

CIRCUSES & CARNIVALS APPLICATION Checklist and Information

- **One complete set of documents must be submitted for initial review**
- Application packet is available on the City Clerk's [Licensing & Permits](#) website.
- Review Thornton City Code [Chapter 42, Article IV – Circuses and Carnivals](#).
- The [Thornton City Code](#) can be accessed through the [City Clerk's website](#).
- Incomplete application documents will not be accepted.
- Applications will not be deemed received and will not be reviewed until all fees have been received.
- Provide documents in order of the Checklist - **Single-Sided - No Staples Please**.
- All documents and copies need to be legible and either typed or printed in **black ink on 8-1/2 x 11 size paper** only.
- All documents must be properly executed and correspond with the name of Applicant exactly.
- Contact Stacie Flis, Licensing Coordinator, 303-538-7270 or stacie.flis@thorntonco.gov, if you have questions or need assistance.

Please complete and submit the following:

- Completed Application submitted at least 20 days prior to the event.
- \$100 License fee for first day plus \$50 for additional days.
- Diagram showing where the circus or carnival will be located. The Chief of Police will review and determine if additional police protection is necessary. If so, a cash deposit may be required.
- Evidence as to what arrangements have been made to accommodate parking for patrons while the circus or carnival is in operation.
- Name and address of each of the Applicant's employees who will be performing services in the City in conjunction with the circus or carnival.
- A statement certifying that no amusement ride will be operated by a person under the age of 18 years.
- Written authorization from the owner or other person in lawful possession of the premises that the circus or carnival may be held or conducted on such premises.
- A certificate of insurance as evidence that a Public Liability Insurance Policy is in force and effect for the term of the event in an amount of not less than one hundred and fifty thousand dollars (\$150,000) per each person and six hundred thousand dollars (\$600,000) per each occurrence which names the City of Thornton as an additional insured.
- A bond in the amount of \$2,000.
- City Form 2 – Zoning Referral: Contact the City Development Department at 303-538-7295 or Pod.Info@thorntonco.gov. The form submitted with the application must be signed by City Development. Pursuant to the Thornton City Code, verification that the establishment is properly zoned prior to accepting a new license application is required. Complete the first three questions and submit it with a copy of the site plan to the City Development Department.
- If food is to be served, written confirmation of compliance from Adams County Health Department.

Additional Information

- Contact City of Thornton Sales Tax Division, 303-538-7400, to submit the items below. Note that until both items below have been submitted, the license will not be issued.
 - City Sales Tax Temporary Event Application
 - \$250 cash deposit for anticipated sales tax.
 - 20 days following the event, a sales tax return will need to be submitted.
- Contact the City Development Division, 303-538-7295 or Pod.Info@thorntonco.gov, to see if a Temporary Use Permit (TUP) is required. If it is required, a copy of the TUP will need to be submitted to the City Clerk's Office.
- Contact the departments below to schedule an inspection time, at least 48 hours in advance of opening day of the circus or carnival. Once the inspection passes for the event, the license will be issued.
 - Fire Department: 303-538-7602
 - Building Inspection Division: 303-538-7250
- Following the circus or carnival the City Clerk's office will receive a report from the Code Enforcement Division. If there are no problems, the cash bond will be returned or a refund check will be issued, if applicable. This will be sent to the Applicant at the address on the application. Please allow at least two weeks for processing the refund.

CIRCUS & CARNIVAL APPLICATION

Name of Applicant: (corporation, partnership, LLC, etc.)	Phone:
Trade Name:	
Business Address, City, State, Zip Code:	
Name of Owner: (leave blank if same as above)	Phone:
Business Address, City, State, Zip Code:	
Name of Operator: (leave blank if same as above)	Phone:
Business Address, City, State, Zip Code:	

Complete the section below (Corporation/Individual/Partnership/LLC):

If Applicant is a corporation, partnership, association or limited liability company, Applicant must list all Officers, Directors, General Partners, and Managing Members.

Name and Title:	Phone:
Address, City State, Zip Code:	
Name and Title:	Phone:
Address, City, State, Zip Code:	
Name and Title:	Phone:
Address, City, State, Zip Code:	
Name and Title:	Phone:
Address, City, State, Zip Code:	

Location of Circus or Carnival:	
Name of Property Owner:	Phone:
Address, City, State, Zip Code:	

List Dates and Hours of Operation for the License Period (attach a separate sheet if necessary)

Dates:	Beginning Time:	Ending Time:

- I swear or affirm that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete. I also declare that I understand [Chapter 42, Article IV](#), of the Thornton City Code pertaining to Circus and Carnival Licenses.

Sign below and have notarized

Signature of Applicant and Title
Date
Subscribed and sworn to before me by:
in the County of _____, State of _____, this _____ day of _____, 20____
Notary Public:
My Commission Expires:

NOTARY SEAL



THORNTON

City Clerk's office 303-538-7230
9500 Civic Center Drive
Thornton, Colorado 80229-4326

CITY FORM 2 ZONING REFERRAL

This form must be completed and signed by City Development before the City Clerk's Office can accept an application. If this application needs to go before the Planning Commission, the application will be returned and will need to be submitted if approval is received by the Planning Commission.

Applicant: complete the Applicant section, select appropriate application type, and submit this form, with a copy of the site plan of the premises, to the City Development Department.

City Development Department
303-538-7295
pod.info@thorntonco.gov

Return the signed form with your application to the Licensing Coordinator in the City Clerk's Office.

Applicant Information		
Business Name:		
Business Address:		
Type of License applying for:		
Is the existing building going to be expanded/enlarged?	☐ Yes	☐ No
Select Application Type:		
Liquor Licensing:		
☐ New License	☐ Modification of Premises	☐ Change of Location
Other Licensing:		
☐ Circus/Carnival	☐ Commercial Animal	☐ Non-Alcoholic Entertainment Club
☐ Pawnbroker	☐ Sexually Oriented Business	

To be completed & signed by City Development		
Zoning for the property is:		
Is the property zoned for the type of license applied for?	☐ Yes	☐ No
Will the Development Review Process be required for this application?	☐ Yes	☐ No
If so, what type of Development Permit is required?	☐ Major	☐ Minor

If a review is scheduled, please indicate the anticipated hearing date for the Planning Commission:	
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Is there sufficient parking for the proposed use?

Comments:

City Development/Zoning Division Signature:	Date:
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