



MANITOU SPRINGS CITY COUNCIL WORK SESSION AGENDA

City Council meetings are held as hybrid, Zoom (remote) or
in-person at Memorial Hall.

Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: www.manitouspringsgov.com; click on meeting
link under "Government; City Council" page

Position	Name	Term Expires
Mayor	John G. Graham	January 6, 2026
At-Large	Judith Chandler	January 4, 2028
At-Large	John Shada	January 4, 2028
At-Large	Julie Wolfe	January 4, 2028
Ward 1	Mayor Pro Tem Natalie Johnson	January 6, 2026
Ward 2	Nancy Fortuin	January 6, 2026
Ward 3	Michelle Whetherhult	January 6, 2026

June 10, 2025

6:00 PM

NO DECISIONS WILL BE MADE AT THIS WORK SESSION

A. CALL TO ORDER

B. ROLL CALL

C. DISCUSSION

1. Bill Bauers Open Space - Background and Next Steps
2. Manitou Springs Chamber of Commerce 2024 Annual Report
3. Discussion of Special Event Parking Fees

D. RECEIVE COUNCIL CORRESPONDENCE

E. CITY ADMINISTRATOR REPORT

ADJOURN

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. You may also contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.



Memorandum

Title: Bill Bauers Open Space - Background and Next Steps

From: Gillian Rossi, Parks & Recreation Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

June 10, 2025

Purpose:

To share information with City Council on the Bill Bauers Open Space property and discuss how to proceed with public engagement to aid in future use of the property.

Background:

Parcel 74091-00-003 was purchased in August 2023, upon a recommendation from the Open Space Advisory Committee (OSAC) to City Council to purchase the property. The goal of the purchase was to connect existing open space (Parcel 74044-13-029) to Bill Bauers Park. Since the purchase, the development of a trail alignment has been discussed at several OSAC meetings and site visits have been conducted. Public comments both in support of the trail and against the trail have been made in the form of public comment at OSAC regular meetings and via email from residents and local organizations. A draft survey to assess the community's interest in the future of the property was created. Before proceeding with the survey or any formal public engagement, it was desired to share existing information with the City Council and gain their perspective on how to proceed. Currently, the public engagement plan is to host a public meeting to gather input and answer questions from community members. Then, to launch a community-wide survey to gather additional perspectives on the potential project. The Parks & Recreation Department will monitor survey responses. The survey will be promoted through the City's social media outlets, website, Weekly Report, and through local news outlets.

Pros and Cons:

Pros: The Parks & Recreation Department and members of OSAC will be advised on how City Council would like public engagement to proceed in regard to the Bill Bauers Open Space.

Cons: N/A

Fiscal Impact:

N/A



Workload Impact:

Public Engagement will require staff time (PIO, Parks & Recreation) and involvement from OSAC.

Recommended Action:

Discuss the next steps in moving forward with public engagement regarding the property.



Bill Bauers Open Space

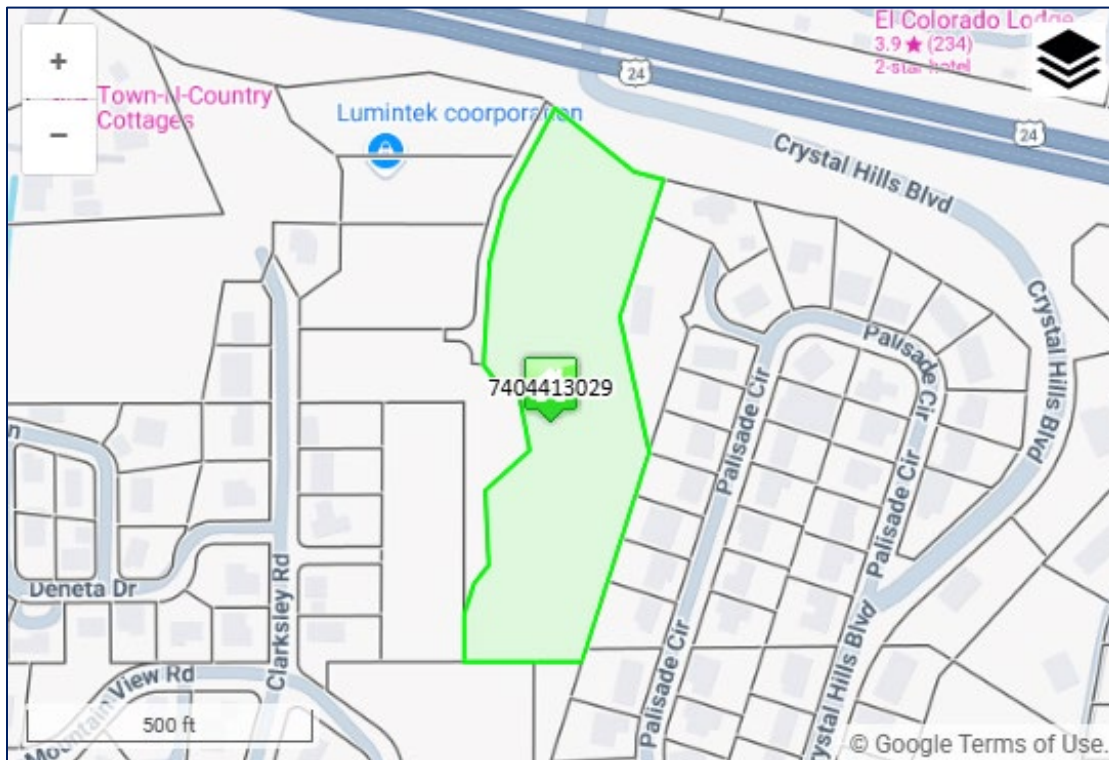
Background and Next Steps

June 10, 2025

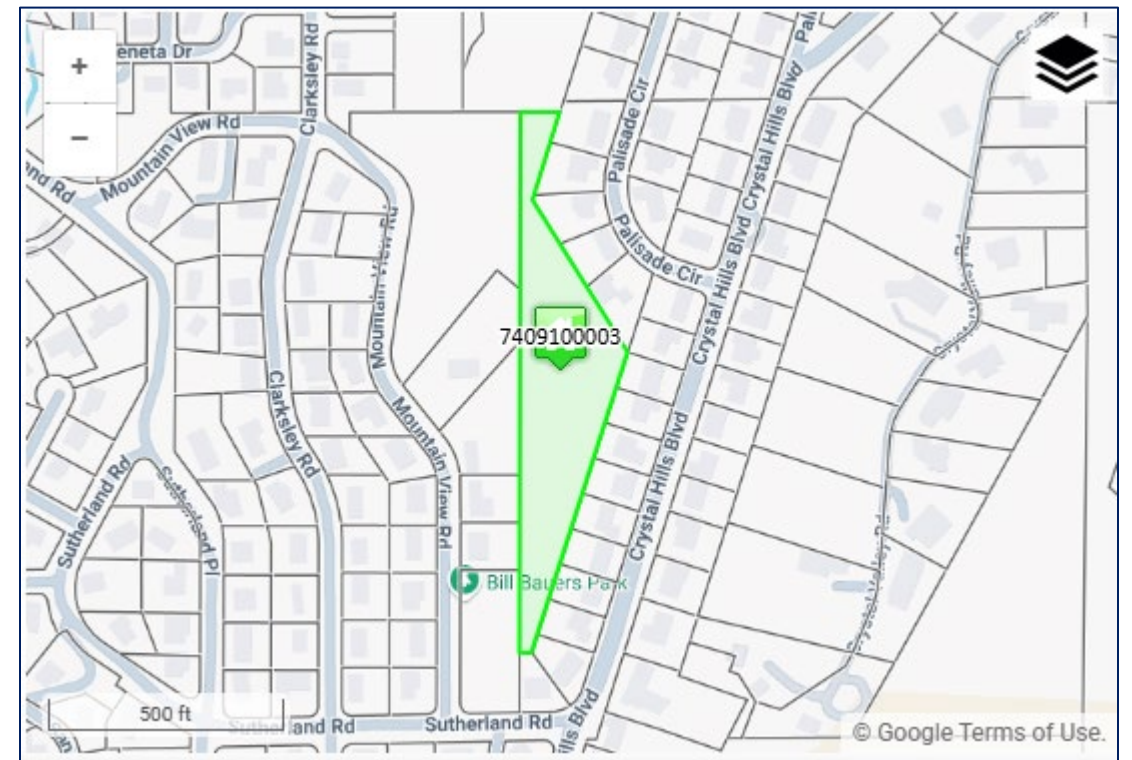
PREPARED BY:

GILLIAN ROSSI, PARKS & RECREATION DIRECTOR

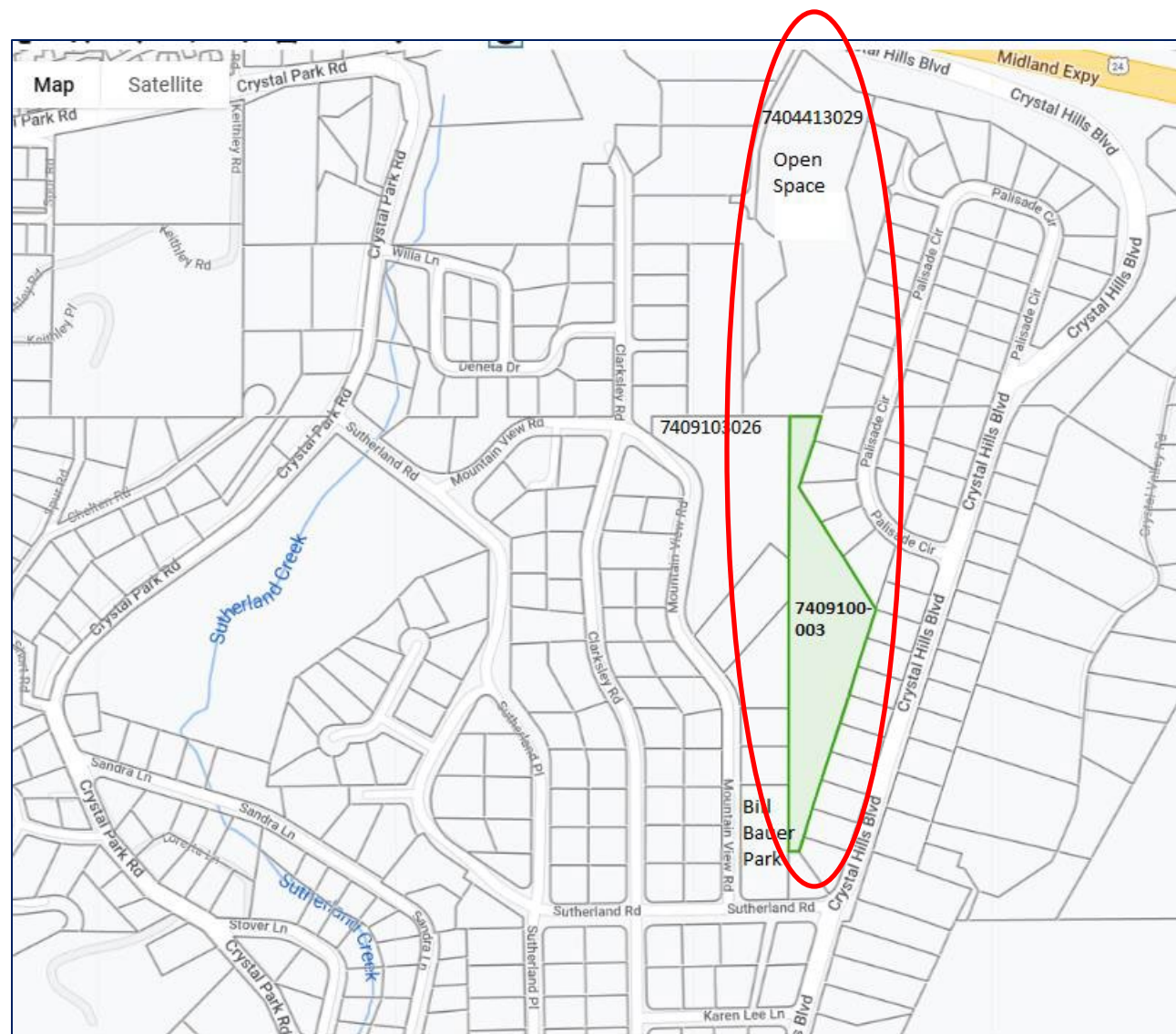
Property Location



Original Open Space Parcel (2015)



Adjacent Parcel (Purchased in August 2023)





Middle of Parcels



Bottom of Parcels (next to lower Crystal Hills Blvd)



Top of Parcels (below Bauers Park)



Site Visit with OSAC and RMFI (April 2024)

Background/Discussions of Use



June 26, 2023 (OSAC Regular Meeting)

- Voted to make a motion to recommend that the parcel be purchased to connect the existing open space parcel to Bill Bauers Park.

August 23rd, 2023 – Parcel Purchased

August 28, 2023 (OSAC Regular Meeting)

- Discussed looking at a potential trail alignment through the property.

November 18, 2023

- Bill Bauers Open Space Walk-Through (OSAC)

April 17, 2024

- Site visit with Parks & Recreation, OSAC, and the Rocky Mountain Field Institute (RMFI) at Bill Bauers Open Space to discuss a potential trail alignment.

Background/Discussions of Use



- OSAC has discussed starting a formal Public Engagement process to help determine the future of the property. Parks & Recreation would lead this effort, starting with a public survey. A draft of the survey was created by the City's Public Information Officer, with support from OSAC and the Parks & Recreation Department.
- Several residents issued public comments at OSAC Meetings in 2025 to show support of *and* against potential trail development.
- Information on the property, proposed uses, and future public engagement brought to the June 10th, 2025, City of Manitou Springs City Council Work Session.

Next Steps:

- City Council's recommendation for public engagement.

Thank You!



Bill Bauers Open Space Questionnaire

The Open Space Advisory Committee (OSAC) is seeking your valuable input regarding a proposed trail development in the Bill Bauers Open Space. Your responses will help shape decisions about this project. The survey will take about 5 minutes to complete. Thank you.

* Indicates required question

1. Email *

2. Would you support the development of a trail through the Bill Bauers Open Space? *

Mark only one oval.

☐

Yes

☐

No

☐

Other:

3. If a trail is developed, how likely are you to use it? *

Mark only one oval.

☐

Very likely

☐

Somewhat likely

☐

Neutral

☐

Unlikely

☐

Very unlikely

4. What concerns, if any, do you have about the potential trail development? (Check all that apply) *

Check all that apply.

- ☐ Impact on wildlife
- ☐ Increased foot traffic in the area
- ☐ Safety concerns
- ☐ Parking or access issues
- ☐ Environmental impact (erosion, vegetation, etc.)
- ☐ Other: _____

5. Do you think a wildlife impact study should be conducted before moving forward with the trail development? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Other: _____

6. How close do you live to the Bill Bauers Open Space? *

Mark only one oval.

- ☐ Adjacent (within 1 block)
- ☐ Nearby (within the Crystal Hills neighborhood)
- ☐ Elsewhere in Manitou Springs
- ☐ Outside of Manitou Springs

7. If the trail is developed, what features or amenities would you like to see included? (Check all that apply) *

Check all that apply.

- ☐ Trail signage
- ☐ Benches/rest areas
- ☐ Trash or recycling receptacles
- ☐ Dog waste stations
- ☐ Other: _____

8. How important is it to you that the open space retains its natural characteristics while incorporating a trail? (5 meaning it is the most important, 1 meaning it is not important) *

1	2	3	4	5
☆	☆	☆	☆	☆

9. What type of trail would you like to see: *

Mark only one oval.

- ☐ none
- ☐ seasonal path (narrow width, walking near creek, maintained yearly)
- ☐ hiking trail (permanent, slightly above creek)
- ☐ multiuse (mountain biking and hiking, well above creek)
- ☐ Other: _____

10. If a trail is not developed, how would you prefer the Bill Bauers Open Space be used? *

Mark only one oval.

- ☐ Left as is, with no public access
- ☐ Open for wildlife observation only
- ☐ Other: _____

11. Would you like to participate in future community discussions about the Bill Bauers Open Space? *

Mark only one oval.

☐ Yes

☐ no

If you answered "No" to the above question, you will not be contacted for future input on this initiative. If you change your mind, please email pio@manitouspringsco.gov to be added to communications.

12. Please share any additional thoughts or suggestions regarding the proposed trail development:

This content is neither created nor endorsed by Google.

Google Forms

To: The Manitou Springs Open Space Advisory Committee (OSAC) and the Honorable Mayor and City Council of Manitou Springs

From: Parks and Recreation Advisory Board (PARAB)

Date: June 5, 2025

PARAB thanks the Manitou Springs Open Space Advisory Committee, elected officials, and City staff for your service to our community, and for this opportunity to provide input on the potential development of recreation and transportation infrastructure on property acquired through the voter-approved Open Space tax.

PARAB strongly supports the construction of the proposed Bill Bauers Park Trail on the property that was purchased using Manitou Springs Open Space funds, specifically envisioning a permeable-surface multi-use trail **connecting lower Crystal Hills Boulevard to Bill Bauers Park.**

We believe this trail represents a significant, valuable improvement to our community's infrastructure in several key ways:

1. **Enhanced Safety and Accessible Recreation:** The trail will provide a separated space for residents and visitors to travel between the URA and Bill Bauers park, and to enjoy access to nature away from vehicular traffic. This directly supports Manitou's community goal of promoting safe pedestrian and cycling infrastructure.
2. **Improves Connectivity:** The Bill Bauers Park Trail is a critical link for Manitou Springs. It will:
 - Connect the Crystal Hills neighborhood (over 350 households) to downtown Manitou Springs via Bill Bauers Park.
 - Provide improved, safer non-motorized access for residents wishing to reach Red Rocks Open Space, the Creekwalk Trail, and other City parks..
 - Allow residents of all ages in the Crystal Hills area to connect to Mountain Metro Transit (#3 bus) and the proposed Manitou shuttle stop along Manitou Avenue, without relying on a vehicle.
 - It will help fill a crucial gap in the city wide micro-mobility network.
3. **Provides a Safe Route to School and parks for kids:** The Bill Bauers trail takes a major step toward safe, off-street access for students in the Crystal Hills neighborhood to safely reach Manitou Avenue and all three Manitou Springs School District 14 schools and parks.

4. **Fulfills the Intent of Open Space & Aligns with City Plans to connect parks:** Clearing deadfall, mitigating fuels and developing low-impact recreational trails is a primary and appropriate use for lands acquired with Open Space tax funds. The trail was proposed when this property was approved for purchase and preservation as an alternative to allowing private development of the space. Furthermore, creating new separated spaces for non-motorized uses is a textbook example of the type of infrastructure prioritized in, and aligned with, the **2016 Parks, Open Space and Trails Master Plan, 2017 Plan Manitou, and the 2019 Transportation & Mobility Master Plan**. It provides engaged public access, increasing stewardship and connection to our natural environment, and offers a viable mobility enhancement compared to the challenges of installing sidewalks along Crystal Hills Boulevard.
5. **Honors Public Investment & Ensures Access:** ALL Manitou residents (and visitors) contributed to the purchase of this property through the Open Space tax. The development of this trail ensures the general public receives the benefit of that investment through access, rather than limiting use to only adjacent neighbors.
6. **Improves Public Safety & Reduces Fire Risk:** Across Colorado, activating undeveloped open space with trails consistently reduces illegal activities, including unauthorized camping and dangerous illegal campfires. This trail will enhance public safety and reduce wildfire risk in this area.
7. **Promotes Health and Well-being:** Access to trails and parks encourages outdoor activity, contributing positively to the physical and mental health of our community members. The unique surroundings of this space will be compelling for the immediate neighbors as well as all of the residents of Manitou Springs.

PARAB urges the Open Space Advisory Committee and Manitou Springs City Council to **proceed expeditiously with the design of the Bill Bauers Trail and the allocation of the necessary resources for its timely construction.**

PARAB is committed to collaborating with OSAC, the City, and other partners to help make this valuable community asset a reality.

Sincerely,

The Parks and Recreation Advisory Board

Karl Stang

From: [REDACTED]

To: John Graham, Nancy Fortuin, Natalie Johnson, Michelle Whetherhult, Julie Wolfe, Judith Chandler, John ShadaHide

Cc: Juan Alvarez, Roy C. Chaney, Denise Howell

Bcc: [REDACTED], Cory Sutela, Christina Grow

Wed, Jan 24 at 7:38 PM

Dear Mayor Graham & City Council Members:

PaC-Man is the volunteer Pedestrian and Cycle Manitou Springs citizens group. We advocate for and encourage use of safe, connected, convenient, accessible bike and pedestrian infrastructure for Manitou Springs residents and visitors. We envision a Manitou Springs that is safe, convenient, and enjoyable to walk, bike and roll.

Our congratulations to the City for the purchase of the open space property noted below. PaC-Man is excited about this opportunity, including the potential for expanded multimobility connections for all users from Creek Walk to the existing Bill Bauers Park and lower Crystal Hills Boulevard property.

PaC-Man encourages the implementation of a **multiuse trail** on this property, connecting lower Crystall Hills Boulevard, to Bill Bauers Park, for the following reasons:

- We believe a multiuse trail on this property will transform the Crystal Hills neighborhood, which is currently an extremely car-centric neighborhood.
- A multiuse trail would allow residents of all ages in the Crystal Hills District to safely connect to the Mountain Metro Transit #3 bus and the proposed Manitou shuttle along Manitou Avenue.
- The completion of a multiuse trail would provide an important link to expand safe mobility routes for over 350 households in the Crystal Hills District.
- The implementation of a multiuse trail would offer those with physical challenges a safe corridor to exercise alternative modes of transportation options right out their front door.
- The installation of a multiuse trail would be a viable mobility enhancement than installing sidewalks along Crystal Hills Boulevard.
- This multiuse trail should be safely connected to the existing Creek Walk Trail to help fill in the micromobility network in Manitou Springs.
- The creation of new separated spaces for non-motorized users would represent a major improvement in this corner of Manitou Springs and would be a textbook example of the type of infrastructure that demonstrates prioritization in our community and aligns with the 2016 Parks, Open Space and Trails Master Plan, 2017 Plan Manitou, and 2019 Transportation & Mobility Master Plan.

Please contact us with any questions or suggestions by directly messaging us at @pacmanitou.

Thank you again for the opportunity to express support for this project.

Sincerely, **PaC-Man - Ped and Cycle Manitou Springs**

Letter of Support

April 30th, 2025

I'm writing this email in the hopes of giving voice to the (quieter) supporting neighbors here in Crystal Hills, regarding the very exciting Bill Bauer Trail project. We live on Mountain View Rd, where Bill Bauer Park itself is located, with a view down into the canyon, so are very much stakeholders.

We urge OSAC to move forward with the construction of the proposed neighborhood trail, not only as a valuable recreational resource but as an investment in Crystal Hills' accessibility and quality of life.

Watching the recordings of the last several meetings, I understand the passion from a few very vocal neighbors, given that they have enjoyed exclusive access to the area for quite some time. That said, many of us believe that the area should be available for use for ALL of Manitou, including the rest of the neighborhood, not merely those fortunate enough to have bordering properties.

Below are a summary of our supporting thoughts:

- A trail from Bill Bauer park would allow for ALL of the community to enjoy this scenic and unique strip of land, containing sandstone formations, cottonwood trees, and an intermittent stream.
- Neighboring plots of land are very far from the proposed trail, on large (many several acres) parcels, and hundreds feet higher in elevation from where trail users would be located. Disruption to privacy would be minimal compared to the benefits.
- Our neighborhood does not have sidewalks or bike lanes on Crystal Hills Blvd, Mountain View Rd, Clarksley, or Sutherland Rd - the only routes to and from Bill Bauer Park. Pedestrians in our area must walk on the road in traffic. The creation of the trail would provide a safe, beautiful alternative route to reach the Northern multi-use paths in Manitou.
- This narrow strip of land is surrounded on all four sides by houses, so we do not believe that concerns about disruption of wildlife are a valid justification for abandoning the project.
- The area is, indeed, in need of fire mitigation, as it is otherwise very difficult to access, with decades of dead wood along the area. Trail construction would allow for not only the necessary mitigative efforts along the strip, but allow access should (heaven forbid) anything negative occur in the canyon.

In summary, the Bill Bauer Trail, much like Bill Bauer Park, would be a long term asset for the entire of Crystal Hills and Manitou, rather than the small group of surrounding homes that have enjoyed exclusive access to the area for far too long.

We would **love** if Committee members would walk the proposed route and see for themselves what a wonderful little strip of land it is. We would love to walk with you!

We urge the Open Space Advisory Committee to please act for the public good, rather than giving way to the loudest voices in the room.

Thank you very much to the Committee members for their openness to local viewpoints.

Submitted by Aaron Stunkard

Letter of Concern
04-24-2025

I am writing to express concerns with the proposal to build a new trail from Bill Bauer park down to the bottom of Crystal Park Boulevard near the US24 overpass. I understand there will be a survey coming out to gather community input. Having heard from Jess Wilson, I thought I may as well provide some input now in addition to the survey. But first I will begin with a question. What is the purpose of this proposed trail as I don't see it connecting with other trails ?

Now for my concerns.

1. As I back on to the canyon (Clarksley Road) and have one of the wildlife trails coming up past my house, I get to see the red foxes, deer, bobcats, bears, coyotes on a regular basis. While I am perhaps less concerned with a few people potentially using a trail, I have huge concerns with dogs, especially off lead dogs. Being a frequent user of the local trails, I encounter many groups of people/dogs on the trails and about 75% of dogs are not leashed (despite there being a leash ordinance). The impact of dogs on this fragile ecosystem cannot be underestimated. Signage will be totally insufficient to address this concern.
2. The Front Range serves as a major bird migration pathway and particularly in May and June, we see large numbers of all manner of migratory species stopping in our yard - (check our ebird reports – for example, we can have 50 western tanagers on the feeders at any one time) and they hang out in the canyon when they are not using feeders in the neighbourhood. The impact of people and their animals on the migratory birds and our resident birds (great horned owl, nuthatches, downy and hairy woodpecker, finches, chickadees, jays, etc) will be noticeable. Consider how few bird species you see in red rock open space in the vicinity of the trails.
3. Why add a pathway for homeless to make their way up into the canyon. We have had a number of camps taken down and my neighbour was invaded by a man who was high on something (it is amazing the individual wasn't shot given it was the middle of the night). Having a convenient pathway from Manitou Ave immediately next door to Star Buds just does not make a lot of sense to me. Let's also not forget about the additional fire danger posed by these camps or folks wondering up to have a smoke.
4. I can imagine a number of better uses for the \$s that I suspect this trail will cost. Particularly now with the City revenue impact of recreational marijuana sales in Colorado Springs, I would save the money for where there are greater needs.

I plan to attend next week's OSAC meeting to make comments during public comments.

Submitted by Neale Minch

From: Rick Larson <[REDACTED]>

Sent: Sunday, June 8, 2025 10:00 AM

To: ***City Council <CityCouncil@manitouspringsco.gov>

Subject: Letter of Concern: Against Bill Bauers Open Space Development

Letter of Concern: Against Bill Bauers Open Space Development

June 07, 2025

Subject: Opposition to the Proposed Trail Development Linking Bill Bauers Park to Crystal Hills Boulevard

Dear City Council Members,

I am writing to express my firm opposition to the proposed development of a new trail linking Bill Bauers Park with the base of Crystal Hills Boulevard, adjacent to the underpass of Colorado Highway 24.

This proposed development raises several serious concerns—environmental, logistical, financial, and philosophical—that warrant careful consideration before any further action is taken.

Environmental and Topographical Challenges

The area in question is densely covered with woody vegetation and features extremely rugged terrain. Having recently explored the site on foot, I can attest firsthand to the steep slopes and uneven landscape that would make both construction and recreational use—particularly cycling—impractical if not unsafe. Even if vegetation were cleared, the steep topography would persist, making the trail difficult to traverse and potentially hazardous for users.

Financial Burden in an Uncertain Budget Climate

At a time when the city faces financial uncertainty—particularly with recreational cannabis tax revenues in jeopardy—it is unwise to take on a project that will entail significant upfront costs and long-term financial obligations. Clearing land, constructing a usable trail, installing necessary signage, and ensuring regular maintenance and patrolling will all require a consistent allocation of funds. Moreover, emergency services such as fire and EMS would face greater challenges accessing and serving this steep, remote area in the event of an incident.

Loss of Valuable Natural Habitat

Equally important is the environmental and philosophical consideration of preserving open space in its natural state. Not all city land must be developed into parks or trails.

Undisturbed land offers a different kind of public value—serving as a refuge for wildlife and as a natural sanctuary for people seeking solitude, silence, and a deeper connection with the natural world. These areas offer restorative experiences precisely because they are free from constructed paths, signage, and human-made infrastructure.

Preserving wild habitat within city limits is increasingly rare and should be prioritized. Development risks diminishing the ecological integrity of the area and reduces the diversity of experiences available to residents and visitors alike.

In summary, this proposed trail does not appear to meet the standards of practicality, sustainability, or necessity. I urge the city to reconsider this proposal and to preserve this space in its current, wild state—for the sake of both the environment and the community.

Sincerely,

Richard Larson

A solid black rectangular box used to redact the signature of Richard Larson.

Manitou Springs, 80829

From: Jennifer McGrath [REDACTED]
Sent: Tuesday, June 10, 2025 3:49 PM
To: ***City Council <CityCouncil@manitouspringsco.gov>
Subject: Bill Bauers Open Space Development - Letter of Concern

To Manitou City Council,

I am submitting a letter of concern about the development of a multi-use trail in the Bill Bauers Open space located in the residential neighborhood of Crystal Hills.

When I was initially told about the trail, all I could envision was the disturbance of the wildlife habitat that currently exists. The deer, bears, and mountain lions use the space for passage around the neighborhood and through town.

We live at the corner of Clarksley and Mountain View Road and the wildlife crosses through our side yard, over the existing metal guardrails on Mountain View Road, and into the existing ravine. What happens when the area is developed into a trail? Will it push the animals back up into the neighborhood or into the interior of the city? I don't think increased human/wildlife interactions will bode well for the welfare of the local wildlife.

All of these concerns are conjecture this point due to the fact that there has not been an environmental impact survey done to assess what the impact will be. I started attending OSAC meetings, and there has been minimal discussion about an environmental survey. Chatter on social media has led to comments about residents using scare letters and being against multi-use trails. This is an unfair assessment.

I welcome more trails that increase the ability for people to use non-motorized transportation in the city. However, this trail will lead trail users into a residential neighborhood without any sidewalks or marked bike lanes. It does not connect to the open space, or the larger trail systems further up the neighborhood.

The proposed path of the trail in the neighborhood per the Manitou Springs Open Space Plan has trail users linking to Crystal Park Road via Mountain View Lane and Sutherland Road. Both roads with rounding corners and frequent motorized vehicles that are exceeding the speed limit. Particularly on Mountain View Road.

The curve on Mountain View Lane is not big enough for two vehicles, let alone cars and increased pedestrian and bike traffic. The mirror that was placed on the curve portion is not very good quality. It is blurry.

In addition, Crystal Park Road will need improvements to handle increased traffic. The speeding on this road is already horrible. I know from first hand experience of walking down to Crystal Park Cantina. Per experiences shared from bikers, there has been harassment by motorized vehicles. It is not really set up to handle all this foot/bicycle traffic. The poor behavior does not solely rest on the motorized traffic. I was returning home via Crystal Park Road just a week ago and a bicyclist was riding in the middle of the road and almost clipped my car as I rounded the corner. It has to be a two way street.

As far as this becoming a path to the schools, riders and walker still have to traverse two very narrow stretches of road where there are no sidewalks or bike paths during very heavy traffic during school drop-off and dismissal. This includes car and bus traffic on Santa Fe Place and Oak Place. The sidewalks on El Monte Place do not extend to these roads which is the most likely path from Crystal Park Road.

As a resident, I am asking for more information before money and resources are spent on this trail. When the Manitou Springs Open Space Plan was developed, 58.1% of residents concluded that protecting wildlife habitat and movement areas vs. 46.8% maintaining hiking and biking corridors were their top priorities.

I grew up in a beach resort town in Virginia, and as the city has been overdeveloped it is sad to see how the natural waterways and habitats of the Back Bay Area have been affected by the overdevelopment of recreation trails. There are now trails and waterways littered with trash. The last time I was home and went kayaking with my sister, we pulled up almost a full trash bags worth of plastic bottles and random trash.

Think carefully before you overdevelop Manitou. Tourism is what keeps this town going. People travel from all over to enjoy the trails and mountains. It has been a great experience to meet travelers at our neighbor's Airbnb. Unfortunately, travelers do not always bring a leave no trace mindset with them. Once development is done there is no going back, and a part of what I believe residents of Manitou find to be special about this little mountain haven will also be changed.

Thank you,

Jennifer McGrath



Memorandum

Title: Manitou Springs Chamber of Commerce 2024 Annual Report

From: Jenna Gallas, Executive Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

June 10, 2025

Purpose:

This information will be presented by the Chamber of Commerce.

Background:

Pros and Cons:

Fiscal Impact:

Workload Impact:

Recommended Action:

There is no formal action to be taken.



2024

ANNUAL

REPORT



LATEST INFORMATION AND UPDATES
ABOUT THE MANITOU SPRINGS
CHAMBER OF COMMERCE, VISITORS
BUREAU & OFFICE OF ECONOMIC
DEVELOPMENT

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A FEW WORDS FROM LEADERSHIP

“When we’re young, the days are short and the years are long, and when we are older, the days are long and the years are short.” I’m not sure who said that, but they were certainly insightful. 2024 flew by!

We want to thank our Board of Directors, staff, volunteers, valued members, and community partners. In 2024, our primary focus remained promoting local businesses, encouraging responsible and respectful tourism, and preserving the unique spirit of Manitou Springs.

We installed a new sign in April 2024. It’s a charming “Welcome” to all who visit. Alongside our iconic green question mark, guests often take photos with our new sign too.

Last summer, we were selected to participate in the Colorado Tourism Office’s Destination Blueprint Program, a 10-month program designed to help communities like ours strengthen destination stewardship. We conducted a resident and business sentiment survey, a visitor profile study, and a community action planning workshop, all of which helped identify shared priorities and actions for Manitou Springs.

As part of the program, we received 100 hours of technical assistance from a dedicated tourism consultant to advance priority projects informed by this process. Our focus for this support has been on organizational strengthening, community communications, and expanding the reach and impact of Manitou Cares.

We also made improvements to our building: a new patio, directional signage, and a screen for the dumpster area. In partnership with CRANE, two murals now brighten the Fountain Creek side, celebrating local wildlife along the Creek Walk Trail. A favorite result? The whimsical “Pizza Ducks”—now migrating toward downtown!

This year also marked a personal milestone. I’ve decided to retire from my full-time role as Executive Director to spend more time with my family. I’m deeply grateful for the members, board, staff, and volunteers who’ve made my journey so meaningful—many have become lifelong friends. It’s been an honor to share my love for this magical place with all of you.

Now, it’s time to pass the reins to Jenna Gallas. Jenna brings fresh energy, creativity, and a collaborative spirit. We’re excited for her leadership and confident she’ll continue the legacy with heart and vision. Please join us in welcoming and supporting her, just as you’ve supported me and this incredible organization over the years.

LESLIE LEWIS FORMER EXECUTIVE DIRECTOR

*I am so d*mn proud of the Visit Manitou Springs Staff and Board of Directors.*

And now that I have your attention...

This organization is doing more—and looking better—than ever before. As we head into uncertain times and limited international tourism, our chamber and visitors bureau are more essential than ever. Visit Manitou Springs is saying goodbye to its long-time director, the dedicated, hard-working Leslie Lewis, and welcoming a fearless, big-hearted leader in Jenna Gallas. There’s only one Leslie, and there will only ever be one Jenna. The residents and businesses of Manitou Springs are in good hands—just as they always have been.

This team has proven it can take on serious challenges while still making space to celebrate who we are: our identity, our community, and our friendships. Visit Manitou Springs will continue to meet the challenges that economic uncertainty creates while balancing the needs of our residents, visitors, and natural environment.

As this report demonstrates, Visit Manitou Springs is—without a doubt—something to be d*mn proud of.

FARLEY MCDONOUGH FORMER BOARD PRESIDENT



WHO WE ARE & WHAT WE DO

Manitou Springs isn't just a place - it's a community shaped over generations by art, nature, healing waters, and the people who've called this land home. Nestled between the iconic red rocks of Garden of the Gods and the soaring summit of Tavá- Kaavi (Pikes Peak), our community has long been a place of gathering, renewal, and inspiration.

This land was—and still is—the heart of the ancestral homeland of the Nuche (Ute) people. The Cheyenne, Comanche, Arapahoe, and Apache peoples also wove their traditions into this region. In the late 1800s, drawn by the natural mineral springs and mountain air, new settlers developed Manitou Springs as a scenic health resort.

What followed was a rich and evolving story of healing, tourism, reinvention, and community pride.

Today, Visit Manitou Springs—the Chamber of Commerce, Visitors Bureau, and Office of Economic Development—serves as a connector, convener, and champion for this special place. We support local businesses, welcome visitors, and help guide economic development that protects the city's distinct character.

Our work spans from promoting seasonal events and sharing visitor information to supporting downtown vitality, helping new businesses take root, and collaborating on long-term planning that aligns with Manitou's values.

HOW WE SERVE MANITOU SPRINGS

Every story we tell, every decision we make, and every program we run is rooted in one purpose: to keep Manitou Springs a place where people love to live, work, and explore. Whether you're a resident who's been here for decades or a traveler arriving for the first time, you're part of what makes Manitou special.

Visit Manitou Springs is primarily funded through a formula established by city ordinance, based on general sales tax, excise (amusement) tax, and lodging and camping tax revenue from the last audited financial year.

These funds help us promote Manitou Springs, support local businesses, and enhance the visitor experience. As our city grows, we have secured additional funding sources, such as grants, partnerships, and event revenue, to ensure tourism continues to benefit the entire community responsibly.

To learn more about our community's history, vision, and how the tax revenue formula supports our work, we invite you to read our five-year strategic plan.



Local, regional, statewide, and national advertising & promotions
Social media (Facebook, Pinterest, Instagram, Twitter/X)
Visitors Guide
Visit Manitou Springs website
Support Manitou Made Launchpad (now with the Manitou Art Center)



Relocation information for residents and businesses
Building occupancy and vacancy list
Small Business Saturday promotion
Business promotions
Share employment and professional development opportunities
Funding support for CRANE



Manitou Cares
Mineral springs promotion
Mobility/parking information
Oversight and administration of the Business Improvement District



Events (large, local, boutique)
Holiday promotions
Meeting and event promotions
Visitors Information Center (7 days/week)
Bus tours

“[The Visit Manitou] website is a one-stop information jackpot for outdoor recreation safety, sustainability, directions & what we value as a community. I really appreciate their careful balance of promoting tourism and taking care of residents.” Katie, Loft Espresso

“The Manitou Springs Chamber of Commerce does an outstanding job fostering a vibrant local business community and promoting the town’s unique charm. Their well organized events, like annual festivals, bring visitors and locals together, boosting the economy and showcasing the area’s culture. The Chamber’s dedication to supporting small businesses throughout catastrophes kept many businesses open.”

**Sharon Dahlen,
Resident & Business Owner**

“The Vance Family and Villa Motel at Manitou Springs has been working with the Manitou Chamber for more than 2 decades. The value of this amazing group of people is unmeasurable. The service they provide our family owned and operated motel of 41 years far outweighs what we pay annually. This community is truly blessed to have such an amazing group of people serving our community as well as the numerous guests and tourists we see each year! Thank you, Manitou Springs Chamber of Commerce!”

“How fortunate we are to have the Chamber of Commerce. Our residents, our visitors, and our business owners derive so much benefit from that small building. It is the place to go in Manitou Springs!”

Marcy and Howard Morrison

“As your Colorado State Senator, I recognize the importance of organizations like Visit Manitou Springs. The work that happens locally supports and enhances the work at the state level. Managing our tourists and developing a healthy local economy are integral to the future of Manitou Springs, the region, and beyond. I am proud to be a 30-year resident and a former Mayor of Manitou Springs!”

Senator Marc Snyder, Colorado Senate District 12

OUR NEW TEAM

BOARD PRESIDENT

April Hall

BOARD MEMBERS

Annie Schmitt (VICE PRESIDENT) Farley McDonough (TREASURER)

Chris Dwyer Angela Wilks Rachel Milar Ted Johnston

EXECUTIVE DIRECTOR

Jenna Wells

CREATIVE DISTRICT

Audrey Gray

VISITOR INFORMATION & VOLUNTEER COORDINATOR

Monica Rozelle

MARKETING COORDINATOR

Jesse McCoy

SOCIAL MEDIA MANAGER

Amy Kerr

SPECIAL EVENT COORDINATOR

Hallie Gurba

WEEKEND STAFF

Tim Ondrejka

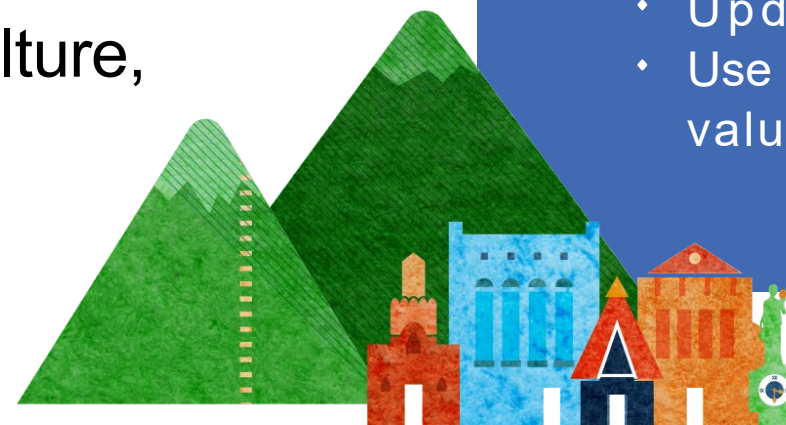
STRATEGIC PLAN, 2024-2028

Initiatives	2024	2025	2026	2027	2028
Assess Manitou Made and implement assessment					
Manage transitions in leadership roles					
Assess events and other aspects of the organization					
Create and Implement a Destination Management Plan					
Create and implement a financial strategy					
Enhance leadership role in the community and beyond					
Implement Manitou Cares program					
Prioritize Diversity, Equity, Inclusion, and Accessibility					
Continue to proactively coordinate with the City and other partners					

REACHING NEW HEIGHTS IN 2024

In 2024, Visit Manitou Springs leaned into our mission to promote economic vitality through business support and responsible tourism. It was a year of transformation, deep collaboration, and laying the groundwork for the future. We continued to strengthen our role as a connector, a champion for local businesses, and a steward of the Manitou Springs experience for residents and visitors alike.

In doing so, we are proud to support our City's vision of "preserving and protecting our heritage and natural beauty and being a renowned destination for arts, culture, recreation, life-long learning, and wellness."



2024 Goals:

Outreach and Communications

- Publish Five-Year Strategic Plan
- Publish 2024 Annual Report
- Promote organizational and community successes
- Contribute to Plan Manitou updates
- Host "Chat with the Chamber" events
- Develop Destination Management and Marketing Plan

Sustainability and Business Support

- Strengthen financial sustainability
- Expand services for the business community and members
- Host and enhance signature events
- Transition to electronic billing and communications
- Implement text update system
- Maintain and promote Manitou Cares program
- Expand use of visitor kiosks

Chamber Building Phase 2 Improvements

- Install a bottle refill station
- Enhance the outdoor patio
- Activate the Creek Walk Trail
- Update bathroom facilities
- Use murals and signage to convey organizational and community values

2024 ACCOMPLISHMENTS

Leadership & Community Planning

Published **Five-Year Strategic Plan** and **2023 Annual Report** Awarded the **Destination Blueprint Program** by the Colorado Tourism Office; hosted a community action planning workshop, and conducted stakeholder surveys Updated our operating name to **Visit Manitou Springs** Team recognitions at the **2024 VCOS Tourism Awards**:
Leslie Lewis “Excellence in Tourism Leadership”
Annie Schmitt “Excellence in Community Service”

Building & Placemaking Enhancements

Installed a **new monument sign** and **patio railing** with messaging board
Partnered with CRANE to install **two murals** on the Creek Walk Added **whimsical wayfinding signage**
Screened **dumpsters** from **Manitou Ave** and **Creek Walk Trail** for improved aesthetics



Community Stewardship

Continued promotion of **Manitou Cares** and **Leave No Trace**
Supported the launch of the **Manitou Carnivale 501(c)(3)** to return this cultural tradition to community hands
Transitioned oversight of the **Summer Event Series** to the Manitou Music Foundation
Advanced “**Zero Waste**” strategies for events

Event Sponsorship Growth

Engaged **65 sponsors** across major community events:
Coffin Races: 38 sponsors (7 in-kind, 8 new, 23 members)
Wine Fest: 8 sponsors (2 new, 5 members)
Great Fruitcake Toss: 13 sponsors (2 in-kind, 2 new, 8 members)
Gumbo Cook-Off: 6 sponsors (4 members)

Visitor Engagement & Information

Welcomed **15,511 visitors** to the Information Center — a **5.45% increase** from 2023
Launched **new information kiosks**, including a mobile unit for community events

Digital Growth & Reach

1M+ users and **2M pageviews** on manitousprings.org in 2024 Social media continued to grow:
58,000 Facebook followers
25,800 Instagram followers

SUPPORTING ARTS AND CULTURE THROUGH CRANE

Visit Manitou Springs is proud to be a driving force behind **CRANE - the Creative Alliance of Manitou Springs** - helping to elevate the community's vibrant arts and cultural identity. In 2024, Visit Manitou Springs provided crucial operational, project-based, and in-kind support that enabled CRANE to deliver dynamic programs, amplify local talent, and enrich community life. Through this multifaceted support, Visit Manitou Springs is helping to shape a place where creativity fuels economic vitality and fosters a sense of belonging.

Funding for CRANE's Executive Director position, providing the stability and capacity needed to grow programs, attract grant funding, and steward local partnerships.

Co-sponsorship of the Critters and Birds mural on the back of the Visitors Center, a joyful piece that now greets walkers along the Creekwalk Trail.

VMS Executive Director Leslie Lewis served as CRANE's **Board Treasurer**, offering strategic guidance and a strong connection to the tourism community.

Collaborative **outreach and promotional** visibility to extend the reach of CRANE programs.



STAKEHOLDER ENGAGEMENT

Through the Destination Blueprint Program, we asked residents and tourism partners to share how they feel tourism impacts Manitou Springs, from our economy to our environment to our quality of life. We heard from 279 residents and 62 tourism stakeholders across both surveys. We plan to repeat the surveys in the future to keep track of our progress in managing visitors, staying connected with the community, and taking care of Manitou. If you are interested in seeing the full survey results, please contact our team.

What We Heard

A MAJORITY AGREE THERE ARE TOO MANY VISITORS IN SUMMER, TOO FEW IN WINTER, AND VISITATION IS “ABOUT RIGHT” IN THE FALL AND SPRING

A MAJORITY AGREE TOURISM COULD BETTER EDUCATE VISITORS ON RESPONSIBLE TRAVEL

IN A SERIES OF OPEN-ENDED QUESTIONS, RESPONDENTS PRIORITIZED THE NEED TO ADDRESS TRAFFIC AND PARKING ISSUES AND MANAGE VISITORS IN PEAK SEASON

A MAJORITY AGREE ATTRACTIONS, TRAILS, OPEN SPACE, AND PUBLIC LANDS ARE OVERCROWDED

A MAJORITY AGREE INCREASED VISITATION WOULD DIMINISH RESIDENT QUALITY OF LIFE BUT INCREASE ECONOMIC OPPORTUNITY



Resident Sentiment Survey

89%

Do not work in the tourism industry

20+

Majority have Lived in Manitou for 20+ years

97%

are Year-Round Residents living in Manitou Springs

What We Are Doing

MONITOR SEASONAL VISITATION TRENDS. PROMOTE WINTER EXPERIENCES, STRENGTHEN RESPONSIBLE VISITOR EDUCATION MESSAGING.

EXPAND THE VISIBILITY OF MANITOU CARES PRINCIPLES. EQUIP BUSINESSES WITH MATERIALS AND EMBED RESPONSIBLE TRAVEL INTO MARKETING.

CONTINUE TO EDUCATE VISITORS ABOUT PARKING OPTIONS AND GUIDELINES. SUPPORT AND MONITOR PARKING AND TRAFFIC INITIATIVES WITH THE CITY. DEVELOP AND IMPLEMENT A VISITOR MANAGEMENT PLAN.

INTEGRATE OVERCROWDING SOLUTIONS INTO THE VISITOR MANAGEMENT PLAN AND ENHANCE VISITOR EDUCATION ABOUT RESPECTFUL USE OF PUBLIC SPACES.

COLLABORATE WITH THE CITY TO TRACK KEY ECONOMIC AND QUALITY-OF-LIFE METRICS. SUPPORT PLAN MANITOU 2.0 INITIATIVES FOR SUSTAINABLE ECONOMIC DEVELOPMENT. STRENGTHEN RESIDENT COMMUNICATION THROUGH EVENTS AND PROMOTION OF LOCAL BUSINESS PROGRAMS.

Tourism Stakeholder Survey



Tourism stakeholders who responded to this survey represent a wide range of tourism businesses from retail shopping to restaurants, museums, outdoor recreation, accommodations, arts and creative, and transportation.

What We Heard

62%
own a tourism
business in
manitou

A MAJORITY OF RESPONDENTS SAW VISITATION AND REVENUE STAY THE SAME FROM 2023 TO 2024

PRIORITY CONCERNS FOR THE NEXT 12 MONTHS INCLUDE LACK OF PARKING, RISING COST OF SUPPLIES, AND RESIDENT SENTIMENT AND ATTITUDE TOWARDS TOURISM

PRIORITIES IDENTIFIED BY STAKEHOLDERS TO PURSUE IN THE NEXT 12 MONTHS INCLUDE PROMOTING TOURISM IN THE OFF- SEASON, BUILDING LOCAL AWARENESS OF THE VALUE OF TOURISM, AND INCREASING MID-WEEK VISITATION

68%
have a Business
in Historic
Downtown

MONITOR SEASONAL VISITATION TRENDS AND STRENGTHEN WINTER AND MID-WEEK MARKETING EFFORTS TO SUPPORT REVENUE GROWTH.

CONTINUE COLLABORATING WITH THE CITY ON PARKING AND TRANSPORTATION SOLUTIONS, WHILE ACTIVELY ADVOCATING FOR LOCAL BUSINESS NEEDS. INCREASE COMMUNITY GATHERINGS AND COMMUNICATIONS THAT HIGHLIGHT THE VALUE OF TOURISM.

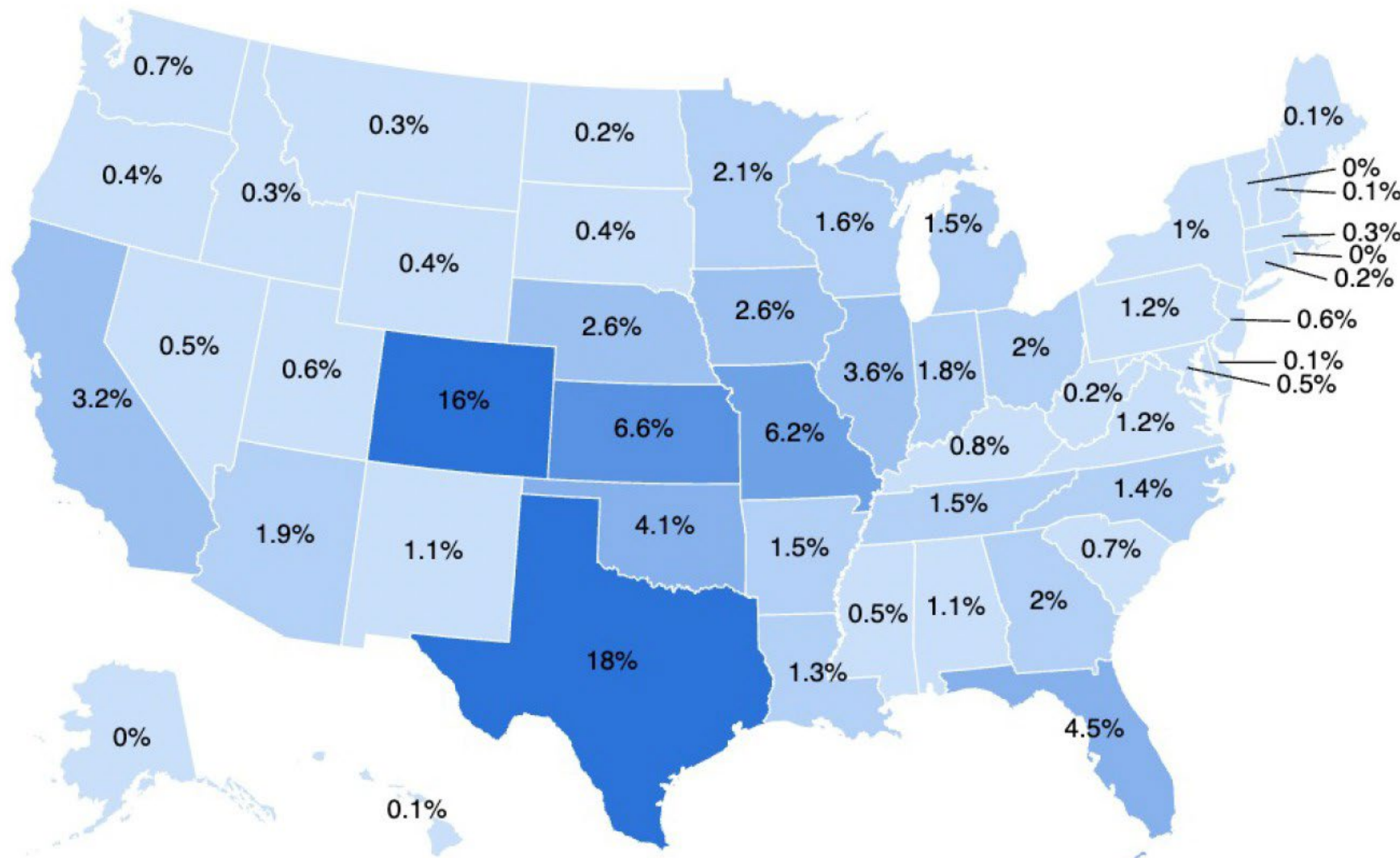
LAUNCH TARGETED WINTER AND MID-WEEK PROMOTIONS. CREATE NEW RESIDENT-FOCUSED COMMUNICATIONS ABOUT THE BENEFITS OF TOURISM. PROMOTE LOCAL BUSINESS SUPPORT THROUGH THE MANITOU APP.

What We Are Doing

VISITOR TRENDS

A visitor profile study for Manitou Springs was conducted through the Destination Blueprint Program using Datafy. The study compares visitor data from 2024 to 2023 and includes only visitors traveling from 50 or more miles outside of Manitou Springs. This distance filter was used to exclude potential commuters from nearby areas, such as Colorado Springs.

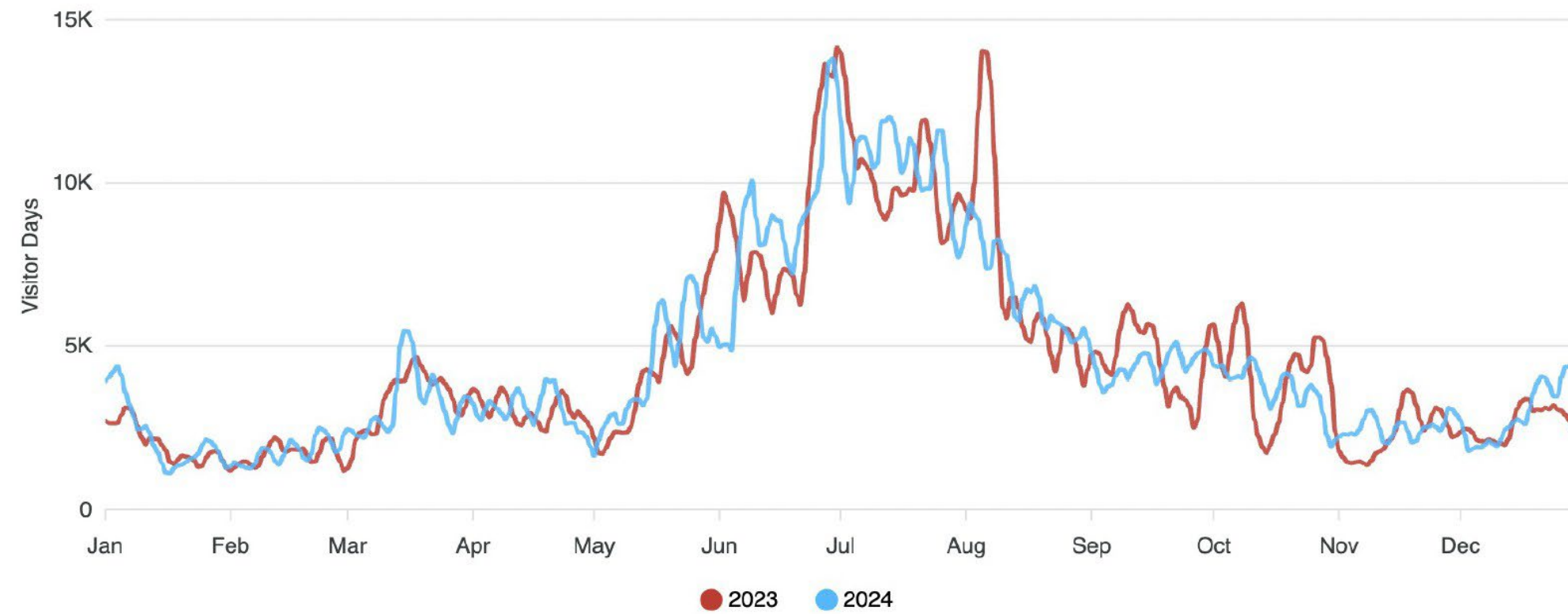
The data is based on a defined geographic boundary around the City of Manitou Springs and select Points of Interest, including the Cog Railroad, Garden of the Gods Trading Post, Holiday Inn Express & Suites, Loaf 'N Jug, and Manitou Hiawatha Gardens.



The majority of visitors to Manitou Springs traveled from Texas and Colorado, followed by Kansas, Missouri, Oklahoma, and Illinois. Cities with the highest visitation were Denver, Dallas-Fort Worth, and Kansas City.

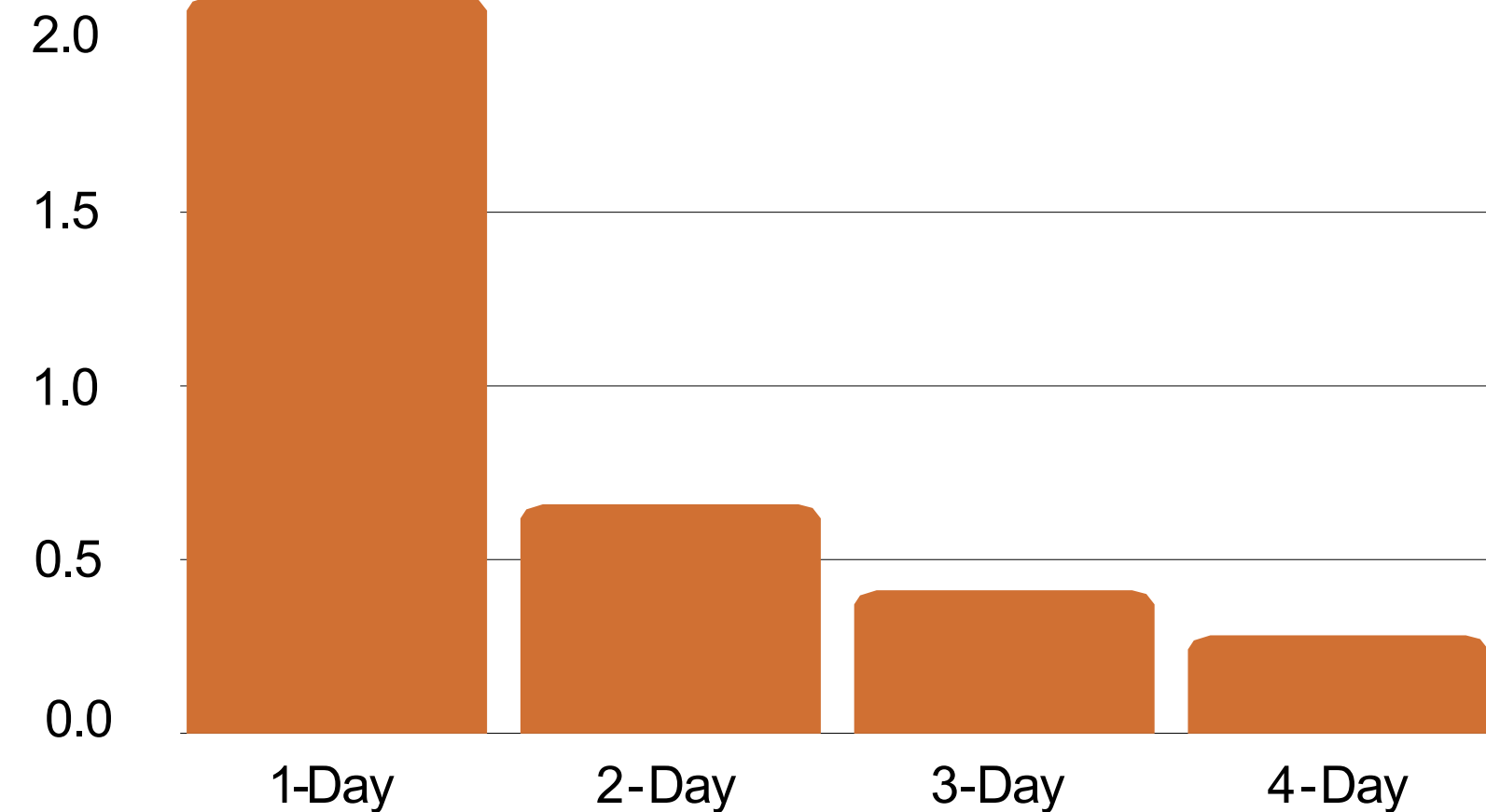
Daily Visitor Trends

5-Day Rolling Average



Total Visitor Days by Trip Length (in millions)

- ♦ Summer (June through August) is the peak season for visitation to Manitou Springs.
- ♦ Day trips are most common, with longer stays of two or more days becoming progressively less frequent.
- ♦ Most visitors who go downtown also visit at least one of the tracked Points of Interest.
- ♦ Winter 2024 saw slightly higher visitation compared to winter 2023.



2024 REVENUE & EXPENSE

Visit Manitou Springs drives tourism marketing, visitor education, and community-focused initiatives that help generate lodging, Camping, Amusement, and General sales tax revenue, and supports local businesses, organizations, and events.

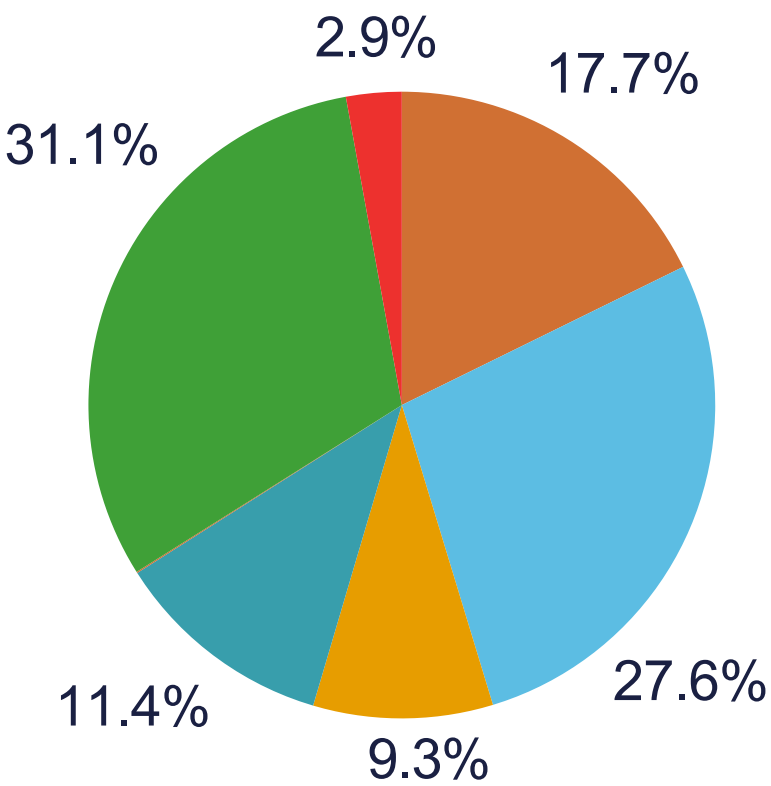
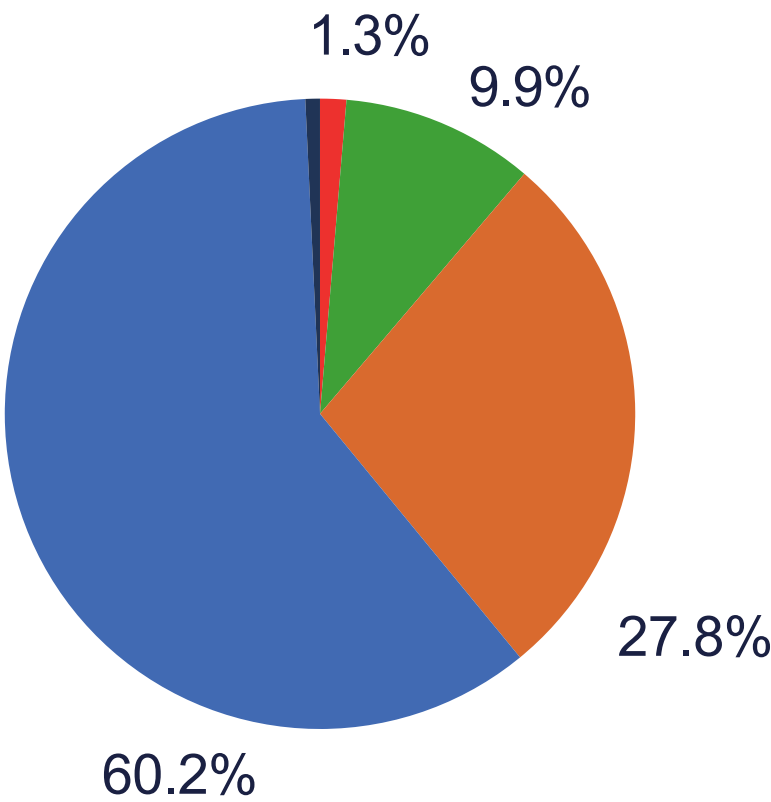
Revenue

City of Manitou Springs	\$587,255
Events	\$271,415
Membership	\$96,410
BID Reimbursement	\$13,080
Miscellaneous	\$7,253
	\$975,512

Expenses

Payroll	\$255,266
Marketing & Advertising	\$226,497
Events	\$145,642
Admin	\$93,884
Econ. Development	\$76,095
BID Expenses	\$23,502
Membership	\$533.77

\$821,421



TAX VALUE OF TOURISM IN 2024

\$1.4m

Visitors contributed at least **90% of the \$1.6 million in Lodging, Camping, and Amusement Tax** to the City's General Fund.

\$4.8m

In addition, visitors generated an estimated 50% of general sales tax - **\$4.8 million of the City's \$9.5 million in General Sales Tax revenue.**

\$6.2M

Altogether, tourism generated approximately **\$6.2 million in tax revenue - about 48% of the City's total tax revenue in 2024.** Without this visitor-generated revenue, residents would need to make up the difference to maintain current public services.

\$2,693

That's equivalent to an annual **tax savings of \$2,693 per household** (based on the 2023 estimate of 2,302 households in Manitou Springs).

9.5%

Using a formula that includes portions of general sales tax, amusement tax, and lodging and camping tax, **the City invested \$587,255 – 9.5% of total visitor-generated revenue – in Visit Manitou Springs** in 2024, to support tourism marketing, visitor education, and community-focused initiatives.

\$1 → \$10

Said another way, for **every \$1 the City invested, Visit Manitou Springs** supported the local tourism industry to generate **a return of approximately \$10.56 in tax revenue.**

PEAKS ON THE HORIZON

“What you do makes a difference, and you have to decide what kind of difference you want to make.” – Jane Goodall

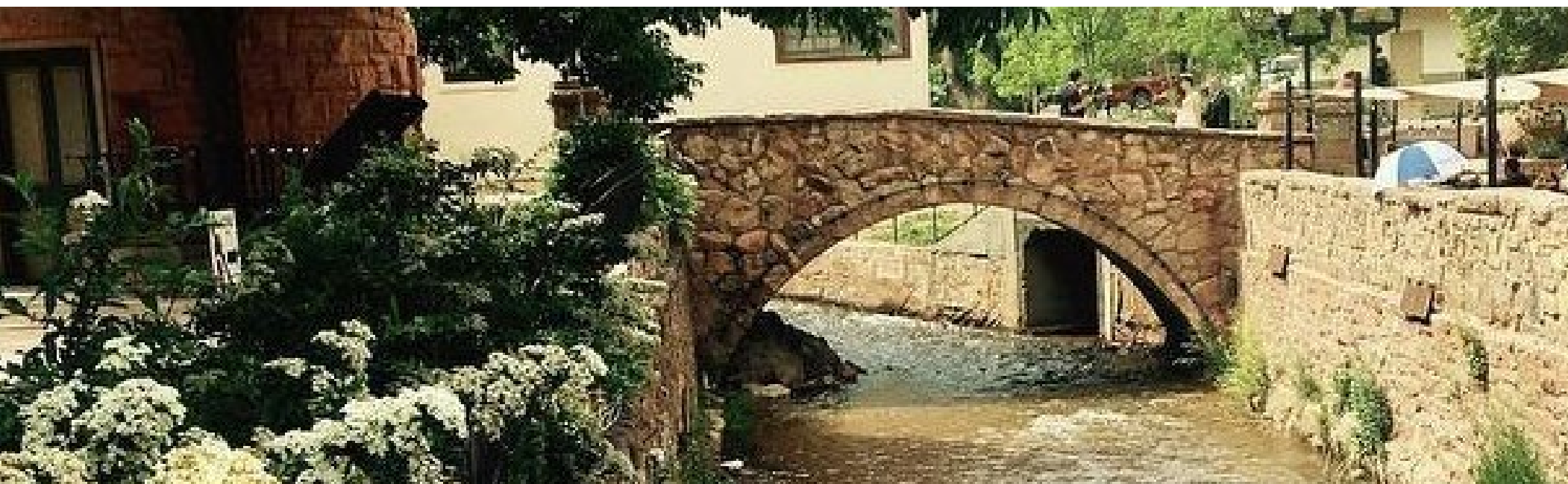
As I step into this role with immense gratitude and excitement, I’m energized by the heart and soul of Manitou Springs. I care deeply about this community—its people, its stories, and its future—and I’m here not just as a leader, but as a convener, a collaborator, and a champion for all that makes Manitou unique.

I value authentic connection, clear communication, and strong team-building. I’m committed to advancing our 2025 Visit Manitou Springs goals: completing the leadership transition, welcoming new board voices, and aligning our strategic direction through the Destination Blueprint Program. My vision is bold, rooted in collaboration, and focused on building a strong, transparent organization ready to meet the future with confidence.

Alongside the incredible Visit Manitou Springs team, I aim to bring a fresh perspective, a creative spirit, and a follow-through mindset to the work ahead in 2025 and beyond.

Whether it’s weaving Manitou Cares values into how we welcome visitors and engage residents, reimagining public spaces like the Creek Walk and Visitor Center, or strengthening partnerships across the region—this is about more than achieving strategic goals; it’s about creating meaningful impact.

I’m passionate about making Manitou a safe, welcoming, and vibrant place for everyone. With every project, every partnership, and every conversation, we shape the kind of difference we make. I couldn’t be more honored to help lead that journey forward.



JENNA WELLS EXECUTIVE DIRECTOR

FIVE PRIORITIES FOR 2025

Strengthen Organizational Leadership and Strategic Capacity

Complete the leadership transition and reorganize the Visit Manitou Springs staff structure. Recruit, onboard, and engage new board members; increase board transparency and public communication. Complete the Destination Blueprint Program and update Visit Manitou Springs' strategic priorities based on findings.

Promote Responsible and Sustainable Tourism

Integrate Manitou Cares principles into events, programs, and business outreach. Provide businesses with tools and content to promote responsible visitor behavior. Improve visitor communication about accessibility, including lodging and attractions, on the Visit Manitou Springs website. Apply for Colorado Tourism Office grants to support visitor management planning and education initiatives.

Improve Visitor Spaces and Downtown Experience

Complete Visitor Center improvements, including bathroom renovations and the Creek Walk connection. Replace outdated directional signage downtown to help visitors find attractions, businesses, and services. Activate the Creek Walk and Visitor Center as community spaces through art, new amenities, and local engagement. Advocate for a new monument sign at the Highway 24 entrance that reflects the spirit of Manitou Springs

Grow Community Engagement and Local Business Support

Expand the "Chat with the Chamber" program and improve communication with businesses for timely updates and emergency information. Host a new annual Manitou Tourism Meeting to share updates, gather community feedback, and celebrate local partnerships. Encourage use of the Manitou App, Visitor Center, and local resources to stay informed about events, alerts, and local deals. Promote the Meet Manitou Pass program to support local businesses and resident engagement.

Elevate Local and Regional Collaboration and Advocacy

Support local initiatives including the Business Improvement District, Urban Renewal Authority, and CRANE; explore new funding and investment opportunities. Collaborate with the City to track and report key tourism and economic development metrics; hold a dedicated work session in June. Strengthen partnerships with regional and state tourism organizations such as the Colorado Tourism Office, Colorado Association of Destination Marketing Organizations, Southern Colorado Business Partnership, Colorado Chamber Alliance, Visit Colorado Springs, Pikes Peak Regional Attractions Association, and Pikes Peak Outdoor Recreation Alliance.

JOIN US

Whether you're supporting a local event, sharing feedback on our programs, or simply stopping by to chat, we invite you to be part of the Manitou experience! Your involvement strengthens our community and helps us better represent what makes Manitou so special.



Chat with the Chamber

Bring us your ideas, questions, or concerns. We're always open to conversation.



Pick up and share Visitor Guide

Distribute guides at your business or share with guests and friends.



Support Manitou Cares

Join this growing initiative focused on responsible tourism and community pride.



Stay Informed

Sign up for the "Anti-Newsletter, Newsletter" or follow us on social media to stay in the loop.



Volunteer

Help out at a community event, support the Visitor Center, or lend a hand with seasonal initiatives.



Sponsor or Attend an Event

Help make our signature events possible or show up to celebrate Manitou's spirit.



Join the Meet Manitou Pass

Share your business or explore local deals with this free digital pass for residents and visitors.



MEET MANITOU PASS

BUSINESS NAME: _____

CONTACT NAME: _____

CONTACT EMAIL: _____

☐ BOGO

☐ Blackout Dates or Restrictions

☐ BOGO 1/2 Price

☐ Code For Online Offer

☐ Free Item With Purchase

☐ Offer Description (repeat or single offer, how to redeem)

☐ % Discount or \$ Discount

☐ Expiration Date

FREQUENCY OF OFFER

☐ One Time Offer ☐ Monthly Offer ☐ Ongoing Offer

Please return this portion of the page with your deal listed to jenna@manitouchamber.com or bring it to Visit Manitou Springs at 354 Manitou Ave. Contact us with any questions at 719-685-5089



ESCAPE & ENJOY



As I reflect on another year in our vibrant town, I am filled with gratitude—for the visitors who chose our community as their destination, for the businesses and volunteers who brought our town to life, and for the residents whose pride and dedication kept our spirit strong. Every season brings new stories, challenges, and opportunities, and together, we've continued to grow while honoring the charm that makes our town unique.

I am excited to be able to hold the position as Board President of Visit Manitou Springs for 2025 and I look forward to seeing what new opportunities are in store as Jenna takes over as the new Executive Director. Looking ahead, we remain committed to thoughtful development, preserving our natural beauty, and fostering a welcoming atmosphere for all who pass through or call this place home. Thank you for being part of our journey—we loved sharing it with you.

With appreciation,
APRIL HALL BOARD PRESIDENT

STRATEGIC VISION & ALIGNMENT

Between VMS/COMS & Plan Manitou

City of Manitou Springs Vision

We are a welcoming, accessible, and vibrant small community at the foot of Pikes Peak. We preserve and protect our heritage and natural beauty and are a renowned destination for arts, culture, recreation, life-long learning, and wellness.

Visit Manitou Vision & Mission

- Vision:** To be the heart of a strong, sustainable local economy through business leadership.
- Mission:** To promote economic vitality through business promotion and responsible tourism.
- Value:** We preserve our unique local culture, making us a great place to live, work, and play.

Alignment with Plan Manitou

- Plan Manitou calls for job creation, tax base enhancement, tourism growth that protects the environment and improves quality of life.
- EDT-1.2: Continue to support tourism-and entertainment/recreation-related businesses as the foundation of the City's economy. Explore opportunities to expand targeted niches of the City's tourism industry, such as Heritage Tourism.*
- We are executing this now—**responsibly and locally.**

Destination Blueprint & Future Planning



Destination Blueprint -What is it?

11-month Colorado Tourism Office (CTO) grant funded strategic planning program. Identifies, aligns, and executes on tourism priorities in the community

Includes:

- Destination assessment
- Community visioning & action planning workshop
- 100 hours of consulting
- Strategic tourism plan delivery
- 2024 Annual Report Completion

Next Steps- CTO Grant Opportunities:

- Destination Marking Grant
- Destination Management Plan

Purpose & Impact

- Helps us identify & execute on tourism priorities.
- Foundation for a **2026 Destination Management Plan**.
- Aligns with **Plan Manitou 2.0** and community goals

TOURISM, DATA, & VISITOR MANAGEMENT

Tourism as an Economic Driver

- \$4.2M in 2024 visitor-generated tax revenue.
- That's nearly ½ of the City's General Fund.
- Visitors contribute **\$2,693 per household** in tax offsets.
- Funded through lodging, sales, and amusement tax.

Data Tracking

- Committed to improving tracking:
- Headcounts at events
- Visitation via Datafy from Destination Blueprint Grant via CTO (2x/year)
- Lodging occupancy data partnerships with local properties

State Standard

Without marketing, 1/3 of visitors are lost. Decrease in spending is a foolish short-term solution that creates future problems. 2025 brings opportunities for investing in ourselves others have left off the table.



COMMUNITY STEWARDSHIP & ENGAGEMENT

“The Manitou Way”

Who Tells The Story?

Only Visit Manitou can speak to “The Manitou Way.”

- Manitou Cares emphasizes core Leave no Trace principles, encourage visitors and residents alike to bring a reusable bag, water bottle, eliminate single use plastics.
- Communications on Parking, dining, trails, shuttles, attractions, arts/culture/heritage.
- Positioning Visit Manitou as **educators and stewards**, not just marketers.
- We do this with pride and accuracy. Not Colorado Springs. **Not someone else. This is our function as partners for sustainable and responsible tourism with the City of Manitou Springs**



Public ART & CRANE

CRANE Program Support - Did you know??

- **Visit Manitou** funds CRANE Executive Director role and CRANE operating expenses out of Economic Development budget. CRANE resides at the Visitor Center.
- **CRANE** enhances Visit Manitou Springs through public art. Residents support and take pride in local art programs, displays.
- Supports public art, placemaking, local creatives, and creativity.

Projects supported by Visit Manitou Springs via CRANE

- **Mural Projects:** Pizza Ducks, Chamber Mural (1st Creekwalk pilot project mural), Critters & Birds.
- **Installations:** Turtle Crossing, Manizoo, Creekwalk Art, Art on the Avenue.
- **Infrastructure:** Creative District Designation, Story Booth, Duck Stop painting.
- MACH grant support, artist mentoring, partnership with PPLD, Dillon/Hiawatha sites.



PARTNERSHIPS & COLLABORATION



Organizations We Are Part Of

- CTO- Colorado Tourism Office / OEDIT
 - CTLJ - Colorado Tourism Leadership Journey
 - Jenna completed the program in 2023.
 - a year-long program designed to grow and elevate the next generation of tourism leaders across the state. This one-of-a-kind experience connects mid-level professionals with hands-on learning, mentoring and networking to strengthen their leadership skills and deepen their impact on Colorado's tourism industry.
- CADMO - CO Assn of Destination Marketing Organizations
- SOCO Chamber
- VCOS- Visit Colorado Springs
- Care for Colorado Coalition
 - The coalition now includes over 200 tourism-related businesses, statewide organizations, and state/federal agencies that help educate Coloradans and visitors on how to protect the state's extraordinary natural and cultural resources
- PPRAA - Pikes Peak Region Attractions Association
- DCI - Downtown Colorado Inc

Why It Matters: These connections multiply our voice and expand funding opportunities, collaboration, and visibility within Colorado destinations

EVENT SUPPORT & CITY COLLABORATION

Signature Events

Event Funding

- Excise tax from events goes directly to City of Manitou Springs.
- Researching additional event metrics and partners to support communication and data driven value to the City.

Visit Manitou Springs Events - These and only these events are ours!

- Great Fruitcake Toss (Jan)
- Mumbo Jumbo Gumbo Cook- Off (Feb)
- Manitou Springs Colorado Wine Festival (June)
- Ice Cream Social & Pie Baking Contest (July)
- Emma Crawford Coffin Races (Oct)

**Support for other events provided as requested & resources available -from Pride Fest to Summer Concerts, to Day of Friendship/Manni Awards and more.

•Open question: **What else would you like to see us do from an event standpoint?**

CLOSING & NEXT STEPS



Let's Build the Future — Together

- Hope to partner with you on key tourism stewardship and planning goals.
- You must be part of this solution—we **invite your ideas, expectations, and feedback.**
- Want more info? Let us know what YOU need to make informed decisions

Commitments

- Want to engage with City Council minimum 2x/yr, prefer quarterly updates.
- We'll keep showing up, leading responsibly, and reporting back.



ESCAPE & ENJOY



Manitou Springs

COLORADO

ManitouSprings.org

(719) 685-5089

354 Manitou Avenue Manitou
Springs, CO 80829



Memorandum

Title: Discussion of Special Event Parking Fees

From: John Crawford, Mobility and Parking Director and Gillian Rossi, Parks and Recreation Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 15 Minutes

June 10, 2025

Purpose:

Discuss the \$8/day (.50 cents an hour) fee per paid parking space reserved for Special Events.

Background:

The City of Manitou Springs hosts a variety of special events. Some of the larger events include the Carnivale Parade, Wine Fest, Commonwheel, Pikes Peak Ascent and Marathon, Heritage Brewfest and the Coffin Races. To support these events, a Special Event fee of \$8.00 (.50 cents an hour) per public parking space reserved for the event was established in 2021. To qualify for this parking fee, the event must be approved as part of the Special Event Application process.

Administratively, the Mobility and Parking Enterprise has approved requests under this process to include parking spaces for event applicants in locations other than the location of the event.

Pros and Cons:

Pros: Allows the use of public parking inventory for purposes other vehicle parking. Supports planned and promoted public activities conducted on public property.

Cons: When permits at this rate are issued for vehicles to park in areas outside the event venue area it impacts the available parking for visitors to support the event. By offering a deep discount to the normal parking rates in Manitou Springs for vehicles brought in to support the event there is no incentive to limit the number of vehicles brought in for the event.

Fiscal Impact:

The difference in revenue from standard rates for hourly parking and the \$8.00 (.50 cents an hour) Special Event rate.



Workload Impact:

Minimal.

Recommended Action:

Staff request no change in rate or administrative process for the events in 2025 as event sponsors have already made their commitments and budgetary plans for the year. We will provide a comprehensive plan for the Council's consideration in November 2025 for the events in 2026.



City of Manitou Springs Special Event Use Guide





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PROCESS:

The City of Manitou Springs is proud to host a variety of Special Events that contribute to the social, economic, and environmental health and well-being of our community. This Guide is an essential tool for Event Organizers navigating the permitting process to clarify permit deadlines and requirements. Please read this Guide prior to completing and submitting a Special Event Application. When planning a first-time Event or making changes to a renewal Event, please consider contacting the Event Coordinator, Meghan Weiss at mweiss@manitouspringsco.gov before finalizing an event concept or application. A preliminary conversation with city staff regarding the availability of a venue, proposed route or general technical assistance may save valuable time and provide useful guidance in the development of a special event concept.

After developing an event concept, submit a Special Event Application request with supporting documents, including any requirements specified in this Guide. Submitting a Special Event Application does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the proposed concept or event. Once submitted, the Event Coordinator will respond within 10 business days and serve as the City's Point of Contact for processing the application, facilitating pending requirements and issuing the special event permit. The Event Coordinator will communicate directly with the Event Organizer regarding any additional information, documentation, permits, licenses, or meetings required by the Event Review and Impact Group (ERIG) team. All subsequent communication and submissions must be made directly to the Event Coordinator.



WHEN IS A SPECIAL EVENT APPLICATION AND PERMIT REQUIRED?

A Special Event Permit is required for all planned and promoted public activities conducted on public property that meet any of the following criteria:

- When the expected number of participants and/or spectators total 25 or more people; and/or
- When using tents, structures and/or sound amplification; and/or
- When providing, selling, or distributing alcohol and/or food to the public; and/or
- When using public right of ways and/or impacting pedestrian, vehicle, bike, or bus traffic and/or
- When you want exclusive use of a public space (A City Park or Memorial Hall)

PARK USE POLICY

No more than 5 Major Special Events (500 or more people) annually at Memorial Park.

- All parks will not be rented for major special events more than twice a month.
- Only one public event in a single day will be permitted.
- Parks require a minimum of two weeks rest period in between major events.
- Manitou Springs resident and organization applications will be given primary consideration.
- 9:00pm MST is music cut-off time in all parks.

GENERAL EVENT RULES

- No more than one public event will happen at a time unless they are coordinated events in conjunction with each other.
- The applicant and all persons using the park in conjunction with the approved activity shall be bound by the Special Event Use Guide policy and all applicable ordinances of the City.
- Each group or individual shall be responsible for cleaning the area after their use and for removing all equipment and trash immediately following the use of a City Park. If there are any questions regarding clean-up, please contact the Event Coordinator at 719-492-2353
- Set up and tear down may take place no more than one day before the event and one business day after the event as to keep the park open as much as possible to the general public.



- If a Public Works employee is called out during non-working hours because of a problem caused by the applicant's use, \$50 per man-hour will be charged with a minimum of 2 hours.
- Groups requesting City sponsorship or waiving of any fees must submit the proper application along with the Public Event application for each event date a minimum of 30 days prior to the event. The applicant must supply a copy of their group's charitable status with the Secretary of State, State of Colorado and to the City of Manitou Springs Finance Department office along with each application. A completed application for each requested event should be submitted. Applications for City Fees are reviewed by the City's Event Coordinator.
- Deposits and Application Fees are not waived. Deposit refunds are at the approval of the Event Coordinator. If you have comments regarding the facility, please contact the Event Coordinator at 719-492-2353.
- Any supplies, decorations, equipment, or food left behind will be discarded at the cost of the applicant.
- If there is a detour in place for a road closure event, it is the responsibility of the applicant to notify all residents by mail or door to door flyers on the detour route that there will be extra traffic in their neighborhood within a week of the event.
- Changes within 60 days of the event must be approved in writing by the Event Coordinator.

SPECIAL EVENT APPLICATION AND TIMELINE

If the event concept meets the definition above, Event Organizers may submit a Special Event Application request 364 days prior to the proposed event date.

Applications are accepted on a first-come, first-served basis, with priority given to Manitou Springs residents. Incomplete applications will not be accepted. Late submissions may be subject to denial. A complete special event application must include a clearly defined event concept for all planned and promoted activities, including, but not limited to, proposed site and/or route maps; proposed locations of all tents, structures and/or fencing; proposed plan for all booths and/or vendors, proposed plan for all food and/or alcohol; proposed transportation plan and all proposed operational dates and times to be accepted.

364-180 days before event start date:

- Event Organizers may be required to submit fees or deposits to hold requested venue and date(s)

Due at least 60 days before event start date:



Event Organizers must submit documentation required in this Guide and Special Event Application (Exhibit A), including, but not limited to:

- updated/final site plan and/or route maps
- liquor permit application and payment
- updated transportation plan
- amplified sound details
- event notifications and signage plan
- medical plan
- zero waste plan
- advertising plan

Due at least 30 days prior to event start date:

Event Organizers are responsible for requirements in this Guide, including, but not limited to:

- All supplemental applications for permits such as Alcohol and Tents
- A Traffic Control Plan reviewed by the City of Manitou Springs to proceed, if applicable.
- booth/vendor and exhibitor details
- food vendor/mobile food truck details
- power and/or water requests
- production schedule
- generator and/or tent details

Due no later than 14 days prior to event start date:

Event Organizers must submit documentation required in this Guide, including, but not limited to:

- A Certificate of Insurance dated no more than 29 days before event start.
- A comprehensive zero waste plan, including any zero-waste vendor and services
- A final list of all vendors/exhibitors onsite, if applicable and vendor fees.
- A final production schedule for all deliveries, set-up, drop-off and load-out, if applicable.
- All supplemental permits and City service agreements, if applicable.

SPECIAL EVENT REVIEW PROCESS

The Special Event Review Process is facilitated by the Event Review and Impact Group (ERIG) comprised of representatives from various city departments affected by or with regulatory authority related to the event request. This provides a coordinated approach



to the review process including required consent and, if needed, on-site inspection of the proposed event. The review process begins when the Event Organizer submits the Special Event Application to the City Event Coordinator. Applications under review do not imply the process is complete, nor should initial application submission be construed as final consent or approval of any event or activity. Throughout the review process, the ERIG team may require the Event Organizer to clarify aspects of event concept by providing additional information or documents. At the sole discretion of the City of Manitou Springs, written amendments to the initial application may be authorized. Any amendments must be submitted to the City Event Coordinator within the requested timeline. Delays in providing any required information may affect the ability to complete the review process in a timely manner or result in the determination that the application is considered incomplete and subject to denial or late fees.

FINAL PERMIT

After the Event Review and Impact Group has completed the review and the Event Organizer has completed and/or provided all requirements, service contracts and fees; a Special Event Permit may be issued. The final permit issued by the City Event Coordinator is only valid for the approved venue area(s), vendors, activities, set-up and dismantle dates and times, as depicted on the approved site and/or route maps and as described in the special event permit. The City of Manitou Springs may place conditions on, requirements for, or not approve all venue areas and/or activities requested in the initial Special Event Application. Failure to comply with the terms and conditions of the permit, requirements of the City of Manitou Springs and/or requirements in the Special Event Use Guide may result in the immediate cancellation of the event, penalty fees, denial of future special event applications and/or the requirement of a cash deposit.

A-Z Guide

ACCESSIBILITY

Event Organizers are required to comply with the Americans with Disability Act (ADA). All Event venues, structures and activities shall be accessible to persons with disabilities. If a portion of the event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. Consider the following access areas when creating the event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, transportation, and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, etc. Compliance with the Americans with Disabilities Act and all amendments to the act shall be the sole



responsibility of the Event Organizer. The Event Organizer agrees to defend and hold the City harmless from any expense or liability arising from the event or organizer's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

ADVERTISING

Event Organizers must ensure that the Special Event Application request has been approved and permitted by the City of Manitou Springs before promoting, marketing, or advertising the Event. Submittal of the Special Event Application request does NOT reserve, hold or guarantee dates or venues, nor imply any approval of the event concept or Event. The Event Organizer must complete all application requirements entirely before the City will issue a Special Event Permit. Event Organizers advertising an Event or collecting registration fees prior to the issuance of an approved permit do so at their own risk and cost.

ALCOHOL

When proposing the sale and/or distribution of alcohol the following documentation is required:

Due with the Initial Event Application submittal:

- Provide a separate alcohol site map with dimensions (google map or similar is okay) for all proposed alcohol areas including the main bar/alcohol service areas, fencing, entry/exits, three-bin zero waste stations (composting, recycling, and trash), portable toilets, tents, vendors, food service, staffing/security, and signage.

Due at least 60 days in advance of event start date:

- Provide a final/updated alcohol site map with dimensions for all proposed alcohol areas.

Due at least 30 days in advance of event start date:

- A complete Special Event Liquor Permit Application must be submitted at least thirty (30) days prior to the event start date, there are no exceptions per state code and local rules. Special Event Liquor Permit Applications are only accepted at a scheduled intake appointment and may not be dropped off or mailed. Please call (719) 685-2554 for an appointment to hand in and pay for your Special Event Liquor Permit.

Event Organizers are responsible for obtaining any additional permits, contracting any required services, and/or authorization and/or exemptions required by other agencies with jurisdiction for any element of the event, such as completing the Special Event Liquor Permit Application.

Pursuant to State Liquor Code and the City of Manitou Springs, anyone selling and/or serving alcohol where members of the public have access are required to obtain a



Special Event Liquor Permit. Non-Profit organizations are the only entities that qualify as an applicant. Each applicant is limited to fifteen (15) event days per calendar year for special event liquor permits.

Special Event Liquor Application and Permit fees are as follows:

- Application Fee \$100

The following rules apply to alcohol areas, but additional requirements may be added based on the request:

- Alcohol service and seating areas must be completely fenced with all exits and entrances staffed during the entire alcohol serving period
- Each entrance and exit must be staffed
- Alcohol servers must be TIPS (Training for Intervention Procedures) certified
- All alcohol must be consumed within the designated and approved alcohol premises
- Once the alcohol area(s) and site map(s) are approved by the City Clerk it is final and cannot be changed or modified
- Any alcohol containment or fencing height and the use and/or number of required off-duty police officers will be determined on case-by-case basis with event size, scope and history considered. For more information, review the Special Event Liquor License webpage or contact the City of Manitou Springs City Clerk after receiving the Alcohol Permission Letter for Public Property from the city Point of Contact and completing the Special Event Liquor Permit Application

DEPOSIT

Event Organizers may be required to submit a security deposit to reserve a venue; cover the cost of any cleanup/damage; and/or guarantee the event performs within the permit specifications. Refunded deposits may be issued following the Event after all required fees are paid in full and any after-action review is complete, if required.

ELECTRICITY

When proposing the use of onsite electricity, the following documentation is required:

Due at least 60 days in advance of event start date:

- For all onsite electrical outlets requested, provide the date, time, and location for any proposed use.
- On the event site map, provide location for all outlets, extension cords and trip prevention devices. All extension cords must be properly grounded, secured and covered to avoid creating a trip hazard.



EVACUATION

All participants and attendees must leave the premises in the event of an evacuation.

FEES

Fees vary based on event, location, staffing and services. Once the Event Application is approved and permitted, the Event Organizer will be legally responsible and financially liable to City of Manitou Springs for all fees and costs associated with the overall organization, management, and implementation of the Event and related activities.

- A cancellation fee of 50% of the use fee will be forfeited if the event date is changed or cancelled after the application has been processed. No use fee will be refunded if the event date is changed or cancelled within 14 days of the original scheduled event date. No use fee will be refunded if the event is canceled due to inclement weather. Incomplete applications, including all necessary attachments, will NOT be processed.
- The refund of the deposit is the decision of the Event Coordinator and the Public Works Department. Please allow approximately 10 – 14 business days for a deposit refund. Deposits for special events are not returned until all taxes have been received by the City of Manitou Springs Finance Department.

FENCING:

When proposing the addition of temporary fencing the following documentation is required:

Due with the initial Event Application submittal:

- On the event site map, provide the location and dimensions for all proposed fenced areas including entry/exits points, staffing/security, and any directional signage A 'Fenced Area' refers to any event or area within the event, that is closed off by temporary fencing.
- Number of exits: The number of exits shall include the main entrance.
 - o One exit shall be provided when the site accommodates 49 or less persons. o Two exits shall be provided when the site accommodates 50-500 or less persons.
 - o Three exits shall be provided when the site accommodates from 501- 1,000 persons.
 - o Four exits shall be provided when the site accommodates more than 1,000 persons.
- Exit staffing: Each exit shall have a staff member assigned.



Fencing MUST be set up and torn down within one business day of the event to ensure the park is accessible to the public

Fencing playgrounds into the event area is PROHIBITED. Playgrounds must be accessible to the public at all times.

FOOD VENDORS / MOBILE FOOD VEHICLES (MFV)

The Event Organizer is required to first ask local Manitou Springs businesses to provide food for their events. If local businesses cannot accommodate the event needs or turn down the invitation for other reasons, the Event Organizer may hire outside food vendors.

The Event Organizer is required to provide a list of food vendors to the City Event Coordinator 14 days prior to the event and pay an \$15/food vendor/day fee.

The Event Organizer and all vendors providing food to the public (samplers, prepared food, MFV, etc.), must be approved by El Paso County Department of Public Health.

INSURANCE

The following documentation is required:

Due at least 14 days (but no more than 29 days) in advance of event start date:

- A standard ACORD (Association for Cooperative Operations Research and Development) Certificate of Insurance providing coverage to the Event Organization, as listed on the Application, with the City of Manitou Springs named as additionally insured dated no more than 29 days prior to event start. For public events a Certificate of Liability Insurance, covering this event and naming the City of Manitou Springs, 606 Manitou Avenue as an “Additional Insured” for the event dates, must be on file with the Event Coordinator with the application to use facilities. The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses must be acquired before an Event and maintained throughout the duration of the Event, including set-up and dismantle periods. The city may require Events with large crowds, pyrotechnic displays, inflatables, or other significant risks, to carry policies with higher limits. At the city’s discretion a copy of the insurance policy may be required to verify all Event activities are covered.

NOTE: Evidence of liquor liability coverage may be required for some Events, including city sponsored Events.

- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.



- The “Name of the Insured”, the insurance carrier, the policy number and coverage limits must be stated on the Certificate of Insurance as well as the effective and expiration dates for the coverage.
- The “Name of the Insured” on the Certificate of Insurance must be the same name of the “event organization” identified in the special event application.
- The City of Manitou Springs, 606 Manitou Ave, Manitou Springs, CO 80829 must be named as Additional Insured and the certificate must include a waiver of subrogation for General Liability coverage. The following language must be in the description area of the insurance certificate: “The City of Manitou Springs, its employees and officials are named as an additional insured on general liability for (name the event, the date, location).” The City will not accept certificates if this language does not appear.
- The Event Organizer agrees to maintain workers’ compensation insurance at the statutorily required limits and, for events where vehicles are used, an Automobile Liability policy with a bodily injury and property damage combined single limit of \$1 million.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
- Certificates must be received at least 14 days prior to the event and will not be accepted more than 29 days before the event.

MAPS (SITE MAP / ROUTE MAP)

The following documentation is required with the Special Event Application:

Due with the initial Event Application submittal:

- Provide the proposed site and route maps for all planned and promoted activities and elements.

Due at least 60 days in advance of event start date:

- Provide an updated/final site and route maps for all planned and promoted activities and elements. The site and/or route map is a visual representation of the event concept including all infrastructure and operational elements that are proposed in the application documents and should include any stationary elements as well as moving routes. A draft site and/or route map must be submitted with the initial application and a final version must be submitted at least 60 days in advance of the event start date. Changes to the final site and/or route maps may not be approved 30 days prior to the event start date. Any adjustments, changes or modifications 30 days prior to the event start date must be authorized in writing by the City Event Coordinator and may be subject to penalty fees and/or a cash deposit. The final permit issued by the City of Manitou Springs will only be valid for the approved venue areas and event elements described in



the approved site or route maps. Modifications to the initial application request may be required during the application review process and will be incorporated in the final permit. Altering from the final permit may result in the immediate cancellation of the event, penalty fees, denial of future special event permit applications or the requirement of a cash deposit. Event Organizers should use the following guidelines to develop a site or route map.

BOUNDARIES AND ROUTES

- The site or route map must include the names of all streets and/or areas that are part of the proposed Event, including auxiliary parking and production areas.
- If the Event includes activities with moving routes of any kind, such as a parade, run or cycling event, the direction of travel and all proposed use of right of ways must be depicted on the route map.
- The location of fencing, barriers and/or barricades must be depicted on the site or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- All site or route maps must include identification of minimum twenty-foot (20') emergency access lanes throughout the street or streets being utilized. It is mandatory the emergency access lane(s) are straight through the middle of the street unless approved otherwise from the Fire Department. Emergency access routes provided by the Fire Department shall also be identified.
- All access routes, removable fencing, and exit locations should be clearly identified on the site or route map.

EVENT INFRASTRUCTURE AND OPERATIONS

The site or route map should include the location of all event infrastructure elements identified in the special event application including, but not limited to:

- All fixed and removable fencing, including fencing for beer gardens and production areas.
- All portable restrooms and hand washing stations.
- All water stations, water, and ice supplies.
- All generators and other sources of electricity, including any fuel storage facilities.
- All banners, signs and display boards for promotion, information or way finding.
- All portable, prefabricated, or site-built structures, staging, platforms, bleachers, or grandstands.



- All stages and entertainment areas, including all speakers and sound direction.
- All tents, canopies and/or booths of any size.
- All parking, ADA accessible parking, drop-off/loading zone, limo/taxi zone, and shuttle locations, etc.
- Location of beer garden(s). A separate Alcohol Site Map is required for each beer garden with dimensions of the beer garden configuration(s) with all exit locations, serving fixtures, alcohol and food service locations, furniture, and tenting.
- Placement of any vehicles and/or trailers including set-up, production and/or shuttle areas.
- Other related operational components not listed above but included in the application request.
- Drop off and pick up, loading and staging of equipment. A pre/post Event site map may be required for Events with significant load-in and load-out requirements.

MEDICAL PLAN

The following documentation is required with the Special Event Application:

Due with the initial Event Application submittal:

- Provide medical plans, emergency protocols and/or staffing preparations for all on-site medical needs based on the proposed event activities. Based on the size and scope of the Event a Medical Plan may be required. If a Medical Plan is requested in the Event Review, it must describe all the types and locations of the medical facilities and staff provided for the Event. Each Event is unique in its size, type, duration, and location; therefore, the medical plan should respond to all anticipated needs and those requested by the Event Review and Impact Group.

MOBILITY - SPECIAL EVENT ACCESS PLAN

A Special Event Access Plan is used to provide attendees with options for transportation to and from the Event. This plan should provide preferred options and routes that emphasize active transportation modes and Manitou's great walking, bicycling, and transit facilities and services. Advanced planning and promotion of transportation options allow attendees to choose sensible modes of transportation that are simple, convenient, and inexpensive, plus alleviating traffic congestion. Some examples and options for transportation to special events include:

- Multi-use path routes to the event
- Bike routes to the event



- Bike parking locations
- Bus routes and bus stops around event
- Pike Ride Stations near the event
- Carpooling and preferred parking options
- On the ground wayfinding signs

NOISE

Events must comply with the City's Noise Ordinance which can be found [here](#).

For Event Purposes these hours are between 11am-7pm and the maximum levels are as follows:

Residential	55 dB(A)	50 dB(A)
Commercial	60 dB(A)	55 dB(A)

A staff member will read the noise levels using a sound level meter and will notify the event organizer if they need to lower the sound level. If the event continues to violate the noise ordinance the event will be shut down and the event organizer will be subject to penalties. Penalties for violating the noise ordinance can be found [here](#).

NOISE VARIANCE REQUEST

The Noise Variance Request form can be found [here](#).

NOTIFICATION

The following documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- Provide all proposed event notification messages, methods, areas, and delivery timelines to surrounding neighbors, businesses, venues, and routes. Events may change the normal flow of residential or business activities causing a negative impact to the community. As part of the Event planning process, the Event Organizer must evaluate the potential impact of the Event on the surrounding neighborhood, routes, or environment. Event plans must include early notification and outreach, including mitigating measures that address potential impacts the Event may have on the



surrounding area, venues, and routes. The Event Organizer is required to notify residents and businesses that will be impacted by the Event.

The City Event Coordinator will pre-approve all notices, notification areas and the type of notification (mailers, flyers, signage, or a combination) required to obtain a Special Event Permit. The following are guidelines to assist in community outreach efforts (documentation of any public notices must be available upon request):

Written Notification (When a detour is in place due to street closure for your event):

The City of Manitou Springs requires that event notices be pre-approved at least 60 days in advance of the Event start date. Approved Event Notices/Fliers must be posted, mailed or hand delivered no more than 30 days prior but not fewer than two (2) weeks prior to the Event to all entities directly impacted by the event and its associated activities or routes. The City Event Coordinator will confirm specific requirements and notification areas after the initial application review. Event notices should include, but not be limited to, the venue(s), date(s), day(s), time(s), and types of activities taking place during the event. The notice must provide detour or alternate route information if regular access is affected or impacted. The notice must also include a telephone number and email address for contacting the Event Organizer to address issues or concerns throughout the event time frame including set-up and dismantle.

Advisory Signage: Any signage in the public right of way must be placed by or approved by certified traffic control staff and based on an approved Traffic Control Plan. All traffic signage must be removed from the public right of way and property within 24 hours after the event is complete.

PARKING

When proposing the use or impact to public parking spaces, the following documentation is required:

Due with the initial Event Application submittal:

- Provide the proposed site and route maps for all planned and promoted activities including all streets and total number of parking spaces in use or impacted by the event.

Due at least 60 days in advance of event start date:

- Provide dates and times when city parking lots and on/off street parking spaces or right of ways will be in use, including set-up, deliveries and break-down.
- Pay any required fees to the City of Manitou Springs Parking Department. When planning an Event, it is important to consider any impact activities will have on parking in the area. In some cases, a Transportation Plan will be required if the venue cannot accommodate the number of anticipated attendees and vehicles. If a Transportation



Plan is required, the Event Organizer must identify and submit all public and/or private parking lots and parking spaces that will be utilized, including but not limited to a shuttle plan, loading zones, detour options, ADA accessible parking provisions and/or special parking requests or needs such as “drop off” and “pick-up” zones. If reserve parking is required for the Event, the Event Organizer must contract with the City of Manitou Springs Parking Department for the use of all public parking spaces and required officers 60 days in advance of the Event.

Parking Rates of Service

- \$50/hour per parking enforcement officer
- \$8/day per paid parking space reserved for event

Please review all Parking Services Contract specifications including these sign posting requirements:

- The Event Organizer is responsible for posting all required signage at least 24 hours in advance of an event area closure in a metered parking or Pay to Park area. Residential and commercial zones require signage to be posted at least 72 hours in advance of an event area closure.
- Signs must indicate set up time for officers to legally remove vehicles.
- The Event Organizer is responsible for proper installation and signage. Any missing or improperly placed signage may result in vehicles not legally towed or relocated.

PLAYGROUND ACCESS

Playgrounds must remain accessible to the general public during your event. They cannot be included in a fenced off area and there must be a clear and visible path for public access.

PRODUCTION SCHEDULE

The following event documentation is required with the Special Event Application:

Due at least 60 days in advance of event start date:

- Provide an event production schedule for all set-up, activation and dismantle dates, times, tasks, deliveries, and actions necessary for all event operations. A written event production schedule must facilitate the collective effort of the entire event team so that all aspects of the event set-up, activation and dismantle activities are properly planned and implemented.

PROMOTIONAL SIGNS



When proposing banners and/or promotional signage the following documentation is required:

Due at least 60 days in advance of event start date:

- Provide the size, location and installation/removal date/time details for all banners and signage in the venue, near or facing any public streets, paths and right of ways.
- Provide an electronic copy/photo of any sign
- On the event site map, provide the specific location for all banners and signage.

PUBLIC RIGHT OF WAY

Public right of way (ROW) generally includes, but is not limited to, streets, alleys, sidewalks, concrete medians, or tree lawns, and/or multi-use paths. When a special event uses or impacts normal operation of public right of ways the following documentation is required with the Special Event Application.

Due with the initial Event Application submittal:

For any New Events or Renewal Events:

- Provide a Transportation Plan including all event activities and footprints for any structures or devices placed within the right-of-way; a set-up / tear-down plan with defined ingress/egress; and a detour/access plan for normal traffic as well as arrival/departure/parking for all event staff, vendors, deliveries, shuttles, ADA, drop-offs, emergency vehicles and participants.
- Provide a proposed Route Map for all event routes including route direction, start/end times, participation size and any locations for crossings, or flaggers. The Route Map must also include any detours for impacted vehicle, bike, bus, and pedestrian traffic.

Due at least 60 days in advance of event start date:

For all Events within or using the ROW:

- Provide a Traffic Control Plan prepared by a certified Traffic Control Supervisor.

Due at least 30 days in advance of event start date:

- Final review and confirmation of the Traffic Control Plan by the ERIG team must be complete. Consideration for an Event held in public right of way (ROW) shall be determined by the City of Manitou Springs Streets Department, taking into consideration the public safety of participants, spectators, and those who would otherwise use public right of ways by consulting with the city's fire and police departments, as well as, any other relevant city department to determine the degree of congestion of any public right of way which may result from the proposed use, including the probability of impact of the proposed use on the safe flow of vehicular, pedestrian, and multi-use path traffic.



Factors to be considered shall include, but are not limited to, the anticipated number of participants, the volume of route traffic, the most efficient use of the ROW, balancing the frequency of events with the public's desire to use public property without the interference of events, and any other factor related to the protection of public health, safety, and welfare.

RESTROOM FACILITIES AND SINKS

When proposing onsite portable restrooms and wash stations the following documentation is required:

Due at least 60 days in advance of event start date:

- On the Event site or route map, provide locations of all units (including ADA-compliant facilities)
- Provide a production schedule for all deliveries, set-up and load-out

Due at least 14 days in advance of event start date:

- Provide the vendor and confirmation of the drop-off and load-out schedule (including access route for delivery) and service schedule, if required. Depending on the duration of the Event and the availability of public restrooms, Event Organizers may be required to rent portable chemical toilets to accommodate participants. The City of Manitou Springs recommends at least one (1) chemical toilet for every 100 people, or portion thereof. In addition, ten percent of restroom facilities must be accessible by people with disabilities (ADA-compliant). No less than one (1) accessible toilet will be required for each event. The number of toilets required is based upon the maximum number of participants at your event during peak time. NOTE: Motorized vehicles are not allowed on park property without prior authorization.

SALES TAX AND OTHER TAXES

When proposing vendors / exhibitors engaging in business onsite, the following documentation is required:

Due with the initial Event Application submittal:

- Provide the proposed site and route maps for all planned and promoted activities including locations and total number of all vendors and exhibitors.

Due at least 60 days in advance of event start date:

- On the final event site or route map provide locations for all vendor and exhibitor tents.

Due at least 14 days in advance of event start date:



- Provide a list of all vendors/exhibitors onsite (including business names) and pay \$15/vendor/day fee to City Event Coordinator. Checks pay be payable to the City of Manitou Springs.

- Excise tax must be remitted directly to the City of Manitou Springs Finance Department, by the 20th of the month following the event.
- Sales tax from such events should be remitted to the Colorado Dept of Revenue by the event holder, using the special events sales tax number issued to the event holder by the Colorado Dept of Revenue. Remit a copy of the return to the City of Manitou Springs Finance Department by the 20th of the month following the event.
- Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.
- Events with admission or entry fee - City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a governmental, quasi-governmental, religious, charitable or fraternal organization is filed with the City.

SIDEWALK ACCESS

All sidewalks must remain ADA accessible during your event and open to the public. No sidewalks may be blocked or included in fenced off areas for your event. Fencing, trash cans, etc. cannot be placed on sidewalks.

STORMWATER PROTECTION

Water can flow from your event site through storm drains directly to creeks without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. The event organizer may be liable for any stormwater violations. The objective in stormwater protection is that only rainwater and snow melt go down the storm drain. The Event will not paint, chalk, mark or deface any public property, park, pathway, or street without prior authorization.

TENTS/CANOPIES

When proposing the use of tents and/or canopies the following documentation is required:



Due with the initial Event Application submittal:

- Provide the proposed site and route maps for all planned and promoted activities including location and sizes of all tents and canopies.

Due at least 60 days in advance of event start date:

- On the final event site or route map provide locations and sizes for all event tents.
- Provide a production schedule for all deliveries, set-up and load-out.

Fire Department approval is required:

- Tent(s) in excess of 2400 sq. ft.

All tents and canopies must be properly grounded and secured to withstand high winds and sudden microbursts (localized columns of air within a thunderstorm). Weights are required unless stakes are approved in advance in writing by the Parks department.

- To schedule Fire Department inspections and review address labeling of all tents, please contact the City Event Coordinator.

TRANSPORTATION PLAN

Based on the location and scope of the Event, a Transportation Plan may be required. An important part of the preparing an event concept includes planning and defining a transportation plan that includes:

- all event activities held in the public right-of-way, including footprints for any structures or devices placed in the right-of-way and/or on-street parking;
- a set-up / tear-down plan with defined ingress/egress for all deliveries that plan to use or impact the public right of way and/or on-street parking;
- a detour/access plan for normal traffic that may be impacted or diverted due to the event.
- an arrival/departure/parking plan for all event staff, vendors, deliveries, loading zones, shuttles, bikes, ADA, drop-offs, emergency vehicles and participants.

Transportation plans should address all traffic associated with an event and all traffic expected to be impacted by an event. They describe how traffic, parking, bicycle, and pedestrian operations will be managed before, during and after the event. They also include operational strategies for managing background traffic within the local or regional area impacted. After the initial Transportation Plan is reviewed, the Event Organizer may also be required to submit a Traffic Control Plan (TCP) to properly close or manage public right of ways and/or facilitate vehicle and pedestrian traffic through a temporary traffic control zone. Proper delivery, set-up, activation and removal of event



signage, barricades, cones, safety equipment, traffic control devices and staffing must be supervised by a certified traffic control supervisor at all times. The event will not start until all required TCP requirements are onsite and/or in place

TRASH DISPOSAL/ZERO WASTE

Events must comply with the City's Trash Code. Here are key points:

KEY RULES:

- You **MUST** have a wildlife resistant container if your trash container is stored outside before 6AM or after 8PM. (Municipal Code 7.10.030)
- Containers **CANNOT** overflow with waste/trash. (Municipal Code 6.24.030)
- Dumping/accumulating trash on private or public property is strictly prohibited. (Municipal Code 6.24.030)

BEAR PROTECTION:

One of the following is required:

- A wildlife-resistant container
- A wildlife-resistant enclosure for the container

We have a zero-tolerance policy for overflowing containers - not only is it unsafe for animals and humans alike, it is bad for the environment and the overall appeal of our community.

Bags left outside of a container are not acceptable!

OVERFLOWING TRASH:

- Don't do it!
- Be respectful of your community and our surrounds - put your trash in a container!
- Loose trash runs into our creek, attracts bears, and can be a health hazard for you and your neighbors.
- There is **NEVER** a good reason to dump trash into anything but a trash receptacle.



Fines for Violations of the Litter and Weed Control Codes

1st Offense	\$250
2nd Offense	\$400
3rd Offense	\$700
4th Offense	Court Appearance

Zero-Waste:

Although it is not currently required, the City of Manitou Springs is moving towards requiring events to be zero-waste. Please see the below information and if possible, integrate some components into your event.

Due with the initial Event Application submittal:

- Provide the proposed site and route maps for all planned and promoted activities including location and sizes of all zero waste three-bin collection systems and roll-off containers.

Due at least 60 days in advance of event start date:

- On the final event site or route map provide locations and sizes for all zero waste three-bin collection systems and roll-off containers.
- Provide a production schedule for all deliveries, set-up and load-out.

Due at least 30 days in advance of event start date:

- A comprehensive zero waste plan, including any zero-waste vendor and services.

Event Organizers must properly dispose of all waste throughout the term of the event and immediately upon conclusion of the event. All venues, routes, and areas (including event signage) must be returned to a clean condition equal to or better than it was found prior to the event. The event organizer is responsible for leaving the event site better than the original condition creating a beneficial impact on the Manitou Springs community and establish a good reputation for future events. The City of Manitou Springs requires all city-permitted events to be zero waste. The goal of a zero-waste event is to plan ahead and distribute only materials that are recyclable or compostable (no materials that will be sent to the landfill). The only trash at the event should be personal items brought in by the attendees which is why trash receptacles still need to be provided. The goal is to divert as much waste as possible, which is easily achievable if you plan the materials you will be providing to the public ahead of time.



Event plans must meet the following requirements:

- Three-bin collection systems with signage, for recycling, compost, and trash at every location where there is a waste receptacle and have proper signage for each waste receptacle. Event Organizers must identify these zero waste locations on the site map.
- Dedicated zero waste staff on site during the event to monitor waste stations.
- Vendors are prohibited from distributing any non-recyclable or non-compostable materials without advance written approval and must have a signed Vendor Agreement with them during the event.

Events not in compliance may be subject to the immediate cancellation of the event, penalty fees, denial of future special event permit applications or the requirement of a cash deposit.

VENDORS

- The event producer is responsible for submitting a complete typed listing of vendors to the Event Coordinator's office 10 days prior to event. This list should include the name of each vendor and date(s) vendor is attending the event.
- Vendor permits must be obtained for each vendor. Vendor fees are \$15 per day per exhibit, payable by event sponsor.
- Vending permits must be displayed on the booth in public view.
- Event producers must also supply food temporary establishment licenses as well as current health inspections (if applicable) and liability insurance certificates, naming the City of Manitou Springs, 606 Manitou Avenue as additional insured, for food vendors in addition to the above requirements.
- Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.



Appendix A: Memorial Hall Public Event Application

Name of Event: _____

Applicant First and Last Name: _____

Phone Number: _____ Email Address: _____

Name of Organization: _____

Type of Organization: _____

Organization Address (Street, City, State, Zip): _____

Date(s) of Event: _____ Time of Event: _____

Set-Up & Clean-Up Times: _____ Number of People Expected: _____

List prior dates/years of same event, if applicable: _____

Purpose of Event: _____

Is this for an organization that is governmental, quasi-governmental, religious, charitable, fraternal, or non-profit?

- ☐ No
☐ Yes

Will alcohol be served?

- ☐ No
☐ Yes (A Special Events Permit Liquor Application Permit must be filled out with the City Clerk's office at least 30 days prior to the event. Please call 719-685-2554 for more information)

Will food be served?

- ☐ No
☐ Yes (The City requires food temporary establishment licenses as well as current health inspections and liability insurance certificates for food vendors. All food served to the public must be prepared in accordance with the El Paso County Department of Health and Environment. The Health Department's phone number is 719-578-3199)

Will anything be sold at the event?

- ☐ No



- ☐ Yes (A vendor permit is required- \$15 per permit must be paid 10 days before the event)

Will there be an admission, entrance, participant or user fee, cover charge or door charge?

- ☐ No
☐ Yes (City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a governmental, quasi-governmental, religious, charitable or fraternal organization is filed with the City.)

Will promotional materials be used?

- ☐ No
☐ Yes (The City Event Coordinator must approve materials prior to distribution)

Will you be hanging a banner?

- ☐ No
☐ Yes (Please fill out a Banner Application form and submit to the City Event Coordinator)

What is your security plan? _____

Memorial Hall Fee Schedule:

\$55 Minor Special Event Application Fee (A public event with 199 or less participants OR one that does not require a liquor permit)

\$175 Major Special Event Application Fee (A public event with over 200 participants OR an event that requires a permit pursuant to the City's liquor licensing requirements)

\$500 Fully Refundable Security Deposit

Resident Fees:

\$415 9am-11:59pm Saturday

12pm-11:59pm Sunday

\$37/hour 5pm-11:59pm Monday-Friday

Non-Resident Fees:

\$760 9am-11:59pm Saturday

12pm-11:59pm Sunday

\$83/hour 5pm-11:59pm Monday-Friday



\$150 Additional day for set up or clean up

Total Fees Due:

Application Fee: _____

Use Fee: _____

Security Deposit: _____

Total: _____

APPLICANT'S INDEMNITY AND WAIVER

Please Initial:

_____ In consideration of the City of Manitou Springs granting to the applicant permission to use certain City facilities as per the application, the applicant hereby indemnifies the City and agrees to hold the City harmless from all liability, claim or demand for any damage, injury or other loss arising from the Applicant's use of said facilities, and the Applicant will defend the City against any and all such claims and demands and will pay any and all judgments rendered in favor of any such claimants.

_____ The Applicant further acknowledges that the Applicant has assumed the risk of any and all damage, injury or other loss arising from the Applicant's use of said City facilities, and the applicant hereby waives and relinquishes any and all claims for any such damage, injury or loss.

_____ The Applicant will, at the Applicant's cost, furnish such liability insurance as may be required or requested by the City, in advance of the time of the scheduled use of said City facilities. Such insurance shall either name the City as the primary insurance or as an additional named insured.

_____ The Applicant has read and understands the Ordinance as outlined in the Municipal code regarding Noise Nuisance and acknowledges that the Applicant will be held responsible for any violations. 6.08.020 - Unnecessary sound prohibited.

_____ I have read and understand the Policy for Use of Pavilions and Parks within the City of Manitou Springs and agree to comply with all the provisions set forth therein.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies, and ordinances of the City of Manitou Springs and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the City for any costs incurred by the City in repairing damages to public property caused by the sponsors of the special event or the participants in the event, or by actions that the sponsors directed, authorized, or ratified, and also agreeing



to defend the City against, and indemnify and hold the City harmless from, any liability to any person or property that arise from or are related to the special event.

Applicant Signature: _____

Date: _____

Memorial Hall Policy

1. A cancellation fee of 50% of the use fee will be forfeited if the event date is changed or cancelled after the application has been processed. No use fee will be refunded if the event date is changed or cancelled within 14 days of the original scheduled event date. No use fee will be refunded if the event is canceled due to inclement weather. Incomplete applications, including all necessary attachments, will NOT be processed.

2. ALL PARTICIPANTS AND ATTENDEES MUST LEAVE THE PREMISES IN THE EVENT OF AN EVACUATION

3. For public events a Certificate of Liability Insurance, covering this event and naming the City of Manitou Springs, 606 Manitou Avenue as an “Additional Insured” for the event dates, must be on file with the Event Coordinator with the application to use facilities. The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses.

4. If food will be served, be advised that Memorial Hall’s kitchen is not a commercial kitchen. All food served at a public event must be prepared in accordance with the El Paso County Department of Health & Environment. The Health Department’s phone number is 719-578-3199. Event organizers must also supply food establishment licenses as well as current health inspections and liability insurance certificates for food vendors in addition to the above requirements.

5. No nails, hooks, staples or other fasteners shall be placed in the floor, walls or ceiling. Please note the check-list for cleaning Memorial Hall attached to this application. The applicant is responsible for all set up as well as clean up, including trash. The applicant also assumes responsibility for any and all damages by attendees.

- Tampering with the electrical or plumbing system of the building may result in the loss of the deposit.
- Only one plug may be used per circuit, circuits are marked clearly on the outlets.
- In case of an emergency or blown breaker call police dispatch at 719-390-5555. You will be charged for afterhours maintenance dispatched.



- Moving the ceiling tiles or attaching decorations to the ceiling tile supports may result in the loss of the deposit.
- Moving, covering, or attaching decorations to existing artwork is prohibited.
- If seasonal decorations are already in place, do not disturb them.
- Do not staple or nail decorations in place. At the end of the event, remove all decorations.
- All charges to repair scratches or other damage on the floor will be deducted from the deposit and any overages will be billed to the applicant. Dragging tables and chairs across the floor will cause damage(s) to the floor, of which applicant will be responsible. Please use the carts provided for moving and storing tables and chairs.
- The dumping of coffee grounds or any other solid materials in sinks in the building shall automatically forfeit the deposit.
- Additional cleanup or damage charges will be deducted from the deposit and any overages will be billed to the applicant.
- The applicant is responsible for the setup and cleanup of Memorial Hall - including the removal of all trash, equipment, and/or furniture brought into the building - immediately following the use of the room. Anything left behind will be discarded at the cost of the applicant. Applicant is responsible for bringing cleaning supplies, vacuum cleaner/broom and extra trash bags. One set of trash bags (located under kitchen sink) mops, and dust mops brooms are provided.
- Available are 19 rectangle tables measuring 95" long x 29" wide, 11 round tables measuring 60" across, and a minimum of 200 chairs available. Tables and chairs may not be taken outside. Use of the foyer during regular business hours is prohibited without prior approval. Applicant will receive a code for the closet in Memorial Hall where tables and chairs are stored. This code is active for the scheduled event only.

6. Smoking in City Hall in its entirety is prohibited.

7. The refund of the deposit is the decision of the Event Coordinator and the Public Works Department. Please allow approximately 10 – 14 business days for a deposit refund. Deposits for special events are not returned until all taxes have been received by the City of Manitou Springs Finance Department.

8. The applicant and all persons using Memorial Hall in conjunction with the approved activity shall be bound by the Memorial Hall's policy and all applicable ordinances of the City.



9. Special event producers must submit a certificate of liability insurance to the Event Coordinator's office with application.
10. Special event producers must also submit a copy of the State of Colorado, Department of Revenue Special Events Sales Tax Certificate 10 days prior to event to the City Event Coordinator.
11. The event producer is responsible for submitting a complete typed listing of vendors to the Event Coordinator's office 10 days prior to event. This list should include the name of each vendor and date(s) vendor is attending the event.
12. Vendor permits must be obtained for each vendor. Vendor fees are \$15 per day per exhibit, payable by event sponsor.
13. Vending permits must be displayed on the booth in public view.
14. Event producers must also supply food temporary establishment licenses as well as current health inspections (if applicable) and liability insurance certificates, naming the City of Manitou Springs, 606 Manitou Avenue as additional insured, for food vendors in addition to the above requirements.
15. Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.
16. Excise tax must be remitted directly to the City of Manitou Springs Finance Department, by the 20th of the month following the event.
17. Sales tax from such events should be remitted to the Colorado Dept of Revenue by the event holder, using the special events sales tax number issued to the event holder by the Colorado Dept of Revenue. Remit a copy of the return to the City of Manitou Springs Finance Department by the 20th of the month following the event.
18. Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.
19. Events with admission or entry fee - City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a governmental, quasi-governmental, religious, charitable or fraternal organization is filed with the City.
20. All public events are subject to ERIG (Event Review and Impact Group) Review.
21. Alcoholic beverages are prohibited in City Parks and Memorial Hall without pre-approval by the City Clerk's Office. The use of alcohol in Memorial Hall without a properly submitted and approved liquor license result in the applicant forfeiting the security deposit in its entirety. Contact the City Clerk for the Liquor License at 719-685-2554. The liquor license must be submitted a minimum of 30 days' prior of the event.



22. Each group or individual shall be responsible for cleaning the area after their use and for removing all equipment and trash immediately following the use of Memorial Hall. If there are any questions regarding clean-up, please contact the Event Coordinator during business hours 719-685-2601.

23. If a Public Works employee is called out during non-working hours because of a problem caused by the applicant's use, \$50 per hour will be charged with a minimum of 2 hours.

24. Groups requesting City sponsorship or waiving of any fees must submit the proper application along with the Memorial Hall Use application for each event date a minimum of 30 days prior to the event. The applicant must supply a copy of their group's charitable status with the Secretary of State, State of Colorado and to the City of Manitou Springs Finance Department office along with each application. A completed application for each requested event should be submitted. Applications for City Fees are reviewed by City Council.

25. Deposits and Application Fees are not waived. Deposit refunds are at the approval of the Events Coordinator. If you have comments regarding the facility, please contact The Event Coordinator at 719-685-2601.

26. Any supplies, decorations, equipment or food left behind will be discarded at the cost of the applicant.

27. Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.

Memorial Hall Rules Clean-up Checklist

Failure to comply with any of the following items will result in the loss of part or all of the security deposit.

If there are any problems or concerns prior to the event, please contact the Event Coordinator at 719-492-2353.

All other times – call the police dispatch at 719-390-5555 to contact the on-call Public Works employee for you.

Inspection for cleanliness and damages will be performed after the event. Failure to report issues prior to your event may result in the loss of part or all of the security deposit.

Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.

Tables and Chairs:



- ✓ Remove all decorations and tape from top, sides, and bottom of all tables and chairs.
- ✓ Wipe table tops and chairs ensuring no residual food or drink remain. Dirty tables and/or chairs may result in partial loss of deposit.
- ✓ Store tables and chairs in Memorial Hall storage room using the carts provided. Follow the guide located on the storage room door for proper storage and positioning.

Hall:

- ✓ Remove all decorations and fasteners (i.e.: tape, paper clips, string, etc...) from entire hall including the ceiling, walls, doors, windows, and stage.
- ✓ Remove all food, drink, and trash from floor and stage.
- ✓ Sweep the floor, stage, and behind serving bar with the dust mop located in the Memorial Hall storage room.
- ✓ Clean any and all food and drink residue from the floor, stage, and behind the serving bar. It is recommended to replace dirty water with clean water regularly to ensure floor is clean.

Serving Bar (between the Hall and the Kitchen):

- ✓ Remove all decorations, fasteners, and trash from serving bar
- ✓ Clean surface of serving bar using commercial cleaner
- ✓ If used, clean sink with commercial cleaner
- ✓ Ensure all cabinets are emptied and cleaned

Kitchen:

- ✓ Clean sinks including faucets using commercial cleaner
- ✓ Clean counters using commercial cleaner
- ✓ If used, clean stove using commercial cleaner
- ✓ Clean burner tops, grill, front, and sides of stove
- ✓ If used, clean oven using commercial cleaner
- ✓ If used, clean inside of microwave using commercial cleaner
- ✓ Clean windows
- ✓ Clean walls
- ✓ Clean inside of refrigerator and ensure refrigerator is empty
- ✓ Clean outside of refrigerator
- ✓ Clean outside of cabinets
- ✓ Ensure all cabinets and drawers are emptied and cleaned



- ✓ Sweep and mop kitchen floor using the mop and industrial bucket located in the Memorial Hall storage room. Fill the bucket with clean water and commercial cleaner; Replace water in bucket with clean water and commercial cleaner as needed to ensure floor is clean.

Trash:

- ✓ (Note- one set of 30/40-gallon trash bags are provided for your convenience. Please bring extra 30/40-gallon trash bags in case the need arises for excess trash removal and avoid the need for cleansing)
- ✓ Empty all trash containers from hall and kitchen into the trash dumpster provided outside
- ✓ Ensure all trash containers are clean and free of residue

Foyer:

- ✓ Ensure all decorations and excess trash are removed from Foyer
- ✓ Vacuum/sweep carpet of excess debris
- ✓ Ensure no food or stains are present on carpet. Carpet cleaning may result in partial loss of deposit.

Closing:

- ✓ Empty and rinse out industrial bucket
- ✓ Rinse mop, wring out, and hang on wall in storage room or by the back door
- ✓ Shake dust mop outside and place in storage room
- ✓ Ensure all decorations and excess trash are removed from restrooms (Note: trashcans in restrooms do NOT need to be emptied or removed)
- ✓ Close all windows- including in restrooms
- ✓ Return thermostat in the Hall to approximately 50 degrees
- ✓ Advise police dispatch when last person is leaving to lock the doors to City Hall – Call 719-390-5555

Questions? Please contact the City's Event Coordinator, Meghan Weiss at 719-492-2353



Appendix B: Park Rental and /or Street Closure Public Event Application

Name of Event: _____

Proposed Location of Event: _____

Applicant First and Last Name: _____

Phone Number: _____ Email Address: _____

Name of Organization: _____

Type of Organization: _____

Organization Address (Street, City, State, Zip): _____

Is this for an organization that is governmental, quasi-governmental, religious, charitable, fraternal, or non-profit?

☐ No

☐ Yes

Date(s) of Event: _____ Time of Event: _____

Set-Up & Clean-Up Times: _____

Est. Number of Participants: _____ Est. Number of Spectators: _____

List prior dates/years of same event, if applicable: _____

Purpose of Event: _____

Staging Area: _____ Starting Location: _____

Proposed Route: _____ (Please also
attach map)

Will there be animals or vehicles in the event?

☐ No

☐ Yes

Will the event require reserved parking spaces?

☐ No

☐ Yes (Please list where and how many: _____)

What is your security plan? _____

Will there be portable restrooms?



- ☐ No
- ☐ Yes

Will medical/first aid coverage be provided?

- ☐ No
- ☐ Yes

Is electricity or water required?

- ☐ No
- ☐ Yes

Will alcohol be served?

- ☐ No
- ☐ Yes (A Special Events Permit Liquor Application Permit must be filled out with the City Clerk's office at least 30 days prior to the event. Please call 719-685-2554 for more information)

Will food be served?

- ☐ No
- ☐ Yes (The City requires food temporary establishment licenses as well as current health inspections and liability insurance certificates for food vendors. All food served to the public must be prepared in accordance with the El Paso County Department of Health and Environment. The Health Department's phone number is 719-578-3199)

Will anything be sold at the event?

- ☐ No
- ☐ Yes (A vendor permit is required- \$15 per permit must be paid 10 days before the event)

Will there be an admission, entrance, participant or user fee, cover charge or door charge?

- ☐ No
- ☐ Yes (City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a governmental, quasi-governmental, religious, charitable or fraternal organization is filed with the City.)

Will promotional materials be used?



- ☐ No
- ☐ Yes (The City Event Coordinator must approve materials prior to distribution)

Will you be hanging a banner?

- ☐ No
- ☐ Yes (Please fill out a Banner Application form and submit to the City Event Coordinator)

Park Rental Fee Schedule:

\$55 Minor Special Event Application Fee (A public event with 199 or less participants OR one that does not require a liquor permit)

\$175 Major Special Event Application Fee (A public event with over 200 participants OR an event that requires a permit pursuant to the City's liquor licensing requirements)

\$100 Fully Refundable Security Deposit

The Fields: Resident Use Fee- \$145 per day; plus \$145 per day for 100-500 people
Non-Resident Use Fee- \$240 per day; plus \$240 per day for 100-500 people

Seven Minute Gazebo and Amphitheater: Resident Use Fee- \$290/3 hours' usage; \$437 all day
Non-Resident Use Fee- \$381/3 hours' usage; \$533 all day

Mansions Pavilion (max 200 people): Resident Use Fee- \$110 per day plus \$110 for 100-200 people
Non-Resident Use Fee- \$160 per day plus \$160 for 100-200 people

Memorial Park: \$500 refundable security deposit
Resident Use Fee- \$145 per day, plus \$55 for 100-200 people, plus \$145 for 500+ people
Non-Resident Use Fee- \$240 per day, plus \$55 for 100-200 people, plus \$240 for 500+ people

Soda Springs Park with Bud Ford Pavilion: \$150 Refundable Security Deposit
Resident Use Fee- \$145 per day; plus \$145 for 100+
Non-Resident Use Fee- \$240 per day; plus \$240 for 100+ people

Bud Ford Pavilion: Resident Use Fee- \$110
Non-Resident Use Fee- \$200



Schryver Park: Resident Use Fee- \$145 per day up to 99 people; plus \$145 per 100 people

Non-Resident Use Fee- \$240 per day up to 99 people; plus \$240 per 100 people

Total Fees Due:

Application Fee: _____

Use Fee: _____

Security Deposit: _____

Total: _____

APPLICANT'S INDEMNITY AND WAIVER

Please Initial:

_____ In consideration of the City of Manitou Springs granting to the applicant permission to use certain City facilities as per the application, the applicant hereby indemnifies the City and agrees to hold the City harmless from all liability, claim or demand for any damage, injury or other loss arising from the Applicant's use of said facilities, and the Applicant will defend the City against any and all such claims and demands and will pay any and all judgments rendered in favor of any such claimants.

_____ The Applicant further acknowledges that the Applicant has assumed the risk of any and all damage, injury or other loss arising from the Applicant's use of said City facilities, and the applicant hereby waives and relinquishes any and all claims for any such damage, injury or loss.

_____ The Applicant will, at the Applicant's cost, furnish such liability insurance as may be required or requested by the City, in advance of the time of the scheduled use of said City facilities. Such insurance shall either name the City as the primary insurance or as an additional named insured.

_____ The Applicant has read and understands the Ordinance as outlined in the Municipal code regarding Noise Nuisance and acknowledges that the Applicant will be held responsible for any violations. 6.08.020 - Unnecessary sound prohibited.

_____ I have read and understand the Policy for Use of Pavilions and Parks within the City of Manitou Springs and agree to comply with all the provisions set forth therein.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies, and ordinances of the City of Manitou Springs and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the City for any costs incurred by the City in repairing damages to



public property caused by the sponsors of the special event or the participants in the event, or by actions that the sponsors directed, authorized, or ratified, and also agreeing to defend the City against, and indemnify and hold the City harmless from, any liability to any person or property that arise from or are related to the special event.

Applicant Signature: _____

Date: _____

Event Policy

1. A cancellation fee of 50% of the use fee will be forfeited if the event date is changed or cancelled after the application has been processed. No use fee will be refunded if the event date is changed or cancelled within 14 days of the original scheduled event date. No use fee will be refunded if the event is canceled due to inclement weather. Incomplete applications, including all necessary attachments, will NOT be processed.

2. ALL PARTICIPANTS AND ATTENDEES MUST LEAVE THE PREMISES IN THE EVENT OF AN EVACUATION

3. For public events a **Certificate of Liability Insurance**, covering this event and naming the City of Manitou Springs, 606 Manitou Avenue as an “Additional Insured” for the event dates, must be on file with the Event Coordinator **with** the application to use facilities. **The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses.**

4. The refund of the deposit is the decision of the Event Coordinator and the Public Works Department. Please allow approximately **10 – 14 business** days for a deposit refund. Deposits for special events are not returned until all taxes have been received by the City of Manitou Springs Finance Department.

5. The applicant and all persons using the park in conjunction with the approved activity shall be bound by the Memorial Hall’s policy and **all** applicable ordinances of the City.

6. Special event producers must submit a certificate of liability insurance to the Event Coordinator’s office with application.

7. Special event producers must also submit a copy of the State of Colorado, Department of Revenue Special Events Sales Tax Certificate **10 days** prior to event to the City Event Coordinator.



8. The event producer is responsible for submitting a complete typed listing of vendors to the Event Coordinator's office **10 days** prior to event. This list should include the name of each vendor and date(s) vendor is attending the event.
9. Vendor permits must be obtained for each vendor. Vendor fees are **\$15 per day** per exhibit, payable by event sponsor
10. Vending permits must be displayed on the booth in public view.
11. Event producers must also supply food temporary establishment licenses as well as current health inspections (if applicable) and liability insurance certificates, naming the City of Manitou Springs, 606 Manitou Avenue as additional insured, for food vendors in addition to the above requirements.
12. Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.
13. Excise tax must be remitted directly to the City of Manitou Springs Finance Department, by the 20th of the month following the event.
14. Sales tax from such events should be remitted to the Colorado Dept of Revenue by the event holder, using the special events sales tax number issued to the event holder by the Colorado Dept of Revenue. **Remit a copy of the return to the City of Manitou Springs Finance Department by the 20th of the month following the event.**
15. Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.
16. Events with admission or entry fee - City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a **governmental, quasi-governmental, religious, charitable or fraternal organization** is filed with the City.
17. All public events are subject to ERIG (Event Review and Impact Group) Review.
18. Alcoholic beverages are prohibited in City Parks without pre-approval by the City Clerk's Office. The use of alcohol in City Parks without a properly submitted and approved liquor license result in the applicant forfeiting the security deposit in its entirety. Contact the City Clerk for the Liquor License at 719-685-2554. **The liquor license must be submitted a minimum of 30 days' prior of the event.**
19. Each group or individual shall be responsible for cleaning the area after their use and for removing all equipment and trash immediately following the use of a City Park. If there are any questions regarding clean-up, please contact the Event Coordinator during business hours 719-685-2601.



20. If a Public Works employee is called out during non-working hours because of a problem caused by the applicant's use, \$50 per hour will be charged with a minimum of 2 hours.

21. Groups requesting City sponsorship or waiving of **any** fees must submit the proper application along with the Public Event application for each event date a minimum of **30 days** prior to the event. The applicant must supply a copy of their group's charitable status with the Secretary of State, State of Colorado and to the City of Manitou Springs Finance Department office along with each application. A completed application for each requested event should be submitted. Applications for City Fees are reviewed by the City's Event Coordinator.

22. **Deposits and Application Fees are not waived.** Deposit refunds are at the approval of the Events Coordinator. If you have comments regarding the facility, please contact The Event Coordinator at 719-685-2601.

23. Any supplies, decorations, equipment or food left behind will be **discarded at the cost of the applicant.**

24. Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.



Appendix C: Special Event Fee Waiver Application



City of Manitou Springs Application for Special Event Fee Waiver

Note: One event per application

Name of Event :		Date of Event:	
Name of Applicant		Relation to Organization (President, Coordinator, etc...):	
Applicant Address:		City:	Zip Code:
Applicant Phone Number:		Applicant Email:	
Name of Organization		Type of Organization (Government, non-profit, charitable, etc...)	
Organization Address:		City:	Zip Code:
Organization Contact Person & relation to Organization (if different from Applicant):			
Organization Contact Phone # (if different from Applicant):		Organization Contact Email (if different from Applicant):	
Attach Event Application and necessary supporting documents [e.g.: 501(c)(3) Certificate, etc...]			
Type of Event:		Purpose of Event:	
City Facilities/ Parks Requested: ☐ Memorial Hall – please print out cleaning guide ☐ Soda Springs ☐ Memorial Park		☐ Mansions Pavilion ☐ Seven Minute Springs Pavilion ☐ Schreyer Park	
City Services Requested: ☐ Traffic Control ☐ Fire EMS ☐ Street Sweeping ☐ Barricades ☐ Parking spots ☐ Other _____			
Is this the first time this event has ensued? ☐ No - Attach organization's proposed budget for the current year. ☐ Yes – Attach organization's proposed budget for the current year AND financial statements from previous year			
Will the event require reserved parking spaces? ☐ No ☐ Yes – Specify how many spaces and location:			
Will there be trash and litter control for the event? Please see guide ☐ No ☐ Yes – Specify details:			
Will there be an admission, entrance, participant or user fee, a cover charge, or door charge for the event? ☐ No ☐ Yes – Specify details:			
Explain how imposition of fees would create financial hardship on the organization or would have a detrimental effect upon the services provided to the public (If need more room, please add a letter as an attachment)			

20170209



Application for Special Event Fee Waiver

Applicant is requesting (check all that applies):

☐ Service Fee Amount _____

☐ Rental Fee Amount _____

☐ Other Fees (Specify) _____

Total amount requesting to be Waived: _____

****If Fee Reduction or Waiver is denied or partially granted, payment in full is required within 10 days or reservation will be forfeited.**

By signing this document, I have read and agree to the terms, policies, and ordinances specified, in the Manitou Springs Municipal Code.

Applicant Signature: _____

Date: _____

For City Use Only:	Rental Fee Waiver:	☐ Denied	☐ Granted	☐ Partially Granted
	Service Fee Waiver:	☐ Denied	☐ Granted	☐ Partially Granted
	Total amount Waived:			
	*The City does NOT waive Insurance Requirements, Security Deposits, Excise Taxes, Special Event Permits etc...			
Signature of City representative: _____		Date: _____		



City of Manitou Springs Public Event Fee Waiver Policy

GENERAL

This policy establishes parameters for fee waivers for special events through waiver of City direct costs and permit fees or through in-kind payment. The fee waiver may be applied to parking fees.

PURPOSE

The Parks and Recreation Director is regularly approached to waive fees for events with the City. Sponsorship is an important part of meeting the City's obligations to support and encourage economic development and tourism to the City and the region. This policy is designed to provide an equitable means for community organizations to access City funds, to establish mutually beneficial partnerships between the City and the community, and to effectively control the manner in which the City provides event sponsorship to the community.

DEFINITION

A "special event" is defined as any planned activity that requires use of public property which is not within the normal and ordinary use of the property or which, by nature of the activity, may have a greater impact on City services or resources, neighborhoods, businesses or the community as a whole than would have occurred had the activity not taken place, including, but not limited to, parades, gatherings, arts and crafts shows/fairs, festivals, and athletic events. The Event Coordinator shall determine whether or not an activity is considered a special event.

RESPONSIBILITY

Fee Waivers are determined directly by the Parks and Recreation Director. The number of special events the City sponsors will depend on budget and operating impacts and will vary annually. All events must occur within the year they are budgeted to occur.

POLICY

General Principals

Eligible Events/Activities: Fee Waivers are available to a variety of events including sporting, tourism, cultural, general and major community events. Special events are



limited in the parks to no more than 5 per year with expected attendance of 500 people or more.

Projects not funded:

- Individuals.
- Activities primarily of a fundraising or charitable nature unless the funds directly benefit City of Manitou Springs facilities.
- Organizations or groups that are unincorporated.
- Private functions.
- Political parties, lobby groups, or religious groups.
- Organizations based outside the Manitou Springs city limits (unless the demonstrated benefits are primarily to the residents of Manitou Springs).
- Projects or organizations who have not satisfactorily fulfilled their obligations from previous Manitou Springs City sponsorships.

Evaluation Criteria

The following criteria must be addressed and will be taken into account by the Parks and Recreation Director in evaluation the priority of the application.

The Event must:

- Raise the profile of Manitou Springs through prominent acknowledgement of its support and assistance.
- Create opportunities for local business.

Preference will be given to events that:

- Have a high number of expected attendees.
- Are compatible with Council priorities (e.g. Rainbow Vision Plan, Climate Action Plan, Plan Manitou etc...).
- Benefit the residents of Manitou Springs.
- Involve more than one Manitou Springs community group.
- Have a broad reach and aim to enhance accessibility, diversity and inclusion.



Level of assistance available

- The maximum level of Fee Waiver per event will be limited to \$1,500 or 50% of total costs, whichever is less, subject to the availability of City funds.
- Greater funding may be available if the significance or scale of the event warrants it, however additional conditions such as commercial advertising and promotion of the city and event will be required.
- Preference will be given to growing new and innovative events on a regular basis.

Acknowledgement

All Fee waiver recipients shall acknowledge the City's contribution in all publicity relating to the events or activity. This includes logos and statements in all advertising and promotional materials, media releases, and in other promotional contexts. Promotional opportunities should be detailed in the event application.

PROCEDURES

- Requests for sponsorship must be made in writing by using the designated application titled Application for Special Event Fee Waiver and delivered along with all necessary attachments including to the office of the Event Coordinator via email.
- In order to receive consideration, applications must be submitted at least 30 days prior to the event. Requests made less than 30 days prior to the event will not be considered.
- Applicants will be required to submit their organization's financial statements from the prior year and the proposed budget for the current year's event. Applicants sponsoring an event for the first time will only be required to submit the current year's proposed budget.
- The Event Coordinator his/her designee will forward the request to the appropriate departments to evaluate eligibility and estimate fees and then onto the Parks and Recreation Director for action. Eligible applicants will be notified of fee estimates.
- Scheduling and use of City facilities are subject to the availability of the requested facilities. Co-sponsored events do not have preference over City programs and activities or previous commitments to third parties.
- Applicants are required to adhere to all applicable rules, regulations, laws, and ordinances of the City of Manitou Springs and other applicable governmental entities.



- Appeals will be heard by the City Administrator or Deputy City Administrator.



Appendix D: Special Event Use Guide Acknowledgment Form

By signing this form, the applicant agrees to abide by all rules and regulations set forth in the Special Event Use Guide. City staff reserves the right to deny approval for future events based on whether the applicant complies with the Special Event Use Guide.

Event Name: _____

Applicant Signature: _____

Date: _____

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
AQUATIC & FITNESS CENTER		
POOL FEES	FEE/FINE	COMMENTS
Daily Rates	\$ 6.25	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	\$ 9.50	Adults (18+)
	\$ -	2 & under (1 free per paid adult)
Punch Cards - 10 punch	\$ 41.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers
	\$ 66.00	Adults (18+)
Punch Cards - 20 punch	\$ 62.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	\$ 110.00	Adults (18+)
Membership		
Pass Cards - 3 months	\$ 119.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	\$ 194.00	Adults (18+)
	\$ 438.00	Family *Family discount calculated based on individual membership
Pass Cards - 6 months	\$ 209.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	\$ 297.00	Adults (18+)
	\$ 607.00	Family *Family discount calculated based on individual membership
Pass Cards - 12 months	\$ 357.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	\$ 581.00	Adults (18+)
	\$ 938.00	Family *Family discount calculated based on individual membership
Family Memberships: Family (Prices based on 2 adults and 2 children) Each additional family member will be 50% off of the 3, 6 or 12 month individual membership fee based on their age group. This fee will be added to the total price of the Family Membership fee.		
Public Swim Lessons	\$ 66.00	1-Session, 8 Classes
Pool Rentals		
25 Yard Pool	\$ 9.00	Single Lane Rental
	\$ 94.00	Non-Private Rental During Normal Hours
	\$ 165.00	Private Rental After Hours
Kiddie Pool	\$ 55.00	Non-Private Rental During Normal Hours
	\$ 110.00	Private Rental After Hours
Multipurpose Room	\$ 44.00	Non-Private Rental During Normal Hours
	\$ 94.00	Private Rental After Hours
Birthday Party	\$ 315.00	Non-Private Birthday Party (During Open Swim Only)
	\$ 615.00	Private Birthday Party (After Hours) Includes Pizza
Youth Swim Team	\$ 54.00	Off Season (2X Week) - Per month fee
	\$ 96.00	Summer Season (4X Week) - Per month fee
Masters Swim Team	\$ 54.00	2x/Week Per Month
	\$ 78.00	3x/Week Per Month
	\$ 12.00	Drop-In Fee
CITY CLERK'S OFFICE		
CITY CLERK FEES	FEE / FINE	COMMENTS
Alcohol Affidavit	\$ 35.00	
Application Fee	\$ 35.00	Note: base fee for all application documents. Some application fees may be higher based on type of application.
Certified Copies	\$ 20.00	Per document (does not include copies or printout fees)
Notary Fee	\$ 5.00	Per Notary Public signature; not to exceed \$15
Request for Noise Variance	\$ 35.00	Application Fee - On-Line Form (Public Events/Private Events/Construction)
Resolution #1815 - Memorial Placements	\$ 35.00	Application Fee
Resolution #2314 Public Records Policy		Based upon State Regulations
A. Copies, Printouts, Photographs, and Other Materials	\$ 0.25	Per page - public record copies
	\$ 17.00	Per recording - audio recordings
	\$ 83.00	Per recording - 911 recordings

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
B. Research and Retrieval Time	\$ -	First hour of research and retrieval time
	\$ 41.37	Each additional hour after the first hour
	\$ 41.37	Requests under the CCJRA per hour for search and retrieval of criminal justice records. Matches CORA amount.
LIQUOR LICENSE FEES	FEE / FINE	COMMENTS
Fermented Malt Beverage License - Off Premises	\$ 1,000.00	New City Application
	\$ 3.75	New City License
	\$ 1,003.75	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 3.75	Transfer City License
	\$ 753.75	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 3.75	Renewal City License
	\$ 103.75	Total City Renewal License Fee
Arts License	\$ 1,000.00	New City Application
	\$ 41.25	New City License
	\$ 1,041.25	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 41.25	Transfer City License
	\$ 791.25	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 41.25	Renewal City License
	\$ 141.25	Total City Renewal License Fee
Retail Establishment Permit	\$ 100.00	New City Application
	\$ 25.00	New City License
	\$ 125.00	Total City New License Fees
Bed and Breakfast Permit	\$ 100.00	New City Application
	\$ 25.00	New City License
	\$ 125.00	Total City New License Fees
	n/a	Transfer City Application
	n/a	Transfer City License
	n/a	Total City Transfer License Fee
	\$ -	Renewal City Application
	\$ 25.00	Renewal City License
	\$ 25.00	Total City Renewal License Fee
Beer and Wine License	\$ 1,000.00	New City Application
	\$ 48.75	New City License
	\$ 1,048.75	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 48.75	Transfer City License
	\$ 798.75	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 48.75	Renewal City License
	\$ 148.75	Total City Renewal License Fee
Brew Pub License	\$ 1,000.00	New City Application
	\$ 75.00	New City License
	\$ 1,075.00	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 75.00	Transfer City License
	\$ 825.00	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 75.00	Renewal City License
	\$ 175.00	Total City Renewal License Fee
Club License	\$ 1,000.00	New City Application
	\$ 41.25	New City License
	\$ 1,041.25	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 41.25	Transfer City License
	\$ 791.25	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 41.25	Renewal City License

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	\$ 141.25	Total City Renewal License Fee
Liquor Licensed Drugstore	\$ 1,000.00	New City Application
	\$ 22.50	New City License
	\$ 1,022.50	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 22.50	Transfer City License
	\$ 772.50	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 22.50	Renewal City License
	\$ 122.50	Total City Renewal License Fee
Distillery Pub	\$ 1,000.00	New City Application
	\$ 75.00	New City License
	\$ 1,075.00	Total New City License Fees
	\$ 750.00	Transfer City Application
	\$ 75.00	Transfer City License
	\$ 825.00	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 75.00	Renewal City License
	\$ 175.00	Total City Renewal License Fee
Hotel and Restaurant License	\$ 1,000.00	New City Application
	\$ 75.00	New City License
	\$ 1,075.00	Total New City License Fees
	\$ 750.00	Transfer City Application
	\$ 75.00	Transfer City License
	\$ 825.00	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 75.00	Renewal City License
	\$ 175.00	Total City Renewal License Fee
Hotel and Restaurant License with Optional Premises	\$ 1,000.00	New City Application
	\$ 75.00	New City License
	\$ 1,075.00	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 75.00	Transfer City License
	\$ 825.00	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 75.00	Renewal City License
	\$ 175.00	Total City Renewal License Fee
Lodging and OR Entertainment License (Separate Licenses)	\$ 1,000.00	New City Application
	\$ 75.00	New City License
	\$ 1,075.00	Total New City License Fees
	\$ 750.00	Transfer City Application
	\$ 75.00	Transfer City License
	\$ 825.00	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 75.00	Renewal City License
	\$ 175.00	Total City Renewal License Fee
Optional Premises License	\$ 1,000.00	New City Application
	\$ 75.00	New City License
	\$ 1,075.00	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 75.00	Transfer City License
	\$ 825.00	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 75.00	Renewal City License
	\$ 175.00	Total City Renewal License Fee
Retail Liquor Store License	\$ 1,000.00	New City Application
	\$ 22.50	New City License
	\$ 1,022.50	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 22.50	Transfer City License

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	\$ 772.50	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 22.50	Renewal City License
	\$ 122.50	Total City Renewal License Fee
Special Event(Fermented Malt Beverage) - Fees are per event - Cannot transfer or renew	\$ 100.00	City Application
		City License
	\$ 100.00	Total City License Fees
Special Event (Liquor)	\$ 100.00	City Application- fees are per event - cannot transfer or renew
	\$ -	City License
	\$ 100.00	Total City License Fees
Tavern License	\$ 1,000.00	New City Application
	\$ 75.00	New City License
	\$ 1,075.00	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 75.00	Transfer City License
	\$ 825.00	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 75.00	Renewal City License
	\$ 175.00	Total City Renewal License Fee
Vintner's Restaurant License	\$ 1,000.00	New City Application
	\$ 75.00	New City License
	\$ 1,075.00	Total City New License Fees
	\$ 750.00	Transfer City Application
	\$ 75.00	Transfer City License
	\$ 825.00	Total City Transfer License Fee
	\$ 100.00	Renewal City Application
	\$ 75.00	Renewal City License
	\$ 175.00	Total City Renewal License Fee
Application Fee for New License with Concurrent Review	\$ 1,000.00	New City Application
	\$ -	New City License
	\$ 1,000.00	Total City New License Fees
Application Fee for Additional Liquor-Licensed Drugstore with Concurrent Review	\$ 1,000.00	New City Application
	\$ -	New City License
	\$ 1,000.00	Total City New License Fees
Application Fee for Transfer of Ownership	\$ 750.00	City Application
	\$ -	City License
	\$ 750.00	Total City New License Fees
Application Fee for Additional Liquor-Licensed Drugstore	\$ 1,000.00	City Application
	\$ 22.50	City License
	\$ 1,022.50	Total City New License Fees
Change of Location	\$ -	City Application
	\$ 750.00	City License
	\$ 750.00	Total City License Fees
Change of Trade / Corporate Name	\$ -	City Application
	\$ -	City License
	\$ -	Total City License Fees
Corporation / LLC Change - per person	\$ -	City Application
	\$ 100.00	City License
	\$ 100.00	Total License Fees
Duplicate License	\$ -	City Application
	\$ -	City License
	\$ -	Total License Fees
Expansion / Add Optional Premises (to existing Hotel & Restaurant License)	\$ -	City Application
	\$ -	City License
	\$ -	Total License Fees

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
Hotel / Tavern Manager's Registration	\$ -	City Application
	\$ 75.00	City License
	\$ 75.00	Total License Fees
Late Renewal Application Fee	\$ 500.00	City Application
	\$ -	City License
	\$ 500.00	Total License Fees
Application Reissue Fee (more than 90 days but less than 180 days of license expiration date)	\$ 500.00	City Fee
Application Reissue Fine (more than 90 days but less than 180 days of license expiration date)	\$25/day	City Fee-Beyond 90-day expiration date
Mini-Bar Permit (with Hotel & Restaurant License)	\$ -	City Application-Fee directed by State Law
	\$ 48.75	City License
	\$ 48.75	Total City License Fees
Modification of Premises	\$ -	City Application
	\$ 150.00	City License
	\$ 150.00	Total City License Fees
Temporary Permit	\$ 100.00	City Application
	\$ -	City License
	\$ 100.00	Total City License Fees
COURT MUNICIPAL (JUDICIAL DEPARTMENT)		
Jury Fee		See: C.R.S. 13-10-114(3) if not assigned by Council
1.32.120 Docket Fee AKA Court Costs	\$ 30.00	
Law Enforcement Special Revenue Fund	\$ 45.00	
See Fine Schedule- EXCEPT Parking offenses; Section 10.04.010		
FINANCE DEPARTMENT		
BUSINESS LICENSE FEES	FEE / FINE	
Ch 5.04.030 General Business License - Non Retail	\$ 72.00	New - Micromobility business license falls in this category per Finance Director. 5% excise to be paid monthly, Ebikes subject to 3.8% use tax per Finance Director.
	\$ 44.00	Renewal
Ch 5.04.030 General Business License - Retail	\$ 134.00	New
	\$ 62.00	Renewal
Ch 5.05.010 Entertainment & Amusement	\$ 134.00	New
	\$ 25.00	Plus Additional per entertainment / amusement - New
	\$ 72.00	Renewal
	\$ 19.00	Plus Additional per entertainment / amusement - Renewal
Ch 5.05.020 Restaurant	\$ 134.00	New
	\$ 62.00	Renewal
Ch 5.05.030 Service Station	\$ 134.00	New
	\$ 62.00	Renewal
Ch 5.05.040 Horse Drawn Vehicles and Pedicabs	\$ 134.00	New
	\$ 62.00	Renewal
Ch 5.07 Massage Establishment	\$ 134.00	New
	\$ 62.00	Renewal
Ch 5.08 & Ch. 5.09 Medical and Retail Marijuana		In addition to Planning fees (see Planning Dept section) a general business retail license is required (see Ch. 5.04.030)
Ch 5.10 Non-Cigarette Tobacco Product Retail	\$ 184.00	New
	\$ 174.00	Renewal
Ch 18.40 Home Occupation	\$ 50.00	New
	\$ 32.00	Renewal
OTHER FINANCE FEES	FEE / FINE	COMMENTS
Ch 3.04 Collection fee	\$ 0.20	When unpaid & overdue amounts owed to the City are referred to a collection agency, this additional percentage will be added
Unaltered dog/cat/potbellied pig	No Fee	Unaltered guide dogs used by the blind, partially blind, deaf or partially deaf

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
1-year license	\$ 35.00	
3-year license	\$ 75.00	
1-year license	\$ 20.00	Citizens over 65 years of age
3-year license	\$ 55.00	Citizens over 65 years of age
Altered dog/cat/potbellied pig		Unaltered guide dogs used by the blind, partially blind, deaf or partially deaf
1-year license	\$ 20.00	
3-year license	\$ 40.00	
1-year license	\$ 10.00	Citizens over 65 years of age
1-year license	\$ 25.00	Citizens over 65 years of age
Late Fee	\$ 20.00	Late renewal fee in addition to license fee (30 days after license expiration)
Ch 7.08 Kennel License	\$ 300.00	

PROTECTION AGAINST FIRE & FIRE REVIEW FEES

	FEE / FINE	COMMENTS
6.32.030 Fire inspection, plan reviews, & permits		When unpaid & overdue amounts owed to the City are referred to a collection agency, these additional charges will be added.
Special Attendance	\$ 90.00	Per hour, 2 hour minimum
Pre-plan Submittal Consult	\$ 80.00	Per hour, 2 hour minimum
Development Plan Review	\$ 390.00	
Water Plan Review	\$ 140.00	Per structure & each hydrant / cistern connection
	\$ 50.00	Plus additional per connection
Construction Plan Review	\$ 575.00	A (Assembly building) - Occupancies up to and including 100,000 square feet
	\$ 1,650.00	A (Assembly building) - Occupancies more than 100,000 square feet
	\$ 550.00	B (Business building) - Occupancies up to and including 50,000 square feet
	\$ 1,650.00	B (Business building) - Occupancies more than 50,000 square feet
	\$ 775.00	E (Educational building) - Occupancies
	\$ 625.00	F (Factory Industrial building) - Occupancies
	\$ 1,150.00	H (High-hazard building) - Occupancies
	\$ 650.00	I (Institutional building) - Occupancies up to 60 patient beds
	\$ 1,150.00	I (Institutional building) - Occupancies 51 patient beds or more
	\$ 775.00	M (Mercantile building) - Occupancies up to and including 50,000 square feet
	\$ 1,650.00	M (Mercantile building) - Occupancies more than 50,000 square feet
	\$ 550.00	R (Residential building) - Occupancies up to and including 15 residential units
	\$ 1,150.00	R (Residential building) - Occupancies more than 15 residential units
	\$ 550.00	S (Storage building) - Occupancies
	\$ 170.00	U (Miscellaneous building) - Occupancies
	\$ 120.00	Interior Remodel and Finishes
6.32.040 Hazardous Materials		
Hazardous Materials	\$ 575.00	To review and inspect hazardous materials compliance in occupancies using, storing, or handling hazardous materials greater than the permit amounts as indicated in the applicable fire code
6.32.050 High-pile Storage		
High-pile Storage	\$ 575.00	To review and inspect high-pile storage compliance in occupancies storing high-pile stock as defined by the applicable fire code
Inspections		
Re-inspection after failed inspection	\$ 55.00	Per hour, 2 hour minimum
Fire Sprinkler Plan Review	\$ 500.00	0 - 100 devices (sprinkler head, flow switch, retard chamber, etc...)
	\$ 575.00	101 - 200 devices

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	\$ 675.00	201 or more devices
	\$ 120.00	Plus Additional for each floor above the first floor
	\$ 120.00	Plus Additional for each riser after the first riser
Fire Alarm Plan Review	\$ 475.00	0 - 50 devices (smoke detector, pull station, horn/strobe, etc)
	\$ 525.00	51 - 100 devices
	\$ 625.00	101 or more devices
Fixed Fire Plan Review	\$ 185.00	First system
	\$ 70.00	Each additional system within the same business
Shipping / Travel	\$ 90.00	Per hour - Retrofits, upgrades, or code compliance situations where only fire alarm monitoring is needed
		Effective for one year;
		1) Bonfires, rubbish fires, or open burning;
		2) Explosives & blasting caps;
		3) Dry-cleaning plants;
		4) Fireworks;
Special Permits	\$ 75.00	5) Installations alteration, removal, abandonment, retirement from service or other disposal of flammable or combustible-liquid tanks;
		6) Erecting or operating a tent or air-supported structure covering an area in excess of 200 sq. feet unless used exclusively for camping.
Structure Permit Fee for Public Events	\$ 28.00	Per structure (tents, canopies, etc...)
6.32.060 In-House Inspections and Reviews		
Legend / Unit (with 2006 Equivalents)	\$ 90.00	Plan Review (p)
	\$ 86.00	Inspection (i)
Engine (e)	\$ 346.00	First Hour - On Duty
	\$ 117.00	Each Subsequent Hour - On Duty
	\$ 404.00	Overtime - first hour
	\$ 176.00	Overtime - Each Subsequent Hour
Brush Truck (2 person - without Engine) (b)	\$ 281.00	First Hour - On Duty
	\$ 52.00	Each Subsequent Hour - On Duty
	\$ 307.00	Overtime - first hour
	\$ 79.00	Overtime - Each Subsequent Hour
Plan Reviews	\$ 180.00	Development per plan (2 Plan Reviews)
Pre-plan Submittal Consultations	\$ 180.00	Per hour (assessed after first 30 minutes, in 1/2 hour increments) (2 Plan Reviews)
Hazardous Materials - see Chapter 2 of the International Fire Code of occupancy classification examples		
	\$ 354.00	A (Assembly building) - (2 Plan Reviews + 2 hours)
	\$ 354.00	A (Assembly building) - (2 Plan Reviews + 2 hours)
	\$ 531.00	A (Assembly building) - (3 Plan Reviews + 3 hours)
	\$ 531.00	A (Assembly building) - (3 Plan Reviews + 3 hours)
	\$ 354.00	A (Assembly building) - (2 Plan Reviews + 2 hours)
	\$ 531.00	B (Business building) - (3 Plan Reviews + 3 hours)
	\$ 708.00	E (Educational building) - (4 Plan Reviews + 4 hours)
	\$ 708.00	F (Factory Industrial building) - Group 1 - (4 Plan Reviews + 4 hours)
	\$ 531.00	F (Factory Industrial building) - Group 2 - (3 Plan Reviews + 3 hours)
	\$ 885.00	H (High-hazard building) - Group 1 - (5 Plan Reviews + 5 hours)
	\$ 708.00	H (High-hazard building) - (4 Plan Reviews + 4 hours)
	\$ 531.00	H (High-hazard building) - (3 Plan Reviews + 3 hours)
	\$ 708.00	H (High-hazard building) - (4 Plan Reviews + 4 hours)
	\$ 1,149.00	H (High-hazard building) - Group 5 - Up to and including 100,000 square feet - (6 Plan Reviews + 7h)
	\$ 1,503.00	H (High-hazard building) - Group 5 - 100,001 to 200,000 square feet - (8 Plan Reviews + 9 hours)
	\$ 618.00	H (High-hazard building) - Group 5 - 200,001 or greater square feet, each additional square feet or fraction thereof - (3 Plan Reviews + 4 hours)
	\$ 354.00	I (Institutional building) - (2 Plan Reviews + 2 hours)

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	\$ 885.00	I (Institutional building) - (5 Plan Reviews + 5 hours)
	\$ 531.00	I (Institutional building) - (3 Plan Reviews + 3 hours)
	\$ 354.00	I (Institutional building) - (2 Plan Reviews + 2 hours)
	\$ 354.00	M (Mercantile building) - Up to and including 50,000 square feet - (2 Plan Reviews + 2 hours)
	\$ 885.00	M (Mercantile building) - 50,001 or greater square feet - (5 Plan Reviews + 5 hours)
	\$ 531.00	R (Residential building) - Group 1 - (3 Plan Reviews + 3 hours)
	\$ 354.00	R (Residential building) - Group 2 - (2 Plan Reviews + 2 hours)
	n/a	R (Residential building) -
	\$ 354.00	R (Residential building) - Group 4 (2 Plan Reviews + 2 hours)
	\$ 531.00	S (Storage building) - Group 1 - (3 Plan Reviews + 3 hours)
	\$ 354.00	S (Storage building) - Group 2 (2 Plan Reviews + 2 hours)
	\$ 354.00	U (Miscellaneous building) - (2 Plan Reviews + 2 hours)
High Piled Storage	\$ 528.00	Up to and including 75,000 square feet - (3 Plan Reviews + 3 inspections)
	\$ 1,056.00	75,001 or greater square feet - (6 Plan Reviews + 6 inspections)
Subsequent Plan Submittals	1.5x original Plan Review Fee	3rd & subsequent submittals
Overtime Plan Reviews	\$ 270.00	First two hours or portion of thereof - (+3 Plan Reviews)
	\$ 135.00	per hour - Subsequent hours - (+1.5 Plan Reviews)
Permit / Inspection	2 x Permit / Inspection Fee	Investigation (work without a permit), per incident
Construction Permits	Peak consulting fees	Automatic Fire Extinguishing
	Peak consulting fees	Fire alarm and detection systems
	Peak consulting fees	Hydrants
	Peak consulting fees	Standpipe systems
	\$ 174.00	Temporary membrane structures, tents, and canopies - (2 hours)
	See Development Plan review	Fire lanes / site development
Operational Permits - Special Events and Fairs	\$ 90.00	Review of street closures less than 3 blocks (all directions) - (1 Plan Review)
	\$ 262.00	Review and inspection of street closures 3 - 6 blocks (all directions) - (1 Plan Review + 2 inspections)
	\$ 393.00	Review and inspection of street closures greater than 6 blocks (all directions) - (1.5 Plan Reviews + 3 inspections)
	\$ 87.00	per permittable tent - Additional review and inspection fee for each permittable tent as part of a street closure - (1 hour)
Trip Fee	\$ 86.00	For third and each subsequent partial inspection - (1 inspections)
Reinspections	\$ 129.00	First and each subsequent incident - (1.5 inspections)
Overtime Inspections	\$ 258.00	First two hours or portion of thereof - (+3 inspections)
	\$ 129.00	per hour - Subsequent hours - (+1.5 inspections)
Search, Retrieval, and Copying of Documents and Records	\$ 20.00	per hour - Document search and retrieval (assessed in 1/4 hour increments)
	\$ 20.00	per hour - Document search and retrieval from archives (assessed in 1/4 hour increments)
	\$ 0.25	per page - Document copies and prints
	\$ 10.00	per page - Blueprint / Plotter copies and prints
	\$ 5.00	per hour or portion thereof - Inspection of documents
	\$ 20.00	plus costs of photo processing - Photographs prints, full and/or partial roll

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	\$ 20.00	plus cost per print - Digital images base rate
	\$ 20.00	per hour - Inspection, listening of recording or any audio / visual tape (assessed in 1/4 hour increments)
	\$ 8.00	per tape - Holding of tape for any criminal or civil matter
	\$ 50.00	per hour or portion thereof - Environmental and hazardous materials incident research
Standby Fire Watch	\$ 129.00	per person, per hour (1.5 inspections)
EMERGENCY SERVICES	FEE / FINE	COMMENTS
Engine or Truck Company (e)	\$ 346.00	First hour (On-Duty)
	\$ 117.00	each Subsequent Hour (On-Duty)
	\$ 404.00	First hour (Overtime)
	\$ 176.00	each Subsequent Hour (Overtime)
Brush Truck (Two Person - Without Engine) (b)	\$ 281.00	First hour (On-Duty)
	\$ 52.00	each Subsequent Hour (On-Duty)
	\$ 307.00	First hour (Overtime)
	\$ 79.00	each Subsequent Hour (Overtime)
EMS TRANSPORT SERVICES	FEE / FINE	COMMENTS
Basic Life Support Transport	\$ 1,811.25	Base rate for BLS transport
Advanced Life Support Transport	\$ 2,146.20	Base rate for ALS transport
Advanced Life Support - Level 2	\$ 2,994.60	Base rate for ALS Level 2 transport
	\$ 32.00	Rate per transport mile
MOBILITY AND PARKING		
PARKING CITATION FINES	FEE / FINE	COMMENTS
Fine schedule for PARKING OFFENSES - Section 10.04.010		
1203 - Parking for Certain Purposes Prohibited		
1203(a) Greasing, painting, or repairing vehicle - 10.04.010(c)	\$ 25.00	First Citation
	\$ 35.00	Second Citation after additional 2 hours
	\$ 50.00	Third Offense after additional 2 hours
1203(b) Displaying advertising	\$ 25.00	First Citation
	\$ 35.00	Second Citation after additional 2 hours
	\$ 50.00	Third Offense after additional 2 hours
1203(c) Over 42 hours	\$ 25.00	First Citation
	\$ 35.00	Second Citation after additional 2 hours
	\$ 50.00	Third Offense after additional 2 hours
1204 Stopping, Standing, or Parking Prohibited		
1204(1)(a) On sidewalk	\$ 55.00	First Citation
	\$ 65.00	Second Citation after additional 2 hours
	\$ 75.00	Third Offense after additional 2 hours
1204(1)(b) Within an intersection	\$ 55.00	First Citation
	\$ 65.00	Second Citation after additional 2 hours
	\$ 75.00	Third Offense after additional 2 hours
1204(1)(c) On a crosswalk	\$ 55.00	First Citation
	\$ 65.00	Second Citation after additional 2 hours
	\$ 75.00	Third Offense after additional 2 hours
1204(1)(e) Alongside or opposite street excavation or obstruction when obstructs traffic	\$ 55.00	First Citation
	\$ 65.00	Second Citation after additional 2 hours
	\$ 75.00	Third Offense after additional 2 hours
1204(1)(f) On the roadway side of any vehicle stopped or parked at the edge of curb or street	\$ 35.00	First citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(1)(g) On bridge or elevated highway structure or highway tunnel	\$ 25.00	First citation
	\$ 35.00	Second Citation after additional 2 hours
	\$ 45.00	Third Offense after additional 2 hours
1204(1)(i) On controlled access highway	\$ 25.00	First Citation
	\$ 35.00	Second Citation after additional 2 hours
	\$ 45.00	Third Offense after additional 2 hours

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
1204(1)(j) In area between roadways on divided highway	\$ 35.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(1)(k) Any other place where official signs prohibit	\$ 35.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(2)(a) Within 5' of public or private driveway	\$ 35.00	First citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(2)(b) Within 15' of a hydrant	\$ 150.00	First Citation
	\$ 250.00	Second Citation after additional 2 hours
	\$ 499.00	Third Offense after additional 2 hours
1204(2)(c) Within 20' of a crosswalk at an intersection	\$ 35.00	First citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(2)(d) Within 30' upon approach to a flashing signal, stop sign, yield sign, or traffic control signal	\$ 35.00	First citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(2)(e) Within 20' of the driveway entrance to any fire station, or on the opposite side of the street from the entrance, or within 75' when posted	\$ 35.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(3)(b) Fire Lane	\$ 150.00	First Citation
	\$ 250.00	Second Citation after additional 2 hours
	\$ 499.00	Third Offense after additional 2 hours
1204(5) Moving a vehicle not lawfully under control into prohibited area or away from curb unlawful distance	\$ 35.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(6) Violation of restrictions indicated by traffic control devices placed by local authority or violation of parking time limit - 10.04.010(f)	\$ 35.00	First citation
	\$ 75.00	Second Citation after additional 2 hours
	\$ 105.00	Third Offense after additional 2 hours
1204(7) Parking adjacent to any yellow curb or designated "Reserved" - 10.04.010(g)	\$ 35.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1204(8) Parking prohibited at designated bus stop, tour-bus stop, or trolley stop - 10.04.010(f)	\$ 55.00	First citation
	\$ 65.00	Second Citation after additional 2 hours
	\$ 75.00	Third Offense after additional 2 hours
1204(9) Violation of restrictions indicated by traffic control devices placed by local authority or violation of parking time limit - 10.04.010(f)	\$ 35.00	First Citation
	\$ 75.00	Second Citation after additional 2 hours
	\$ 105.00	Third Offense after additional 2 hours
1205 Parking at Curb or Edge of Roadway		
1205(1) Two way road more than 12" from curb	\$ 35.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
1205(1) One way road more than 12" from curb	\$ 35.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
1208 Parking Privileged for Person with Disabilities (see also 10.12.012)		
	\$ 150.00	First Citation
	\$ 250.00	Second Citation after additional 2 hours
	\$ 499.00	Third Offense after additional 2 hours
1212 All Night Parking Prohibited (other than physicians or persons on emergency calls - when signed 3:00 a.m. - 6:00 a.m.)		
	\$ 35.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 55.00	Third Offense after additional 2 hours
10.12.010 Parking Prohibited Where and When		
10.12.010(A) Metered Parking On-Street - Failure to Pay or Expired Meter, Failure to comply with posted rules	\$ 35.00	First Citation
	\$ 75.00	Second Citation after additional 2 hours
	\$ 105.00	Third Offense after additional 2 hours
10.12.010(B) Metered Parking On-Street - Failure to Pay or Expired Meter, Failure to comply with posted rules (no Reservation in Barr Lot)	\$ 70.00	First Citation
	\$ 100.00	Second Citation after additional 2 hours
	\$ 150.00	Third Offense after additional 2 hours
10.12.012 Handicapped Parking Spaces (see also 1208)	\$ 150.00	First Citation
	\$ 250.00	Second Citation after additional 2 hours
	\$ 499.00	Third Offense after additional 2 hours
10.12.014(C) Center Lane		
10.12.014(C)(1) Failure to Obtain/Display Required Permit or Placard	\$ 45.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 45.00	Third Offense after additional 2 hours
10.12.014(C)(2) with Vehicle Emergency Warning Lamps Flashing	\$ 45.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 45.00	Third Offense after additional 2 hours
10.12.014(C)(3) Over 15 Minutes and/or No Active Loading/Unloading	\$ 45.00	First Citation
	\$ 45.00	Second Citation after additional 2 hours
	\$ 45.00	Third Offense after additional 2 hours
10.12.014(C)(4) Within 20' of a Pedestrian Crosswalk	\$ 50.00	First Citation
	\$ 50.00	Second Citation after additional 2 hours
	\$ 50.00	Third Offense after additional 2 hours
10.12.015 Oversized Vehicles/Trailers/Recreational Vehicles	WARNING	First Citation
	\$ 35.00	Second Citation after additional 2 hours
	\$ 50.00	Third Offense after additional 2 hours
10.12.019 Parking In Residential Permit Parking Area		
10.12.019 Failure to Display Permit	\$ 5.00	First Citation
	\$ 10.00	Second Citation after additional 2 hours
	\$ 15.00	Third Offense after additional 2 hours
10.12.019 Unpermitted Parking RPP	\$ 70.00	First Citation
	\$ 100.00	Second Citation after additional 2 hours
	\$ 150.00	Third Offense after additional 2 hours
10.12.030 Violation - Authority to Boot Vehicle (Removal Fee)	\$ 100.00	3 - 5 unpaid tickets
	\$ 200.00	6 - 8 unpaid tickets
	\$ 300.00	9 + unpaid tickets
All parking offenses for which payment is not received within 30 days after the date of the offense, or which is not scheduled for a Court appearance, shall incur an additional fine of \$10.		

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
12.34.010 Roll-off dumpsters, storage pods, or other large immovable Objects		
12.34.010.A.3 Permit fees		
Paid Parking Areas:	\$ 100.00	1 week - on season *
	\$ 50.00	1 week - off season **
	\$ 300.00	2 weeks - on season *
	\$ 100.00	2 weeks - off season **
	\$ 400.00	Up to 30 days - on season *
	\$ 200.00	Up to 30 days - off season **
		Additional months or portions thereof charged 100% based fee up to three months in any 12-month period
All Other Streets or Sidewalks:	\$ 30.00	1 week - on season *
	\$ 15.00	1 week - off season **
	\$ 75.00	2 weeks - on season *
	\$ 40.00	2 weeks - off season **
	\$ 300.00	Up to 30 days - on season *
	\$ 200.00	Up to 30 days - off season **

* On-season is May 1 through September 30

** Off-season is October 1 through April 30

MOVING & CONSTRUCTION PERMIT FEES	FEE / FINE	COMMENTS
Construction Activity Permits	\$ 25.00	One on-street parking space for a specific vehicle up to one day (8 hours)
	\$ 15.00	Each add'l day over one, per day, up to 10 days. A discount may be applied at the discretion of the City for multiple permits issued for the same construction site and/or for multiple days over 10.
Moving Permits	\$ 15.00	One on-street parking space for a specific vehicle up to one day (8 hours)
	\$ 35.00	Two on-street parking spaces for a specific vehicle up to one day (8 hours)
	\$ 60.00	Three or more on-street parking spaces for a specific vehicle up to one day (8 hours)
	\$ 5.00	Each add'l day over one, per day

CENTER LANE PERMIT FEES	FEE / FINE	COMMENTS
10.12.014 Delivery vehicle of Manitou Ave center lane		
D. Application, eligibility, & requirements for delivery permits	\$10.00 initial/ \$3.00 annual renewal	Application - delivery permit
E. Application, eligibility, & requirements for Merchandise Pickup placards		Application fee - merchandise pick-up placard
	\$ 10.00	1st Replacement
	\$ 15.00	2nd Replacement
	\$ 20.00	3rd or more Replacement

PARKING LOT PERMIT FEES	FEE / FINE	COMMENTS
	\$30.00/mon	Annual Permit 24/7/365 Jan - Dec
PM Permit	\$ 50.00	4PM to 10AM
Senior Lunch Program Permit	\$0 - no charge	Up to 10 permits for Senior Lunch Program M-F 11am - 1:30pm Jan - Dec
Prospect Lot - 833 Prospect Pl (owned by City - 40 +/- spaces)	\$ 80.00	Annual Permit 24/7/365 Jan - Dec
Smischny Lot - 1134 Manitou Ave (owned by Metro District - 42 spaces)	\$ 240.00	Annual Permit 24/7/365 Jan - Dec
Wichita Lot - 708 Manitou Ave (owned by Metro District - 85 spaces)	\$ 240.00	Annual Permit 24/7/365 Jan - Dec
PM Permit	\$ 50.00	4PM to 10AM

RESIDENTIAL PARKING PERMIT FEES (RPP)	FEE / FINE	COMMENTS
Permit #1	Free	Each Residential Dwelling Unit (HOUSEHOLD) demonstrating need within a designated RPP Area will be provided one Permit minimum

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
Permit #2	Free	Subject to availability of parking inventory, a second permit may be issued
Permit #3	\$25.00/ household	Issuance of Permits 3-5 will be considered only after it is established that there is sufficient on-street inventory and demonstration of need
Permit #4	\$ 30.00	
Permit #5	\$ 40.00	
Resident Guest/Day Pass Permits	Included in initial permits	Guest Hang Tags - Up to two per dwelling *This will be charged per permit up to 10
	\$1.00 per	Day Pass Hang Tags - Up to 10 unless add'l approved by RPP Manager
Non-Resident Permits	\$ 5.00	Non-Resident Owner Permit Non-Resident of RPP Area Permit - Subject to availability within RPP Area
Business/Employee Permit	\$ 5.00	Business located in RPP Area Business located outside RPP Area - Subject to availability within RPP Area Lodging and B&B (in RPP) Church/Religious/Civic
Workman/Realtor	\$ 5.00	Day Pass - Specific to RPP Area
	\$ 75.00	Yearly Permit - Good for all RPP Areas
	\$ 30.00	Temporary Constructions - Good for up to 45 days
Replacement of Lost or Stolen Tags	\$ 10.00	Replacement of Lost or Stolen Tags
10.12.18 Permit to Block Driveway in RPP	\$ 30.00	Permit to allow occupant of property to block residential driveway in RPP area
Downtown Employee Parking Permit	\$ 100.00	Permit to allow downtown employees to park in 400 Manitou Ave. or the Prospect Lot.
PARKING RATES	FEE / FINE	COMMENTS
Zone 1 (Summer May1 - Sept 30)	\$ 2.00	1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 5.00	4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 10.00	6+ hours *See seasonal rate proposal, pricing may vary based on occupancy data
Zone 1 (Winter M-Th, Oct 1 - April 30)	\$ 1.50	each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 2.00	each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 5.00	each hour 6-7 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 10.00	each hour 7+ hours *See seasonal rate proposal, pricing may vary based on occupancy data
Zone 1 (Winter F,Sa,Sun, Oct 1 - April 30)	\$ 2.00	each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 5.00	each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 10.00	each hour 6+ hours *See seasonal rate proposal, pricing may vary based on occupancy data
Zone 2 (Year-round)	\$ 1.50	each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 2.00	each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 5.00	each hour 6-7 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	\$ 10.00	7+ hours *See seasonal rate proposal, pricing may vary based on occupancy data
Zone 3 Economy (Year Round)	\$5 all day	*See seasonal rate proposal, pricing may vary based on occupancy data
Other Locations		*See seasonal rate proposal
Public Lots	See Zone Fees	See Zone Fees

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	See Zone Fees	Lots are now included in zones, no all day option
Barr Trail Parking Lot	\$20/ vehicle per day	*See seasonal rate proposal, pricing may vary based on occupancy data
Dillon Mobility Hub	\$5 all day	* See seasonal rate proposal, pricing may vary based on occupancy data
Winter Street and Ruxton Ave south of Osage	\$2.00	each hour ***See Note below
*** There is no paid parking in Ruxton RPP.		
Ruxton Ave from Manitou Ave to Osage Ave	\$ -	
Hiawatha Gardens parking spaces, reserved for exclusive use by event organizer (Event policy attached to end of fee schedule)	Included in Zone 2	Request must be submitted to Parking Dpt., at least 30 days prior to event for use of portion of the parking lot, no more than 1/2 of the area.
Hiawatha Gardens Reservation	\$ 16.00	3 hour reservation
	\$ 25.00	5 hour reservation
	\$ 50.00	All Day reservation
Parking Passcard	TBD	Pricing to be determined by Department
Resident Parking Recharge	TBD	Pricing to be determined by Department
Mobile Payment Convenience Fee per transaction	\$ 0.40	Convenience fee to cover cost of mobile parking service.

*Progressive Rate Structure - Parking rates may change in \$0.25 - \$0.50 increments up or down per hour based on occupancy data per zone. Barr Trail Lot rates may change in increments of \$2.50 up or down based on occupancy data.

ELECTRIC VEHICLE PUBLIC CHARGING SERVICE		FEE / FINE	COMMENTS 15% ADMIN FEE OVER CSU RATES CHARGED
Direct Current Fast Charger (DCFC)			
On-Peak, per kWh \$0.5400 + 15%		.62/kWh	
Off-Peak, per kWh \$0.2200 + 15%		.25/kWh	
Idle Rate, per minute \$0.3000 + 15%		.35/min	Idle rate applicable 15 minutes after charge is complete
Electric Vehicle Public Charging Service			Time-of-Day -- Level 2
On-Peak, per kWh \$0.3100 + 15%		.36/kWh	
Off-Peak, per kWh \$0.1200 + 15%		.14/kWh	
Idle Rate, per minute \$0.1000 + 15%		.12/min	Idle rate is applicable 15 minutes after charge is complete

NEIGHBORHOOD SERVICES		
Ch 6.08 Nuisances	\$ 275.00	Abatement of conditions of nuisance
	\$ 125.00	Per hour
Trash Violation- Citation (Daily)	\$ 250.00	1st First offense in 12 month period
	\$ 400.00	2nd Second offense in 12 month period
	\$ 700.00	3rd Additional offense in 12 month period
		4th Mandatory Citation to Appear in Court
Compliance Reinspection fine	\$ 250.00	First inspection for compliance following a notice to abate shall not incur a fee, each reinspection for compliance shall carry a \$250 fine.
Property Clean Up	\$ 1,100.00	Minimum Charge (1-2 Hours)
	\$ 700.00	Each additional hour
	\$ 400.00	Use of Heavy Equipment per hour
Disposal of Biohazard, Chemical, and/or Waste Materials	Actual	Additional Charge

PARKS AND RECREATION		
CRYSTAL VALLEY CEMETERY FEES	FEE / FINE	COMMENTS (AMENDED 1/1/2025)
12.28.040 Full Burial Plot	\$ 866.00	Resident
	\$ 1,458.00	Non-Resident
	\$ 315.00	Resident infants under 6 months

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	\$ 391.00	Non-Resident infant under 6 months
Cremation Plot	\$ 394.00	Resident
	\$ 605.00	Non-Resident
12.28.091 Green Burials	\$ 1,077.00	Resident
	\$ 1,678.00	Non-Resident
Columbarium	\$ 925.00	One Niche - Resident (includes first engraving, first Opening/Closing)
	\$ 1,850.00	One Niche - Non-Resident (includes first engraving, first Opening/Closing)
	\$ 625.00	Ossuary - Resident (includes engraving & opening/closing)
	\$ 1,250.00	Ossuary - Non-Resident (includes engraving & opening/closing)
	\$ 250.00	Final Engraving (Niche)
Maintenance Fee	10%	All customers - Added at time of purchase of Plot/Niche
12.28.150 Opening/Closing	\$ 1,077.00	Full Burial & Green Burial
	\$ 2,154.00	Full Burial & Green Burial Saturdays & Sundays. Per ordinance Sat & Sun are double the normal fees.
	\$ 336.00	Infants under 6 months
	\$ 672.00	Infants under 6 months Saturdays & Sundays. Per ordinance Sat & Sun are double the normal fees.
	\$ 551.00	Cremation - Note - if more than one cremation to be interred in a full burial plot at the same time, then maximum fee charged is the rate for Full Burial
	\$ 1,102.00	Cremation Saturdays & Sundays. Per ordinance Sat & Sun are double the normal fees. Note - if more than one cremation to be interred in a full burial plot at the same time, then maximum fee charged is the rate for Full Burial
	\$ 142.00	Plus Additional per hour after 4 p.m. Monday - Friday
	\$ 150.00	Columbarium Niche (Final or Additional Opening/Closing)
12.28.090 Burials	\$ 236.00	Plus Additional per hour after 4 p.m. Monday - Friday
	\$ 1,181.00	without an enclosure or vault requires much more maintenance
Disinterment	\$ 1,181.00	Full Burial & Cremains
	\$ 604.00	Infants and children under 10 years old
12.28.160 Transfer recordation	\$ 50.00	
Deed/Burial rights reissuance	\$ 50.00	

PRIVATE & SPECIAL EVENT FEES	FEE / FINE	COMMENTS
Applications:		
Private Event Application	\$ 35.00	
Minor Special Event Application	\$ 55.00	
Major Special Event Application	\$ 175.00	
Demonstration Application	\$ 35.00	
Events and Demonstrations Deposit - Road Closures	\$ 500.00	
Blocked Paid Parking Spot	\$0.50/hour	
Rates for use of City Staff for Events	\$ 50.00	
Law Enforcement	\$75/hr	
Parking Enforcement	\$ 50.00	
Public Works	\$ 50.00	
Ch 12.24.020 Vending Permits	\$ 15.00	Per booth, per day
Banners	\$ 230.00	Hang Banner above street
	\$ 85.00	Street Light Banners - per street light pole

PUBLIC FACILITIES RENTAL FEES	FEE / FINE	COMMENTS
Alcohol Affidavit		See City Clerk Fees
Request for Noise Variance		See City Clerk Fees
Structure Permit Fee		See Fire Department Fees
Application Fee	\$ 35.00	

The Fields

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
Security Deposit	\$ 100.00	Private events
	\$ 500.00	Special Event or Demonstration
Resident Use Fee	\$ 145.00	Per day- up to 200 people
	\$ 145.00	Plus additional fee per day - 201-500 people
Non-Resident Use Fee	\$ 240.00	per day- up to 99 people
	\$ 240.00	Plus additional fee per day - 100+ people
Mansions Pavilion		
Security Deposit	\$ 100.00	Private events
	\$ 300.00	Special Event or Demonstration
Resident Use Fee	\$ 110.00	Per day- up to 99 people
	\$ 110.00	Plus additional fee per day - 100 - 200 people
Non-Resident Use Fee	\$ 160.00	Per day- up to 99 people
	\$ 160.00	Plus additional fee per day - 100 - 200 people
Memorial Hall (City Hall)	\$ 500.00	Security Deposit
	\$ 150.00	Reserve another day for set-up or clean-up
Resident Use Fee	\$37/hour	Monday-Friday 2 hours
	\$ 415.00	Saturday & Sunday - all day, per day
Non-Resident Use Fee	\$83/hour	Monday-Friday 2 hours
	\$ 760.00	Saturday & Sunday - all day, per day
Memorial Park		
Security Deposit	\$ 100.00	Private events
	\$ 500.00	Special Events or Demonstrations
Resident Use Fee	\$ 145.00	Per day - up to 99 people
	\$ 55.00	Plus additional fee per day - 100-200 people
	\$ 145.00	Plus additional fee per day - 500+ people
Non-Resident Use Fee	\$ 240.00	per day- up to 99 people
	\$ 240.00	Plus additional fee per day - 100+ people
Schryver Park		
Full Park Use		
Security Deposit	\$ 100.00	Private events
	\$ 500.00	Special events or Demonstrations
Resident Use Fee	\$ 145.00	Per day- up to 99 people
	\$ 145.00	Plus additional fee per day - per each group of additional 50 people
Non-Resident Use Fee	\$ 240.00	Per day- up to 99 people
	\$ 240.00	Plus additional fee per day - per each group of additional 50 people
Seven Minute Spring Gazebo and Amphitheater		
Security Deposit	\$ 100.00	Private events
	\$ 300.00	Public or Special events
Resident Use Fee	\$ 290.00	3 hours
	\$ 437.00	all day
Non-Resident Use Fee	\$ 381.00	3 hours
	\$ 533.00	all day
Soda Springs Park with Bud Ford Pavilion	\$ 250.00	Key Deposit
Security Deposit	\$ 150.00	Private events
	\$ 500.00	Public or Special events
Resident Use Fee	\$ 145.00	Per day- up to 99 people
	\$ 145.00	Plus additional fee per day - 100+ people
Non-Resident Use Fee	\$ 240.00	Per day- up to 99 people
	\$ 240.00	Plus additional fee per day - 100+ people
Bud Ford Pavilion - pavilion only (formerly Soda Springs Pavilion)	\$ 250.00	Key Deposit
Security Deposit	\$ 100.00	Private events
	\$ 300.00	Public or Special events
Resident Use Fee	\$ 110.00	Per day
Non-Resident Use Fee	\$ 200.00	Per day
If a Public Services employee is called out during non-working hours because of a problem caused by the applicant's use per man-hour with minimum of 2 hours will be billed to applicant		
	\$ 50.00	Per hour rates also applied to cleaning

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
PLANNING DEPARTMENT		
DEVELOPMENT REVIEW FEES	FEE / FINE	COMMENTS (PLANNING UPDATED 3/1/2023)
Rezoning *	\$ 1,090.00	
Concept Plan *	\$ 550.00	
Conditional Use Permit *	\$ 1,090.00	
Variance *	\$ 650.00	Per Variance for the first two variances, then \$250 per each additional variance
Major Development Plan * **	\$ 1,200.00	With Preliminary Landscape Plan
	\$ 1,450.00	With Final Landscape Plan
	\$ 1,000.00	Major Development Plan - Deposit
Minor Development Plan * **	\$ 600.00	No required landscape plan required
	\$ 650.00	With Preliminary Landscape Plan
	\$ 700.00	With Final Landscape Plan
	\$ 950.00	Minor Development Plan - Deposit
Minor Modification *	\$ 220.00	
Minor Site Plan *	\$ 160.00	New Residential
	\$ 220.00	New Commercial
	\$ 110.00	Commercial or Residential Additions
Hillside Development Plan *	\$ 190.00	
Final Landscape Plan	\$ 200.00	When not included in a Major or Minor Development Plan
Grading Permit *	\$ 550.00	For Major Development
	\$ 220.00	For Minor Development
	\$ 950.00	Grading Permit - Deposit
Temporary Sign Permit	\$ 55.00	
Regular Sign Permit	\$ 80.00	
Planned Sign Program	\$ 200.00	
Signs installed or placed without permits	2x Sign Permit Fee	
Annexation * **	\$ 1,090.00	Less than 3 acres
	\$ 950.00	Less than 3 acres - Deposit
	\$ 1,650.00	3 to 100 acres
	\$ 2,500.00	3 to 100 acres - Deposit
	\$ 1,900.00	101 + acres
	\$ 44.00	Per additional acre above 101 acres
	\$ 2,500.00	101 + acres - Deposit
Wireless Facility Permit	\$ 510.00	New
	\$ 290.00	Annual Rental Fee for Small Cell/5G on City Owned Property- Right of way, Equipment, Pole, etc. (per facility)
SUBDIVISION REVIEW FEES	FEE / FINE	COMMENTS
Major Subdivision * **	\$ 650.00	
	\$ 950.00	Major Subdivision - Deposit
Minor Subdivision * **	\$ 330.00	
	\$ 950.00	Minor Subdivision - Deposit
Revised Final Plat *	\$ 350.00	
Waiver of Replat *	\$ 200.00	
Boundary Adjustment *	\$ 200.00	
Vacations - Easement *	\$ 380.00	
Vacations - Rights-of-Way *	\$ 600.00	
Waiver *	\$ 430.00	
HISTORIC PRESERVATION REVIEW FEES	FEE / FINE	COMMENTS
Material Change of Appearance Certification	\$ 130.00	
Demolition (Administrative)	\$ 175.00	
Demolition (City Council)	\$ 900.00	Commercial (first 1000 sqft)
	\$ 60.00	Commercial (each additional 1000 sqft)
	\$ 2,000.00	Demolition (City Council) - Deposit (Commercial)
	\$ 330.00	Residential (first 1000 sqft)
	\$ 33.00	Residential (each additional 1000 sqft)
	\$ 1,500.00	Demolition (City Council) - Deposit (Residential)

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
State Historic Tax Credit Application Fees (Project Costs - 2014 Program)		
\$5,000 - \$15,000	\$ 98.00	Part 1 Application
	n/a	Part 2 Application
\$15,001 - \$50,000	\$ 348.00	Part 1 Application
	n/a	Part 2 Application
\$50,001 - \$100,000	\$ 498.00	Part 1 Application
	n/a	Part 2 Application
\$100,001 +	\$ 748.00	Part 1 Application
	n/a	Part 2 Application

PROPERTY IMPROVEMENT & BUILDING PERMIT REVIEW FEES	FEE / FINE	COMMENTS
Property Improvement Permit - Use Tax	\$ 0.038	Modification - 3.8% of cost of material (fee amended due to MACH passage)
	\$ 0.83	Square foot - including basement and attached garage
	\$150 + 2x Use Tax	Property Improvement Permit late fee of 200% of the normal application fee (two times the normal fee)
	\$ 30.00	Minor Work (decks, fences, retaining walls, etc)
	\$ 100.00	Demolition (nonhistoric)
Building Permit - Fire Review Fees	\$ 360.00	Commercial
	\$ 144.00	Residential
	\$ 30.00	Minor Work (decks, fences, retaining walls, etc)

APPEALS	FEE / FINE	COMMENTS
Appeals of Administrative or Commission Decisions	\$ 150.00	

FLOOD MANAGEMENT & WATERSHED	FEE / FINE	COMMENTS
Flood Management Variance	\$ 500.00	
	\$ 250.00	Flood Management Variance - Deposit
Watershed District Permit Application	\$ 100.00	

MARIJUANA	FEE / FINE	COMMENTS
Recreational	\$ 2,000.00	Initial Operating License Fee
	\$ 2,000.00	Renewal Operating License Fee
	\$ 5,000.00	Initial Operating Marijuana License
	\$ 5,000.00	Renewal Operating Marijuana License
	Cost	Background Check Fee
	\$ 998.00	Transfer of Ownership Fee
	\$ 1,000.00	Change in Location Fee
	\$ 2,500.00	Transfer of Ownership Fee
	\$ 2,500.00	Change of Location Fee
Medical	\$ 2,000.00	Initial Operating License Fee
	\$ 2,000.00	Renewal Operating License Fee
	\$ 5,000.00	Initial Operating Marijuana License
	\$ 5,000.00	Renewal Operating Marijuana License
	Cost	Background Check Fee
	\$ 1,000.00	Transfer of Ownership Fee
	\$ 1,000.00	Change in Location Fee
	\$ 2,500.00	Transfer of Ownership Fee
	\$ 2,500.00	Change of Location Fee

MICROMOBILITY	FEE / FINE	COMMENTS
Micromobility Program License Fee	\$ 3,000.00	5.13.010F
Land Rental Fee	\$ 200.00	Equipment installed on City owned property or Right of Way; Annual fee per facility
Technology/Professional Fees	Varies	Fees associated with review assessed at the cost incurred by the City

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
Micromobility-share vehicle retrieval fines	\$ 96.00	First offense
	\$ 192.00	Second offense
	\$ 288.00	Third offense
OTHER PERMITS, CERTIFICATIONS, AND LETTERS		
	FEE / FINE	COMMENTS
Revocable Permit *	\$ 55.00	* Additional review by Colorado Springs Utilities billed directly to the applicant
Revocable License *	\$ 120.00	* Additional review by Colorado Springs Utilities billed directly to the applicant
Revocable License * (Annual Renewal)	\$ 55.00	* Additional review by Colorado Springs Utilities billed directly to the applicant
Short-Term Rental Permit (New)	\$ 350.00	
Annual Renewal	\$ 120.00	
Long-Term Occupancy Permit (New)	\$ 350.00	
Short-Term Rental Permit (Annual Renewal)	\$ 120.00	
Temporary Use Permit (Minor)	\$ 100.00	
Temporary Use Permit (Major)	\$ 200.00	Long-Term Occupancy Permit (5-year Renewal)
Zoning Verification or Certification Letter	\$ 55.00	
With Inspection	\$ 200.00	
Rebuild Letter	\$ 55.00	
Legal Nonconforming Use/Structure Letter	\$ 55.00	
MICELLANEOUS ADMINISTRATIVE FEES		
	FEE / FINE	COMMENTS
Postage fees (per postcard)	\$ 0.60	
Poster fee (per poster)	\$ 5.00	
Recording fee	Per El Paso County Recorder	Recording fee may vary depending on document type and are set by the El Paso County Recorder's Office
Certificate of Occupancy Inspection	\$ 248.00	First two inspections shall not incur a fee, each additional inspection shall carry a \$250 fine
NOTES		
* Review by Colorado Springs Utilities will be billed directly to the applicant at a rate published in the Utilities Rules & Regulations Tariff		
** Land dedication, or fees-in-lieu, may be required for Parks, Open Space, and Schools per Title 18 of the Municipal Code.		
1. Application deposits may be waived by the Planning Director as appropriate. Deposits are collected to reimburse the city for any technical and/or professional services incurred during the review of the request. If a deposit is waived, and additional technical review is required, the Planning Department may invoice the applicant the additional costs.		
2. Development application review fees will be waived for all public school projects.		
3. Development application review fees may be partially reimbursed for developments containing affordable units recorded in a development agreement held by the City of Manitou Springs.		
4. All fees shall be paid in full at the time of application submittal.		
5. Poster and postage fees must be paid prior to a public hearing or issuance of an approval letter.		
6. Recording fees must be paid prior to issuance of an approval letter.		
POLICE DEPARTMENT		
Ch 9.56 Alarms	\$ 25.00	One time fee - registration of alarm system
Copies & Printouts	\$ 0.25	Per page
Fingerprints	\$ 15.00	Per card, full set of fingerprints
Notarization		See City Clerk fees
Sex Offender Registration	\$ 20.00	
Vin Inspection	\$ 20.00	per Vin #
	\$ 83.00	Per recording - 911 recordings
PUBLIC WORKS		
STORMWATER RATES AND FEES		
	FEE / FINE	COMMENTS
13.36 Storm Drainage and Flood Management Utility	\$ 21.00	Per month - On each water utility account. As of 2025 no longer discontinued with suspension of water/sewer account.
STREET RATES AND FEES		
	FEE / FINE	COMMENTS

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
12.04.060 / 070 Excavation Permit Fees	\$ 50.00	Application Fee
	\$0	Excavation on private property for landscaping, planting tree, or other minor projects may not require excavation fees unless it affects municipal systems. Reach out to Public Services if questions.; Application and Inspection fees still apply
	\$ 160.00	Excavation in Right of Way (ROW) less than 100' long, no intersection*
	\$ 215.00	Excavation in Right of Way (ROW) from 100' - 500' long, no intersection*
	\$ 310.00	Excavation in Right of Way (ROW) from 501'+ long, no intersection*
	\$ 310.00	Additional fee for excavations in intersections Road closure - See Traffic Management Fee **note - Fire Dept, Police Dept, and Public Services Dept must be notified
Compaction Test Deposit	\$ 1,000.00	Upon receipt of accepted compaction tests or proof of Flow-Fill use, deposit will be returned. Test results must be emailed to Streets Superintendent within 15 business days.
12.06 Cutting, Refilling, and Resurfacing of Public Streets	\$ 275.00	Additional fee for excavation in ROW if within 1 year period of newly paved/installed street
	\$ 110.00	Additional fee for more than 60 square feet if within 1 year period of newly paved/installed street
12.22 - Permit for Installation/Replacement of Concrete jobs Sidewalk, driveway, curbs, gutter, crossspan, etc...	\$ 160.00	Less than 100' long
Concrete work without permit	2x permit cost	1st offense
	3x permit cost	Each offense after the 1st offense
Inspection Fees		(See Charges and Fees for Sewer Services and Water Connections)
	\$ 100.00	Street
	\$ 100.00	Curb / Gutter
	\$ 100.00	Sidewalk / Driveways / other concrete work
	\$ 100.00	Drainage
Excavation without permit	2x permit cost	1st offense
	3x permit cost	Each offense after the 1st offense
(*) Performance Bonds for \$5,000 with 1-year minimum or \$10,000 with 3-year minimum are required as well as a current Certificate of Insurance		
TRAFFIC MANAGEMENT FEES	FEE / FINE	COMMENTS
	\$ 50.00	Application Fee (note - if the Traffic Management Request application is submitted with the Excavation Permit application, only one application fee for both applications will apply.)
	\$ 50.00	Road closure, per day
	\$ 100.00	Install/Replace Signage
	\$ 150.00	Install Replace Signage with post
Traffic Control Services by City Staff	\$ 300.00	per day - up to 3 crew members (only if City Staff is available)
	\$ 150.00	For each additional crew member after 3 - per day
Traffic Cones for rent	\$4/day	Rental traffic cones - daily rate for each individual traffic cone
10.02.030 Traffic Engineer-Requests by the Public	fee based on cost	Members of the public may request changes to or studies of any of the items within the powers and duties of the Traffic Engineer.
WATER & SEWER RATES AND FEES	FEE / FINE	COMMENTS
13.16.10 Water Rates Established		Rates approved by Ordinance 0924 11/19/2024
Service Charge per month for all customer classes	\$ 21.78	0.75" meter
	\$ 36.97	1.0" meter

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	\$ 73.93	1.5" meter
	\$ 118.28	2.0" meter
	\$ 236.56	3.0" meter
Volume Charge per 1,000 gallons for Residential	\$ 10.27	First 7,500 gallons per month, per 1,000 gallons
	\$ 13.78	7,501 to 15,000 gallons per month, per 1,000 gallons
	\$ 17.43	Over 15,000 gallons per month, per 1,000 gallons
Volume Charge per 1,000 gallons for Commercial	\$ 11.98	Uniform Volume Rate per 1,000 gallons
Inactive Rate	13/month	Inactive amount per month to support infrastructure & capture water usage
13.16.030 Rates and Charges - Sewer rates established)		Rates approved by ordinance 11/19/2024
A.1. Flat fee for Sewer (all customers with sewer)	\$ 22.00	
A.2. Volume Charge per 1,000 gallons	\$ 9.04	Residential allocation
	\$ 9.04	Commercial - actual metered water
13.16 Turn-on/Turn-off - Fees and Penalties		
13.16.050 B.	\$ 42	Fee to restore service after it has been turned off for delinquency + delinquent amount
13.16.050 C.	\$ 30	Fee for each turn-on performed by the city after it has been turned off at the request of the owner, unless emergency shut off.
13.16.050 D.	\$ 10	Fee charged for each turn-on performed by other persons after it has been turned off at the request of the owner (private turn on)
13.16.070	\$ 10	Water Turn-off for failure to pay bill by due date.
13.20 Charges for Connection to Water System		
Water System Improvement Fee		
13.20.040 A.	\$ 17,400	Single-family residence
13.20.040 B.1/13.20.040 B.2/13.20.040 B.3	\$ 14,800	For each dwelling unit - Duplex Residential OR Multi-Family Units (85% of Single-family residence fee)
Commercial Users - based on size of Tap to Main (in inches)	\$ 21,000	0.75"
	\$ 28,000	1.0"
	\$ 56,000	1.5"
	\$ 68,000	2.0"
	\$ 480,000	4.0"
	\$ 1,200,000	6.0"
13.20.040 C.		
Water Tapping Charges - based on size of Tap (in inches)		
Size of Tap - .075"	\$ 150	
Size of Tap - 1.0"	\$ 150	
Size of Tap - 1.5"	\$ 250	
Size of Tap - 2.0"	\$ 250	
Size of Tap - 4.0"	\$ 1,500	
Size of Tap - 6.0"	\$ 1,500	
Size of Tap - 8.0"	\$ 1,500	
13.20.040 Expansion of Demand Fee - Water: Remodeling or Reconstruction that incorporates water in excess of what is currently installed	\$ 120	1 - 3 Additional Fixtures, Appliances, or Facilities
	\$ 250	4 or more Additional Fixtures, Appliances, or Facilities
Water Connection Inspection Fees	\$ 100	Single-family residence
	\$ 110	For each dwelling unit - Duplex Residential Units
	\$ 150	For each dwelling unit - Multi-family Residential Units
13.20.050 Schedule of Charges and Fees for Sewer Services		
	\$ 5,300	Single-family residence

CITY OF MANITOU SPRINGS FEES AND FINES

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
	\$ 4,100	For each dwelling unit - Duplex Residential Units (85% of Single-family residence fee)
Commercial Users - based on size of Tap to Main (in inches)	\$ 6,000	4.0"
	\$ 7,000	6.0"
	\$ 8,000	8.0"
	\$ 9,000	10.0"
Inspection Fees	\$ 100	Single-family residence
	\$ 110	For each dwelling unit - Duplex Residential Units
	\$ 150	For each dwelling unit - Multi-family Residential Units
	\$ 120	1 - 3 Additional Fixtures, Appliances, or Facilities
	\$ 250	4 or more Additional Fixtures, Appliances, or Facilities
Late Fee - Backflow Testing		<i>HB24-1344 requires the testing, inspection, and repair of backflow devices.</i>
If not completed by October 1	\$ 200	<i>Fine One</i>
If not completed by November 1	\$ 300	<i>Fine Two (In addition to Fine 1)</i>
If not completed by December 1	\$ 600	<i>Fine Three & Water Turn-off for failure to comply with State regulations. (In addition to Fines 1 & 2).</i>
13.28 Water Usage for Irrigation and Other Outside Purposes		
13.28.040	\$ 150	Exemption or partial exemption from water use restrictions
13.28.050	\$ 150	Alternate watering plan during periods of water use restrictions
Ch 6.26 Solid Waste Disposal	\$ 345	Application for Certification of designation
13.12 WATER METERS		
New Water Meter Installation	\$ 462	Meter/ERT/Register
Water Meter Replacement	\$ 462	Meter/ERT/Register -Exception- Mechanical failure of equipment
Inspection Fees	\$ 110	Inspection of water meter not installed by the City (eg: meters for irrigation water - 13.12.050).
Customer Requested Meter Removal/Install	\$ 75	For both removal and install to cover cost of personnel
Meter Tampering Fine	\$ 1,000	Municipal code. 13.12.002 & 13.12.006 Court fines may also apply, if brought before the Judge.
Charge when access is denied		
	\$ 75	During regular business hours; per denied access; When clear access is denied for two successive meter readings, or for any other function after written notice is mailed to the customer or conspicuously posted on the premises, and no response is made by the customer to such notice within 10 days, an appointment is thereafter made with the customer for reading the meter or performing such other function
	\$ 300	During off-duty hours and weekends; per denied access & requested on/off service.