

Contact: Rebecca Schroepfel
Events Coordinator
rschroepfel@mtcb.colorado.gov
(970)349-6632



911 Gothic Rd/POB 5800
Crested Butte, CO 81225

Special Events Use Permit

A Special Event Use Permit is required for all public or private events that meet at least one of the following:

- More than 100 people will be in attendance (this includes guests, vendors, employees, and volunteers)
- Will attract more than 40 vehicles or motorcycles
- Will require a parking lot closure
- Will divert bus traffic
- Will divert normal traffic patterns
- An event in a public or private setting that involves selling a ticket to the event and/or alcohol.

Weddings occurring at a commercial or municipal property are exempt from the Special Event Use Permit.

A complete application which includes a completed Special Events Use Permit, all documentation, fees, and deposits, must be submitted to the Town within 90 days of the event. Incomplete applications will not be accepted. A \$100 late fee will be charged for an application received less than sixty (60) days prior to the event and no applications will be accepted less than forty-five (45) days prior to the event.

SPECIAL EVENT LIQUOR LICENSE. Only non-profit events or political events can serve liquor, wine, or beer under a special event liquor license. If you are a non-profit or political entity and will be serving liquor, wine, or beer at your event, you are required to apply for a special event liquor license from the Town of Mt. Crested Butte Town Clerk's office which is a separate application and permit. If you are not a non-profit or political entity, you cannot apply for a special event liquor license.

TEN-DAY MAXIMUM. A Special Event Permit allows an event to last up to 10 days. If the applicant wants it extended 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 temporary use and/or 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 the Town Manager or the Mt. Crested Butte Police Department.

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

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 if applicable):

8. Event Location. Please attach an 8 ½x11 diagram/map that includes the following:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Location of event | <input checked="" type="checkbox"/> Toilets | <input checked="" type="checkbox"/> Booths |
| <input checked="" type="checkbox"/> Tents | <input checked="" type="checkbox"/> Tables | <input checked="" type="checkbox"/> Stage |
| <input checked="" type="checkbox"/> Vendors | <input checked="" type="checkbox"/> Signage | <input checked="" type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Security | <input checked="" type="checkbox"/> Fencing | |

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 to restore 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, an Mt. CB 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 (please note, your application cannot be approved until we receive proof of insurance). *Contact the Town Clerk's Office at (970)349-6632 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 why not:

17. Will there be amplified sound at the event?
 Yes No

If yes, please describe:

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

All signs and banners require approval by the Town of Mt Crested Butte. 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 ldesposato@mtcb.colorado.gov

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 garbage during the event and the removal of recycling and garbage 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 Waste Management at (970) 349-1033 or another local service provider. Be creative and detailed in your plan. Please note that any event application without a detailed recycling and refuse plan will not be accepted as a complete application.

21. All major impact events and events that receive a special event liquor license are required to have a security plan. Please 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.

Describe the 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, trash removal, additional police, etc.)?

Yes

No

If yes, explain the 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 street closures and times of closures:

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 are required to collect sales tax. You must complete both a 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](#)

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 contact the Crested Butte Fire Department at 970-349-5333 to advise them of your event.

Yes, I have contacted the Crested Butte Fire Department and they are aware of it.

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

I have attached my [Town of Mt Crested Butte Admissions Tax Application](#)

Not applicable to my event.

32. 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

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 Use Permit Application Fee: \$200
- Special Event Late Application Fee: \$100
 - For applications submitted less than 90 days before the event
- Special Event Without a Permit Fee: \$500 (depending on the services needed last minute for the event this may increase)
- Business License Application Fee: \$5 per day up to \$100.

SPECIAL EVENT LIQUOR LICENSE FEES (Separate Application):

- Town of Mt. Crested Butte \$100

SPECIAL EVENT PERMIT FEES:

- Minimal Impact Event Permit Fee \$0
 - For events with less than 100 participants that require NO Town Services.*
- Moderate Impact Event Permit Fee \$50
 - For events with less than 100 participants that require Town Services.*
 - For events with 100 to 400 participants that require NO Town Services.*
- Major Impact Event Permit Fee \$200.00
 - For events with over 400 participants /spectators.

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

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 (#7)
- ✓ An 8 ½ x11 diagram/map of your event location (#8)
- ✓ If you intend to serve alcohol, a [Special Event Liquor License Application is attached](#) (#15)
- ✓ Proof of General Commercial Liability Insurance (#16)
- ✓ Is your event requesting any additional services from the Town of Mt. Crested Butte (#24)
- ✓ Contacted Mountain Express & RTA if your event impacts bus services (#26)
- ✓ If you are selling products at your event, you have attached a [Town of Mt. Crested Butte Sales Tax Application](#) and [Town of Mt. Crested Butte Business License Application](#) (#28)
- ✓ Contacted the Crested Butte Fire Department to make them aware of your event (#29)
- ✓ If your event will be charging an admission fee you will need to charge the 4% Admission Tax Please attach your [Town of Mt. Crested Butte Admissions Tax Application](#) (#31)
- ✓ If your event is located in the base area/on CBMR property, you will also be required to fill out their Special Event application

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