



## PLEASE READ BEFORE COMPLETING THE SPECIAL EVENT APPLICATION

Please complete the two (2) page application and attach any additional documentation in PDF format. Submit to the Deputy Town Clerks at [specialevents@crestedbutte-co.gov](mailto:specialevents@crestedbutte-co.gov) Applications must be submitted at least forty-five (45) days prior to the event.

The following documents are **REQUIRED** every time you turn in an application:

- Event Description that includes:
  - Brief description of your event
  - Schedule of events that includes date(s), set-up time, event duration, break-down time
  - *Detailed* description of what you are requesting of town staff (closures, barricade placement, etc.)
  - Safety plan
  - Medical plan (if needed)
- Color map(s) clearly depicting: Please use the map in the Resources menu on the Town's special events web page
  - All requested closures (street and parking lot)
  - Staging area(s)/ Vendor set up
  - Barricade/cone arrangement
  - Parade/race routes
  - Porta potty placement
  - Fire/emergency access lane (16' wide lane for emergency vehicles)
  - Liquor area perimeter (*must* be outlined in a continuous, bold, black line)
  - Other features utilizing public property (streets, parking lots, parks, etc.)
- Current Certificate of Good Standing with the Colorado Secretary of State
- Valid Certificate of Insurance
  - Insured entity name **MUST** match the entity name on the Certificate of Good Standing
  - The effective dates must cover the duration of the event
  - If you are serving or selling liquor, the certificate must show liquor liability is covered for at least \$1,000,000
  - In the Description for Operations box, there *must* be a sentence that states "The Town of Crested Butte is listed as additional insured"

If you are selling or serving alcohol, you must fill out the Special Event Liquor Permit application and include a separate map delineating where liquor will be allowed. You must outline this area with a continuous, bold, black line. Also, include a description of your security plan that states how you plan on keeping liquor within your perimeter (volunteers, signage, etc.).

If your event is a race that goes through or adjacent to properties not owned by the Town (BLM, Forest Service, private property, Gunnison County, Crested Butte Land Trust, etc.), please attach written proof of permission to your application.

If your event relies on patrons using public restrooms, it is your responsibility to make sure the restrooms remain in good working order.

If your event relies on patrons using Town trash receptacles, you must ensure that they are not overflowing at the conclusion of the event. If they are, you are responsible for emptying the cans and disposing of the waste.

If you are selling food, drink, and/or merchandise please create, if you haven't already, a MUNIRevs account with the Town of Crested Butte. Your Sales Tax License will be accessible through this account.

## Special Event Permit Application

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Event Organizer (must be a person): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact (person who will be at the event): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Permittee (must match the Certificate of Good Standing): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number of People to attend (including Staff, Volunteers & Attendees): \_\_\_\_\_

**What are you requesting of the Town?** (check all that apply):

☐ Road Closures (requires Council approval) ☐ Parking Lot Closure ☐ Use of a Town Park  
☐ Barricades/cones (street closure, block traffic, route indication, etc.) ☐ Rolling Closure (parade)  
☐ CBFPD (medical aid, fire prevention) ☐ Marshals (safety, escort) ☐ Interruption of Mt. Express Bus  
Route  
☐ Other: \_\_\_\_\_  
☐ None

**Do you intend to participate in the Climate Responsible Special Event program?** ☐ Yes ☐ No

If not, you will be responsible for paying the \$150 fee. If yes, you must complete the Climate Responsible Special Event Worksheet and turn it in with this application. You also may be eligible for a CRSE Rebate!

**Do you plan to use a Town Park or other recreation facility?** ☐ Yes ☐ No

If yes, please contact the Parks, Rec, Open Space and Trails Department at 970-349-7197 or recreation@crestedbutte-co.gov to obtain a park permit. Facility use fees apply.

**Will your event affect ADA parking spots?** ☐ Yes ☐ No

If yes, describe in your event description how many spaces are being affected and how you plan to replace them. Please request signage if needed.

**Are you serving or selling liquor at your event?** ☐ Yes ☐ No

If yes, complete the Special Event Liquor Permit application and include a map of your liquor area layout, security measures and a continuous, bold, black line outlining your liquor boundary.

**Will you be selling products (food, drink, and/or merchandise)?** ☐ Yes ☐ No

If yes, attach your current Town of Crested Butte Sales Tax License and list of vendors.

**Is your event a parade or does it include a parade?** ☐ Yes ☐ No

If yes, include a DETAILED map of the route. Coordination with the Marshals is necessary.

**Will there be amplified sound at this event?** ☐ Yes ☐ No

If yes, complete the online Notice of Amplified Sound. If you create your own notice, you must include a copy as an attachment to your application. Please be aware of the Town Sound Ordinance.

**Do you wish to advertise your event with a banner on the fence at Pitsker Field?** ☐ Yes ☐ No

If yes, complete a Banner Application form. If you want additional banners advertising your event, include the request in your event description.

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 agree 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 Crested Butte reserves the right to require payment for additional services for major impact events.**

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Signature of Applicant (Permittee)

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Date

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Print Name Clearly