

**SPECIAL RECREATION PERMIT
EVENT OPERATING PLAN**

The Operating Plan must accurately identify the use and activities, the use area, and the dates of use proposed on public land. Make sure the information is complete and that all proposed services, facilities and dates of use are described. Failure to respond to any of the items, or inaccurate disclosures may result in delays in processing, or rejection, of the application. This outline is provided for convenience only, it is not a required form. Other formats are acceptable. Additional pages may be attached as necessary.

I. EVENT ORGANIZER INFORMATION.

A. Organizer Name and Address:

B. Type of Organization:

Family Partnership Corporation Social Club

(Attach copies of Articles of Incorporation, Corporate Certificate from the Colorado Secretary of State, and any other business license issued by the State of Colorado or its political subdivisions.

C. Date Established: _____

D. Name of Primary Contact:

E. Telephone Number: Emergency Telephone Number:

FAX Number _____ E-Mail Address _____

Web Site Address _____

II Purpose and Need for the Permit

A. Describe the need for the service or activity to be offered:

B. Describe how the activity enhances the opportunity for visitors to enjoy public lands and their recreational experience:

C. Describe how the proposed use area is suitable for and not in excess of the size needed to accomplish the purpose:

E. Is your event (check all that apply)

_____ Competitive. (Participants compete against each other or against the clock) If competitive, describe any prizes to be awarded. Also describe how the start and finish will be conducted. If entry fees are charged, the event may also be commercial.

_____ Commercial. An event is commercial if it raises funds for any purpose, including donation to non-profit or charitable organizations. An event is commercial if fees are charged excess of cost sharing for actual expenses incurred during the event. If any person or organization, makes a profit, makes money, or increases their net worth, the event is commercial. If paid staff are used to conduct the event, the event is commercial.

_____ Organized Group. An event that is neither competitive nor commercial.

III Conduct of Event

A. Event Parameters

1. Maximum and Minimum Group Size. Break down into: competitors or other participants, spectators (including, pit crews, camp followers etc) and event staff (those people with defined roles in operations and conduct of the event.

2. Dates of activity: _____

3. Activities to be engaged in, including the equipment, vehicles or livestock to be used and services/activities offered:

4 Describe any vending, rentals or sales of consumer products or services:
If none, check here []

5. Will there be any paid entertainment? If so, describe:

6. Will people involved in the event camp in the area either before or after the event? If so, describe:

7. Is the event sanctioned by another organization? If so, identify the sanctioning body and provide the name, address and phone number of the contact person.

B. Operations Area

1. Provide a map at a scale of 1:24,000 of the public land operations area. Additional, more detailed maps may be required. Place your name and the event name on each map.
2. Include on the map, all staging areas, camping locations, attraction sites and routes, and direction of travel.

C. Environmental Protection and Conservation of Natural Resources

1. How will your operations comply with the environmental protection stipulations of the permit?
2. How will your operations incorporate *Leave No Trace* and *Tread Lightly* principles?

D. Health, Safety and Sanitation:

1. Describe the first aid (including universal precautions) and evacuation equipment that will be present during your operations:
2. What emergency communications will be available?
3. What is your emergency evacuation plan?
4. What environmental hazards exist - exposure, flash flood, avalanche, weather, fauna , terrain, etc. How do you manage these hazards?
5. What hazards are inherent to the activity? How are they managed?
6. What safety equipment is used and how is it inspected and maintained?
7. What are your provisions for toilet facilities, dealing with human waste and washing? How will you contain and remove trash and garbage?
8. Demonstrate how you will comply with other federal, state and local laws pertaining to your activity, including but not limited to:
 - a. If you are going to serve any food or beverage to participants, show compliance with Colorado State Law regarding food service sanitation.
 - b. If the activity will involve more than 500 people at a single activity or event, show how you will comply with Colorado State Law regarding mass gatherings.
 - c. If your activity involves the use of water craft show how you will comply with Colorado State Boating Laws.

d. If you are commercial, attach a copy of your business license or other permit to conduct business in the jurisdiction.

9. If firearms are involved, what are the provisions for safe storage, transportation and use?

E. Staff Experience and Training

1. What level of first aid is required?
2. What level of training or experience for the specific activity is required?
3. What is the level of knowledge of the natural resources and environment of the operations area?
4. If your activity involves visitation to cultural sites, pre-historic and /or historic sites, demonstrate a basic knowledge of the laws and regulations dealing with protection and preservation of antiquities, objects of historical interest and graves. Demonstrate a factual knowledge of the sites to be visited.
5. Have any of your company owners or employees been convicted of a federal, state or local violation regarding guiding, outfitting, resources protection, or the activity proposed for this permit? If so, provide details.
6. Has your organization or its owner/ operators ever been denied a permit, had a permit revoked, or surrendered a bond related to a permit for operations on BLM or US Forest Service Administered Lands? If so, provide details.

F. Customer Information.

1. Attach a copy of the participant contract including any risk acknowledgment and/or waivers.
2. Attach a price list.
3. Describe any paid advertising that will be used. Attach copies if available.

G. Other required permits.

1. List any permits required by other federal, state or local agencies to conduct your activity.
2. Permissions or contracts required to use private lands you do not own or control.
- 3 List any permits, current or expired, you have held to conduct activities on BLM or US Forest Service administered lands.

G. Filming.

1. Will there be video, movie or still photography of the event produced for a commercial purpose?

_____Yes _____No

2. If yes, describe how filming will occur - number and types of crew and equipment etc.

IV. CERTIFICATION

I certify that the information given by me in this proposed Operating Plan is true, accurate, and complete to the best of my knowledge. I acknowledge that I (we) am (are) required to comply with the requirements and stipulations on Form 8370-1 and any additional stipulations which the field manager may deem necessary. I further understand that providing false information, or failure to keep this Operating Plan or other permit requirements up to date are grounds for probation, suspension or revocation of the permit.

Signature _____ Date _____

Name _____