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Special Events Permit

Applications do not constitute a permit.

A complete application must include all documentation, maps, and licensing required.

Permits are reviewed and issued by the Town of Mt. Crested Butte Events Coordinator in conjunction with town departments affected.

A Special Event Permit is required for all public or private events that meet **one** or more of the following criteria*:

- Major Impact Event (MIE) An MIE is defined by the Town of Mt. Crested Butte as having 400+ people in attendance (this includes guests, vendors, employees, and volunteers)
- Attracts more than 40 motor vehicles
- Closes off a parking lot
- Diverts bus traffic
- Diverts normal traffic patterns
- An event in a public or private setting that involves selling tickets or registrations to the event
- An event public or private that is selling alcohol or has been issued a Special Events Liquor License

**Weddings occurring at a commercial or municipal property are exempt from the Special Events Permit.*

**Road Closure only requests are exempt from the Special Events Permit but must fill out a [Town of Mt. Crested Butte Road Closure Request Form](#) to obtain temporary or prolonged closure permissions.*

A complete application must be submitted to the Town no later than 30 days prior to the public promotion of the event or the event start date. **A complete application must include all documentation, maps, and licensing required. Incomplete applications will not be accepted.**

NON-PROFIT OR POLITICAL SPECIAL EVENT LIQUOR LICENSE. Only non-profit events or political events can serve liquor, wine or beer under a Special Event Liquor License. If your event will be serving liquor, wine, or beer you are **required** to apply for a [Special Event Liquor License](#) from the Town Clerk's office. **This is a separate application and permit. If this applies to your event, proof of submittal of this application is required to apply for this permit.**

TEN-DAY MAXIMUM. A Special Event Permit allows an event to last up to 10 days. If the applicant wants it to extend beyond that time, permission must be requested and granted from the Town Manager of Mt. Crested Butte.

IMMEDIATE CESSATION ALLOWED TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE.

The Town shall have the right to require immediate cessation of the event without a prior hearing if the Town determines it is appropriate for the protection of public health, safety, and welfare. Such right may be exercised by Town Staff or the Mt. Crested Butte Police Department.

The Town shall have the right to enforce the immediate cessation of any event meeting the previous mentioned criteria that do not hold a Town of Mt. Crested Butte Special Events Permit.

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: _____

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 or run of show if applicable):

Event or Run of Show Schedule attached

8. Event Location. Please attach an 8 ½ X 11 diagram/map that details the following:
- | | | |
|---------------------|------------|-----------|
| ✓ Location of event | ✓ Security | ✓ Fencing |
| ✓ Entrances & Exits | ✓ Toilets | ✓ Booths |
| ✓ Tents | ✓ Tables | ✓ Stage |
| ✓ Vendors | ✓ Signage | ✓ Other |

Event Map attached

9. Event Start Date & Time: _____

10. Event End Date & Time: _____

11. Event Date & Set-Up Time: _____

12. Event Break Down Date & Time (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 set-up and take-down includes. You will be responsible for restoring all town property to the way you found it.

14. Expected Numbers of:

Participants: _____ Spectators: _____ Vendors: _____ Employees/Volunteers: _____

15. Do You Intend to Sell or Serve Alcohol?

- Yes No

If yes,

- And the property owner does not hold a valid liquor license or does not plan to be the entity serving the alcohol, a Special Event Liquor License is required by the state for your event.
- All persons serving alcohol are required to hold a TIPS training certification.
- All events serving alcohol require sandwiches and snacks to be included or available for purchase.
- All events serving alcohol must have required signage posted by the State and Town.
- Proof of submittal or approval of a Special Event Liquor License Application is required when applying for this permit.

- Please check this box to signify that you have read and understand the above regulations regarding serving and selling alcohol at your event.**

You must submit a separate application for a [Special Event Liquor License](#) to the Town Clerk, Tiffany O'Connell (toconnell@mtcb.colorado.gov) at least 45 days prior to the event to ensure adequate time to comply with Colorado State regulations.

- Proof of submittal of a Special Event Liquor License Application to the Mt. Crested Butte Town Clerk is attached
- Proof of approval of Special Events Liquor License is attached

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 (**please 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 included?

- Yes No

If no, please explain:

17. Will there be amplified sound at the event?

- Yes No

If yes, please describe:

18. Will there be signs or banners for your event outside of the event perimeter?

- Yes No

If yes, please contact Leah Desposato in the Community Development Department, at ldesposato@mtcb.colorado.gov to request approval.

Sign permit requests MUST be received at least two weeks prior to the event.

- Community Development Department approval is attached

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

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

All events are required to have a plan for handling recycling and refuse during the event and the removal of recycling and refuse after the event. Describe your detailed plan for trash, recycling, and clean-up. 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 (970) 349-1033 or another local service provider. Please be detailed in your plan. If you plan to use any Treasury Center services, please attach their approval and description of approved services to this application.

Please note that any event application without a detailed recycling and refuse plan will not be accepted as a complete application.

21. All MIE's, as well as events that receive a Special Event Liquor License, are required to have a security plan. Describe your plan for security:

22. Describe your parking plan in detail:

- 23.** 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.

If you plan to use any Treasury Center services, please attach their approval and description of approved services to this application.

- Treasury Center approval attached

Describe plan for portable toilets and/or restrooms:

- 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, 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, please fill out and attach a Town of Mt. Crested Butte [Road Closure Request Form](#).

- 26.** Will your event impact bus service, routes, or capacity?

- Yes No

Please contact Mountain Express at 970-349-5616 and the Gunnison RTA at 970- 641-4111 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. Describe your plan for notifying businesses and neighbors impacted by your event:

28. Will you be selling products (food, drink, or merchandise) at your event?

- Yes No

If yes, you and/or vendors selling goods must collect and remit all appropriate sales tax. More information can be found on our town website. For questions regarding sales tax please contact Town Deputy Finance Director at finance@mtcb.colorado.gov.

- Proof of communication of Sales Tax Collection to vendors attached

29. Please describe your plan for emergency services. Identify 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.

Additionally, you are required to apply for a [Special Events Permit with the Crested Butte Fire Department](#). Please contact them directly with any questions regarding their application at 970-349-5333.

- I have submitted a Special Events Permit Application to the Crested Butte Fire Department

30. Will pets be allowed at your event?

- Yes No

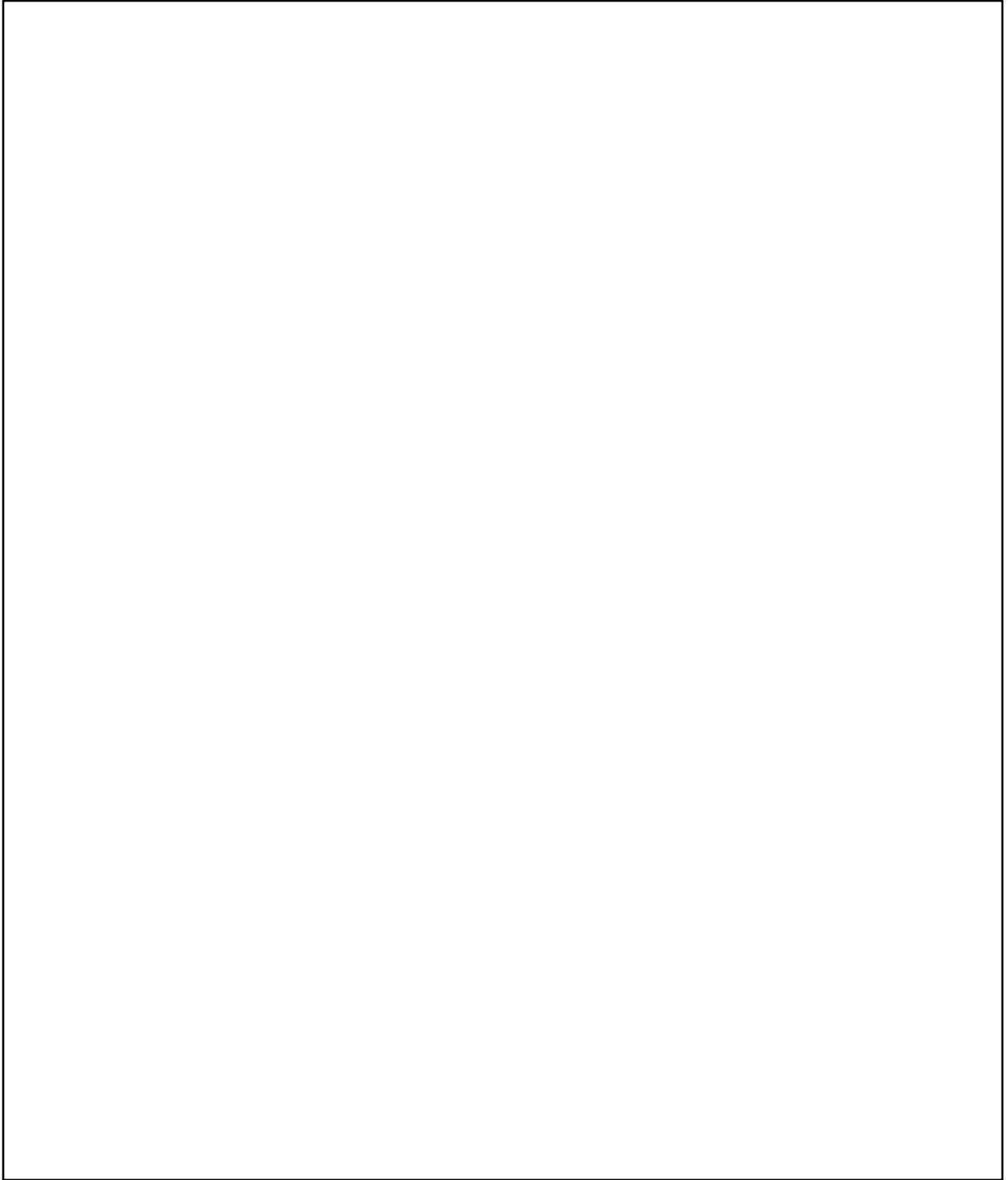
If yes, please describe how you plan to enforce a strict leash law and ensure that no one gets hurt.

31. Will your event charge an admission fee?

- Yes No

If your event will be selling a ticket to or charging an admission or registration fee you will need to collect and remit the Town of Mt. Crested Butte's 4% Admission's Tax. Town of Mt. Crested Butte Sales Tax applications can be found on the town website. Please contact town Deputy Finance Director at finance@mtcb.colorado.gov with questions.

32. Additional Applicant Comments:

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional comments. The box is currently blank.

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.

Town of Mt. Crested Butte Permit Application Fees

SPECIAL EVENT PERMIT FEES:

- Special Events Permit Application Fee – FREE
- Refundable Event Clean-Up Deposit Fee \$200: All major impact events held on Town of Mt. Crested Butte property are required to submit a refundable clean-up deposit. Upon final event inspection (at the end of your event/clean-up/breakdown), the town will refund the Event Clean-Up Deposit Fee within 30 days of the event date.
Special Event Late Application Fee: \$100 ***Applications submitted less than 30 days prior to the start of their event will incur a late fee to be remitted with the submittal of application.*
- Special Event Without a Permit Minimum Fee: \$500 *Fees will increase depending on the town services needed. Town services are described as but not limited to, any Police or Fire Department needs, any Public Works or Maintenance needs, and any effects that may be made to our roads, parking or public spaces.

OTHER STATE OF COLORADO & TOWN OF MT. CRESTED BUTTE APPLICATION FEES:

All applications below are separate applications from this Special Events Permit Application and are to be submitted to appropriate department

- [Special Event Liquor License Application](#) Fee \$100
- [Sales & Admissions Tax License Application](#) Fee – FREE
- [Special Events Permit with the Crested Butte Fire Department](#) Fee - FREE

SPECIAL EVENT CHECKLIST

Before submitting your application, please make sure to complete the application form and the following additional forms as attachments if necessary:

- ✓ Detailed event description, Run of Show, or Event Schedule (#7)
- ✓ An 8 ½ x11 diagram/map of your event location (#8)
- ✓ Proof of submittal or approval of a [Special Event Liquor License Application](#) (#15)
- ✓ Proof of General Commercial Liability Insurance naming the Town of Mt. Crested Butte as the additionally insured (#16)
- ✓ Requested any additional services from the Town of Mt. Crested Butte needed (#24)
- ✓ [Road Closure Permit Request Form](#) (#25)
- ✓ Contacted Mountain Express & RTA if your event impacts bus services (#26)
- ✓ Proof of a Town of Mt. Crested Butte [Sales Tax Application](#) or License attached (#28& #31)
- ✓ Proof of communication of Sales Tax License to vendors attached (#28 & #31)
- ✓ Submitted a [Special Events Permit with the Crested Butte Fire Department](#) (#29)

Submit your completed application along with additional provisions to Rebecca Gagne, Events Coordinator at rgagne@mtcb.colorado.gov.