
___ Natural Resource Impact		0 1 2 3 4 5 6 7 8 9 10		\$ 0.00	Waived	\$ 0.00
___ Duration of Event		0 1 2 3 4 5 6 7 8 9 10		\$ 0.00	Waived	\$ 0.00
			<b>(Unit Fee = \$100 x Factor = \$ Total)</b>			
			<b>TOTAL</b>	\$ 0.00		\$ 0.00

**Staffing & Equipment:**

# Staff (including vehicle) & equipment x _____ hrs. x \$25 per hour =	\$ 0.00	Waived	\$ 0.00
# Boat(s) + operator x _____ hrs. x \$35 per hour =	\$ 0.00	Waived	\$ 0.00

(Staff includes volunteers - # of hours should include planning & day of event)

**ADDITIONAL FEES:**

Group Pavilion (if available)	\$ 0.00	Waived	\$ 0.00
Minimum \$250/half-day \$500 full HPOS, HT. Minimum \$50/day Carter, Flatiron. Minimum \$25/day each HTMOS, Sunrise.			
Campsites (if available) (\$ _____ per night/per _____ site + \$ _____ reservation fee, if applicable)	\$ 0.00	Waived	\$ 0.00
OTHER _____	\$ 0.00	Waived	\$ 0.00
<b>SUBTOTAL</b>	\$ 0.00		\$ 0.00
<b>APPLICATION FEE</b>	\$ 25.00		\$ 25.00
<b>TOTAL</b>	\$ 25.00		\$ 25.00

**\$ 25.00**  
Pay this amount

**SPECIAL CONSIDERATIONS:** If W/R are selected, please explain below. How are venues weighted? Please explain the details regarding the weighing of these venue-value factors. (continue on back)

**WEBSITE LINK:** If the applicant has a website associated with this event, it is recommended that our link be posted to their website. Please use this link: [www.larimer.org/naturalresources](http://www.larimer.org/naturalresources)

**DESCRIPTIVE NARRATIVE/SPECIAL AGREEMENTS:**

Will pay for campground reservations by June 1. Eagles sites 6-21 have been blocked off for group reservation. Exact nights at each site between July 8-12 subject to change before June. - JW