



**Town of Mt. Crested Butte
Special Events Permit Information
And Application
911 Gothic Road
PO Box 5800
Mt. Crested Butte, CO 81225**

SPECIAL EVENT PERMIT. The Town of Mt. Crested Butte (the “Town”) requires a Special Event Permit. An application may be picked up at the Town Clerk’s Office, or obtained by email or postal mail, or on our website.

A Special Event Permit is required for an event open to the public, and at which **100 or more persons** may gather, or that will attract **more than 25 vehicles per day**, or that have the **potential to create significant net adverse impacts in terms of traffic, water or air quality, noise, lighting, and similar matters**. Such uses or activities may be allowed on a non-permanent or temporary basis, upon individual review of their proposed nature, location, duration, impact, and compatibility with neighboring uses and activities. Examples of special events include, but are not limited to outdoor concerts, athletic competitions, religious revivals, races that pass through the Town of Mt. Crested Butte utilizing town roads or town trails, movie productions, and other types of group or mass gatherings.

A **complete** application must be submitted a minimum of forty-five (45) days prior to your event. **A complete application must include all documentation, fees and deposits.** Incomplete applications will not be accepted. A \$100.00 late fee will be charged for an application received less than forty-five (45) days prior to the event and no applications will be accepted less than fifteen (15) days prior to the event.

NON-PROFIT OR POLITICAL SPECIAL EVENT LIQUOR LICENSE. Only non-profit events or political events can serve liquor, wine or beer under the special event liquor license. If your event will be serving liquor, wine or beer you will be **required** to apply for a special event liquor license from the Town Clerk’s office. This is a separate application and permit.

TEN-DAY MAXIMUM. A Special Event Permit allows an event to last as long as ten days; if the applicant wants it to extend beyond that time, permission must be requested and granted from the Town Manager of the Town of Mt. Crested Butte.

EXEMPTIONS. The following are exempted from the requirements of this Section:

- a. ACTIVITY CONDUCTED AT A PRIVATE RESIDENCE.** An event conducted at a private residence, that is reasonably determined to be a private event, including but not limited to graduation parties, holiday family gatherings, and picnics shall not require a Special Event Permit.
- b. WEDDINGS AND FUNERALS.** Weddings and funerals not to exceed 24 hours duration shall not require a Special Event Permit.
- c. ANNUAL EVENTS WHICH HAVE OCCURRED PRIOR TO 2013.** Events open to the public which have been occurring annually prior to 2013 shall not require a Special Event Permit. For example: Prater Cup, Bluegrass in Paradise, Crested Butte Bike Week, etc...

IMMEDIATE CESSATION ALLOWED TO PROTECT PUBLIC HEALTH, SAFETY AND WELFARE. The Town shall have the right to require immediate cessation of the temporary use and/or event without prior hearing if the Town determines it is appropriate for the protection of public health, safety and welfare. Such right may be exercised by the Town Manager or the Mt. Crested Butte Police Department.

MT. CRESTED BUTTE SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: _____

2. Date(s) of Event: _____

3. Name of Organization Holding the Event (“Permittee”): _____

Note: The permittee of an event must be the same as the named insured on the insurance binder.

4. Name of Event Organizer: _____

Phone: _____ **Cell Phone:** _____

E-Mail: _____ **Fax Number:** _____

5. Name of Assistant or Co-Organizer (if applicable): _____

Phone: _____ **Cell Phone:** _____

E-Mail: _____

6. Mailing Address of Organization Holding the Event: _____

Email Address of Organization: _____

Phone Number: _____

7. Detailed Event Description: Please attach an event schedule if applicable.

Event Schedule Attached

8. Event Location: (Attach map showing location of event; also attach 8 1/2 X 11” diagram detailing the event, showing tents, vendors, security, toilets, tables, signage, fencing, booths, stage, etc.):

9. Event Start Time and Date (start time and date of scheduled event): _____

10. Event End Time and Date (end time and date of scheduled event): _____

11. Event Set Up Time and Date: _____

12. Event Break Down Time and Date (what time will the property be returned to the way it was prior to the event): _____

13. Please describe any pre and post activity, dates and times related to your event. Describe what the set up and take down includes. You will be responsible to restore all town property to the way you found it.

14. Expected Numbers: Participants: _____ Spectators: _____

15. Do You Intend to Sell or Serve Alcohol? Yes / No

If Yes, a Special Event Liquor License is Required, You must Submit a Separate Application for a Special Event Liquor License to the Town Clerk at least 45 days prior to the event to ensure adequate time to comply with state regulations.

Special Event Liquor License Application is Attached with Appropriate Fees and Diagram

16. Proof of General Commercial Liability Insurance Naming the Town of Mt. Crested Butte as Additional Insured, with Coverage of No Less than \$1,000,000 is Required for All Special Events. Events Selling Alcohol also Require Liquor Liability Insurance (Note your application cannot be approved until we receive Proof of Insurance). *Contact the Town Clerk's Office if you would like to receive an insurance quote through the Town's Insurance Provider.*

Is Proof of Insurance Attached? Yes / No

If No, Why Not:

17. Will There Be Amplified Sound at This Event? Yes / No

If Yes, Describe:

18. Will there be signs or banners requested for your event? Yes / No

Sign requests MUST be received at least two weeks prior to the event. If Yes, Please contact Leah Desposato in the Community Development Department, at 970-349-6632 for a sign permit.

Community Development Department Approval: _____

19. How much trash do you anticipate generating at the event? _____

20. What recyclable products will be generated at the event? _____

Describe Your DETAILED Plan for Trash, Recycling and Clean-Up (all events are required to have a plan for handling recycling and garbage during the event and the removal of recycling and garbage after the event). Please note that any plan should emphasize increased recycling and decreased waste production. If you feel that your event will require assistance from a waste or recycling company please contact the Town's provider Waste Management at 349-1033 or other local service provider. Be creative and detailed in you plan. Please note that any event application without a detailed recycling and refuse plan will not be accepted as a complete application.

21. Describe Plan for Security (All major impact events, as well as events that receive a special event liquor license, are required to have a security plan):

22. Describe Plan for Parking:

23. Describe Plan for Portable Toilets and/or Restrooms:

If you are not serving alcohol at your event a minimum of 1 toilet facility per 100 people is required. If you are serving alcohol at your event a minimum of 1.5 toilet facilities per 100 people is required.

Public or common use toilets shall comply with the Federal Americans with Disabilities Act accessibility guidelines, which require that five percent of the total number, no less than one toilet facility per each cluster of toilet facilities, must be accessible to guests with disabilities.

24. Is Your Event Requesting Any Additional Services from the Town of Mt. Crested Butte (such as barricades, irrigation system plumbing locates, utility locates, traffic control, snow removal, electrical power, trash removal, additional police etc.)? Yes / No

If Yes, explain request for services in detail (attach additional page if necessary):

25. Will Your Event Require Any Road Closures? Yes / No

If Yes, Explain in Detail Streets Closures and Times of Closures:

26. Will Your Event Impact Bus Service and/or Routes? Yes / No

Please contact Mountain Express at 970-349-5616 and the Gunnison RTA at 970- 641-411 if your event will impact bus service (more riders, diverting of bus route, road closures, utilization of the bus loop in Mt. Crested Butte, etc...)

If Yes, Explain Impact:

27. Will Your Event Affect Any Handicap Parking Spaces? Yes / No

If yes then you must work with the Mt. Crested Butte Police Department to create a temporary handicap parking space/s for the duration of your event.

28. Describe Plan for Notifying Businesses and Neighbors Impacted by Your Event:

29. Will You Be Selling Products (food, drink or merchandise) At Your Event?

Yes / No

If Yes, You must Collect Sales Tax and Attach a Completed Town of Mt. Crested Butte Sales Tax License Application and a Town of Mt. Crested Butte Business License Application.

- Town of Mt. Crested Butte Sales Tax Application is Attached.**
- Town of Mt. Crested Butte Business License Application is Attached.**

30. Please describe your plan for emergency services.

Identification of how emergency services will be provided based on the projected number of participants, the location of the event, access to the event, and the nature of the event.

Also, as the applicant you will need to contact the Crested Butte Fire Department at 970-349-5333 to advise them of your event.

31. Will pets be allowed at your event? Yes / No

If yes, please describe your plan so that no one gets hurt and that all animals are on a leash at all times.

32. Will your event charge an admission fee? Yes / No

If your event will be charging an admission fee you will also need to charge the 4% admission's tax. Please attach your Town of Mt. Crested Butte Admissions Tax Application.

33. Additional Applicant Comments:

Please note that based on your application Town Staff may have additional requirements that will need to be fulfilled prior to approval of your special event permit.

Please Review Carefully:

In consideration for being permitted by the Town to engage in the permitted event, the Permittee, its heirs, successors, executors, assigns, transferees, employees, officers, directors, members, managers, representatives, contractors, subcontractors, agents, assigns, guests and invitees (collectively, the "Releasor/Indemnitor") hereby acknowledge and agree to the following: (i) Releasor/Indemnitor assume all risk of injury, loss or damage to Releasor/Indemnitor, any of them, arising out of or in any way related to the permitted event, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause; (ii) Releasor/Indemnitor waive and release the Town from any and all claims, demands and actions for injury, loss or damage arising out of or in any way related to the permitted event, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause; (iii) Releasor/Indemnitor agrees to defend, indemnify and hold harmless the Town from and against any and all liability, claims, damages and demands, including any third party claim asserted against the Town, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, arising out of or in any way related to the permitted use, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause. For purposes hereof, the term "Town" shall include, individually and collectively, its officers, employees, agents, insurers, insurance pools, contractors and subcontractors. By signing this Special Event Application, the Permittee acknowledges and agrees that this assumption of risk, waiver and indemnity extends to all acts, omissions, negligence or other fault of the Town and that said assumption of risk, waiver and indemnity is intended to be as broad and inclusive as is permitted by the laws of the State of

Colorado. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding such invalidity, continue in full legal force and effect.

The undersigned Permittee certifies that all the statements and answers to the above questions are true without any reservations or evasions. The undersigned also understands that the Town of Mt. Crested Butte reserves the right to require payment for additional services for major impact events

Print Name Clearly / Signature of Applicant (Permittee) Date

Application is Approved: _____
Tiffany O’Connell, Deputy Town Clerk Date

Internal Processing Only

Community Development Approval _____ Police Department Approval _____
Town Manager Approval _____ Public Works Approval _____
Town Clerk Approval _____

SPECIAL EVENT PERMIT FEES

APPLICATION FEES:

- Special Event Application Fee \$25.00
- Special Event Late Application Fee: \$100.00
 - For applications submitted less than 45 days before the event
 - For proper proof of insurance submitted less than 30 days before the event
- Business License Application Fee \$5 per day up to \$100.

SPECIAL EVENT LIQUOR LICENSE FEES (Separate Application):

- Town of Mt. Crested Butte \$100.00

SPECIAL EVENT PERMIT FEES:

- **Minimal Impact Event Permit Fee \$0**
 - For events with less than 100 participants/spectators that require NO Town Services.*
- **Moderate Impact Event Permit Fee \$50.00**
 - For events with less than 100 participants/spectators that require Town Services.*
 - For events with 100 to 400 participants/spectators that require NO Town Services.*
- **Major Impact Event Permit Fee \$200.00**

- For events with over 400 participants /spectators.

CLEAN-UP DEPOSIT FEES:

- **Minimal Impact Event Clean-Up Deposit \$50.00**
 - For events with less than 100 participants/spectators that require NO Town Services.*
- **Moderate Impact Event Clean-Up Deposit \$100.00**
 - For events with less than 100 participants/spectators that require Town Services.*
 - For events with 100 to 400 participants that require NO Town Services.*
- **Major Impact Event Clean-Up Deposit \$200.00**
 - For events with over 400 participants.

*Town Services are described as extra police officers needed, extra Town maintenance workers, etc...