

# CARNIVAL BUSINESS LICENSE APPLICATION



**Note:** you may attach separate sheets or additional documents if necessary to fully complete this application. All documents must be typewritten or printed legibly in black ink.

- Applications for carnival licenses shall be submitted for review to the City Clerk no less than thirty (30) days prior to any set-up operations or conducting of any business.
- Upon submission, the Clerk shall forward application to the Longmont Police Chief who shall cause an investigation to be conducted.

1. Business Name: \_\_\_\_\_

2. Agent/Applicant Name (a person): \_\_\_\_\_

3. Mailing Address of Agent/Applicant: \_\_\_\_\_

\_\_\_\_\_

City State Zip Code

4. Information of ALL Operators/Owners/Agents (*add additional pages, if necessary*):

\_\_\_\_\_  
Full name: first, middle, last Any other names known by now or previously Date of birth, mm/dd/yyyy

\_\_\_\_\_  
Full name: first, middle, last Any other names known by now or previously Date of birth, mm/dd/yyyy

\_\_\_\_\_  
Full name: first, middle, last Any other names known by now or previously Date of birth, mm/dd/yyyy

5. Length of License requested:

- One Year, valid during the calendar year in which it is issued. Fee is \$300.00
- One Month, valid during any **single calendar month** designated by the applicant. Fee is \$150.00
- One Week, valid during any **consecutive seven-day period** designated by that applicant. Fee is \$100.00

6. Dates and locations of Carnival or Amusement Park: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Description of premises of the carnival or amusement park, including a description of all improvements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Trade Name of the manufacturer, and the serial number of all rides and devices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Information regarding any accident within the past two years occurring on the carnival or amusement park premises, including but not limited to date of accident, cause of accident, equipment or ride involved, kind of injury, whether injury involved hospitalization and name of injured:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. A description of any construction, substantial repair or alteration made in the previous twelve months:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. A description of any construction, substantial repair or alteration to be or projected to be engaged in during the term of the license by the operator:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. A list of dates and locations of each operation of the carnival during the period of twelve months immediately preceding the application:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Submit a Certificate showing that each tent or temporary stand has been flame-treated, within one year, by a recognized flame-retardant product.
14. Attach a copy of any report of any inspection made of the carnival or amusement rides or devices in the previous twelve months, and a copy of such report of any inspection to be conducted within the next preceding thirty days.
15. Attach a copy of a current liability insurance policy valid for the license term in the amount of not less than a combined single limit of one million dollars for bodily injury to or death of one person in any one accident, and property damage to others not to exceed an aggregate limit of one million dollars.
16. Have you obtained a Sales Use Tax License for this business?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
*Everyone doing business in Longmont must obtain a Sales & Use Tax license from our Finance Department, 303-651-8672*
17. Make your check payable to "City of Longmont."  
 We take checks or cash. We are not able accept credit or debit cards.

This information **must be signed before a Notary Public.**

If you do not know a Notary Public, one will be provided to you by the City of Longmont.

**I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge.**

_____ Signature	_____ Date
State of Colorado        )	
) ss.	
County of _____ )	Subscribed and sworn to before me this _____ day of _____, 20__

_____ Date Commission Expires	_____ Notary Public	(Seal)
----------------------------------	------------------------	--------

If you have questions or need further information, please contact the City Clerk's Office at 303-651-8649.

[It is your responsibility to comply with Longmont Municipal Code Chapter 6.96 on Carnivals including hours of operation: only between the hours of 8:00 a.m. through 11:00 p.m. on Sundays through Thursdays, and 8:00 a.m. through midnight on Fridays and Saturdays.](#)

## REQUIRED DOCUMENTS LIST FOR CARNIVALS

- All documents must be properly executed and must correspond with the name of applicant exactly.
- All documents must be typed or **legibly printed** in black ink.

The following information must be submitted:

- Written and visual inspection report from the electrical inspector and fire prevention officer.
- A completed application (SIGNED AND NOTARIZED) for a carnival license which includes:
  - A description of the premises including a description of all improvements
  - Information about any accident within the past two years occurring on carnival premises.
  - List date of accident, cause of accident, equipment or ride involved, kind of injury, whether the injury involved hospitalization, and the name of the injured.
  - Description of any construction, substantial repair, or alteration to be or projected to be engaged in during the term of the license.
  - Certificate show EACH tent or temporary stand has been flame-treated within one year by a recognized flame-retardant product.
  - List of the dates and locations of the carnival for twelve months immediately preceding the application.
  - A copy of any inspection report made of the amusement rides/devices in the previous twelve months. Also provide a copy of such report with 30 days of applying for a license.
  - A copy of a current liability insurance policy valid for the license term in the amount of not less than a combined single limit of one million dollars for bodily injury to or death of one person in any one accident, and property damage to others not to exceed an aggregate limit of one million dollars.

### Fees:

1. \$300.00 per *calendar year*.
2. \$150 per *calendar month*. Renewals are \$150, however during periods of ***continuous operation*** during any calendar year the total fees shall not to exceed \$300.
3. \$100 for one *week*, or any consecutive seven-day period. Renewals are \$100, however during periods of ***continuous operation*** during any calendar year the total fees shall not to exceed \$300.





#### 6.96.010 Definitions.

As used in the chapter, the following definitions shall apply:

"Amusement park" means a tract, structure, area and equipment used principally as a location for supporting carnival-amusement rides and devices.

"Carnival" means an enterprise principally devoted to offering amusement or entertainment to the public in, upon or by means of carnival-amusement rides and devices or temporary structures in any number of combinations whether or not associated with other structures or forms of public attraction, and all structures, equipment and areas in support thereof.

"Carnival-amusement ride or device" means any mechanized device or combination of devices which carries passengers along, around or over a fixed or restricted course for the purpose of giving its passengers amusement, pleasure, thrills or excitement.

"Maintenance" of a carnival or amusement park means all activities relating to the ongoing upkeep of the facilities, equipment and premises of the carnival or amusement park.

"Operator" means a person or the agent of a person, corporation or company who owns or controls or has the duty to control the operation of an amusement park or carnival or the carnival-amusement rides and devices used thereon.

"Ride operator" means the person that has control of the carnival-amusement ride or device at all times that it is being operated for the public's use. (Ord. 0-83-6 § 1 (part))

#### 6.96.020 License required--Carnivals.

No carnival shall conduct business within the city without a valid carnival license until:

- A. The city clerk has received a written and visual inspection from the electrical inspector and fire prevention officer;
- B. A license under this chapter has been issued to the carnival amusement park so operated, valid at the time of operation. (Ord. 0-83-6 § 1 (part))

#### 6.96.030 Application--Contents.

The application for carnival license shall be made under oath as to the truthfulness of the matters thereon set forth to the city clerk, shall be accompanied by the fees required by this chapter, and shall contain the following information:

- A. The name and address of the operator;
- B. A description of the premises of the carnival or amusement park, including a description of all improvements;
- C. The trade name of the manufacturer, and the serial number of all rides and devices;
- D. Information regarding any accident within the past two years occurring on the carnival or amusement park premises, including but not limited to date of accident, cause of accident, equipment or ride involved, kind of injury, whether injury involved hospitalization, name of injured;
- E. A description of any construction, substantial repair or alteration made in the previous twelve months;
- F. A description of any construction, substantial repair or alteration to be or projected to be engaged in during the term of the license by the operator;
- G. Submit a certificate showing that each tent or temporary stand has been flame-treated, within one year, by a recognized flame-retardant product;
- H. A list of the dates and locations of each operation of the carnival during the period of twelve months immediately preceding the application;
- I. A copy of any report of any inspection made of the carnival-amusement rides or devices in the previous twelve months; however, a copy of such report of an inspection conducted within the next preceding thirty days shall be provided;
- J. A copy of a current liability insurance policy valid for the license term in the amount of not less than a combined single limit of one million dollars for bodily injury to or death of one person in any one accident, and property damage to others not to exceed an aggregate limit of one million dollars. (Ord. 0-83-6 § 1 (part))

#### 6.96.040 Application--Review and investigation.

The application for the carnival license shall be submitted for review to the city clerk no less than thirty days prior to any set-up operations or conducting of any business. Upon submission, the clerk shall forward same to the Longmont police chief, who shall cause an investigation to be conducted, as may be required, to verify the information contained in the application. (Amended during 1993 recodification; Ord. 0-83-6 § 1 (part))

#### 6.96.050 Application--Approval--Grounds for refusal.

No carnival license shall be issued to any applicant unless approved by the city clerk. Such issuance or denial of license, as the case may be, shall occur on or before ten regular business days of the city after the submission of the application and fees required in this chapter. The city clerk shall refuse to issue any carnival license if a finding is made that any material misrepresentation has been made in the application, that the applicant has failed to provide liability insurance or evidence of inspection, or furnish other information required by this chapter in the application, or that probable cause has been disclosed that any of the carnival-amusement rides and devices are in an unsafe or dangerous condition. (Ord. 0-83-6 § 1 (part))

#### 6.96.060 Application--Disapproval--Written findings of fact.

In the event that the city clerk disapproves the license application, the city clerk shall make written findings of fact specifying the reasons for such disapproval. The applicant may appeal such disapproval to the city council by submitting written notice of appeal to the city clerk on or before the expiration of ten days following notice of disapproval to applicant. The city council shall conduct a public hearing in the matter at a regular meeting no later than thirty days following notice of appeal, and the applicant shall be entitled to a hearing conforming to the standards of due process. (Ord. 0-83-6 § 1 (part))

#### 6.96.070 Term of license--Application fees.

Licenses granted pursuant to this chapter shall be for periods and for the application fees set forth in this section:

- A. One Year. An annual license shall be valid during the calendar year in which it was issued. The initial application fee, and any renewals thereof, shall be three hundred dollars.
- B. One Month. A one-month license shall be valid during any calendar month designated by the applicant. The initial application fee, and for any renewals thereof, shall be one hundred fifty dollars; however, during periods of continuous operation during any calendar year, the total fees required shall not exceed three hundred dollars.
- C. One Week. A one-week license shall be valid during any consecutive seven-day period designated by the applicant. The initial application fee and for any renewals thereof shall be one hundred dollars; however, during periods of continuous operation during any calendar year, the total fees required shall not exceed three hundred dollars. (Ord. 0-83-6 § 1 (part))

#### 6.96.080 Records.

Every carnival or amusement park operator shall maintain detailed records relating to the construction, mechanical breakdown, repair and maintenance of its operation, including safety, inspection and training activities. Such records shall be made available to the police or fire departments or their designee, at reasonable times. (Amended during 1993 recodification; Ord. 0-83-6 § 1 (part))

#### 6.96.090 Hours of operation.

Carnivals and amusement parks shall operate only between the hours of eight a.m. through eleven p.m. on Sundays through Thursdays, and eight a.m. through twelve on Fridays and Saturdays, and it is unlawful for any person to operate, or facilitate the operation thereof at any time not permitted in this section. (Ord. 0-83-6 § 1 (part))

#### 6.96.100 Unreasonable noise.

It is unlawful for any person to knowingly make or facilitate another to make unreasonable noise in conjunction with the operation of a carnival or amusement park, including the sounds produced from amplification equipment, which would cause a person of ordinary sensitivities situated in a public or private place, substantial annoyance and aggravation under all the circumstances then existing. (Ord. 0-83-6 § 1 (part))

#### 6.96.110 Exemptions.

Unless operated by a carnival or amusement park, the following rides and devices are exempt from the provisions of these rules and regulations:

- A. Model horse and model rocket rides, mechanical horse or bull rides, pinball machines and jukeboxes that have individual self-contained wiring installed by the manufacturer and are designed to be coin-operated activated amusement devices that are self-operated and are located in or attached to permanent buildings;
- B. Nonmechanized playground equipment, including but not limited to swings, seesaws, stationary spring-mounted animal features, rider-propelled merry-go-rounds, climbers, slides, trampolines, swinging gates and physical fitness devices;
- C. Pony rides where the animal is under control of the person with an attached lead line or where the animal is within a fixed or restricted route or course in full view of the operator at all times;
- D. Any device or ride otherwise covered by these rules but regulated by any other state agency. (Ord. 0-83-6 § 1 (part))

#### 6.96.120 Penalties--Enforcement.

Each day of violation under this chapter is a separate offense, punishable accordingly. In addition to the penalties prescribed in Chapter 1.12, the city may obtain relief in equity, including an injunction, from any court of appropriate jurisdiction, to enforce the provisions of this chapter, and may conduct suspension of license proceedings contemplated in Chapter 6.04 of this Code. (Ord. 0-94-61 § 9 (part); Ord. 0-83-6 § 1 (part))