



Town of Mt. Crested Butte Special Event Permit Application Guidelines

SPECIAL EVENT PERMIT APPLICATION GUIDELINES

Welcome to the Town of Mt. Crested Butte Special Event Permit Application Guidelines. This guide is to assist you or your organization in planning an event within the Town limits of Mt. Crested Butte.

A complete Special Event Permit application must be submitted to the Town no later than forty-five (45) days prior to the event's start date. A complete application must include all documentation, maps, and licensing required. Incomplete applications will not be accepted. Late applications will be charged a \$100 late fee.

The submission of a Special Event Permit application does not constitute a permit. Permits are reviewed and issued by the Town of Mt. Crested Butte Events Coordinator in conjunction with Town departments and affiliates affected. Town Staff may have additional requirements that will need to be fulfilled prior to approval and issuance of a Mt. Crested Butte Special Event Permit.

Events operate on an Event Tier Guideline system. Event tiers are determined by the Town and are based on the criteria contained in this guide. Town reserves the right to request additional information or requirements for an event. For questions regarding these tiers or what tier your event falls under, please contact the Town at (970) 349-6632, ext. 7.

A Special Event Inquiry Form is required to be submitted for all Tier Three (3) and Tier Four (4) events that have not previously received Mt. Crested Butte's "Annual Event" status. An "Annual Event" is an event that occurs yearly in Mt. Crested Butte, has the same organizer from year to year, and has no changes from previous years in liquor permitting, timing, or venue. "Annual Event" status is determined solely by the Town of Mt. Crested Butte, and a written request for this status can be submitted to the Town.

SPECIAL EVENT TIER GUIDE

TIER ZERO EVENT CHARACTERISTICS:

1. The maximum attendance at any one time is estimated to be between 1 to 300 people; and
2. Occurs on one day on private property; and
3. Is a **private event** (i.e., the public is not permitted to attend the event) and has the following:
 - a. No anticipated impact to surrounding areas; or
 - b. No impact on Town resources and requires no use of public parking; or
 - c. Does not require public safety staffing beyond normal operations; or
 - d. Does not have outdoor amplified during quiet hours (10 pm to 7 am)

TIER ONE EVENT CHARACTERISTICS:

1. The maximum attendance at any one time is estimated to be between 1 to 500 people; and
2. Occurs no more than five (5) consecutive days on public or private property; and
3. The event is primarily held completely indoors or is held at the Mountain Wedding Garden; and
4. Is either a private event OR the public is invited to attend the event, either by express invitation or by implication; and has one or more of the following:
 - a. No anticipated impact to surrounding areas; or
 - a. Minor impact on Town resources and requires low usage of public parking (less than 40 vehicles), no temporary, rolling or short-term road closures, and does not require increased free ride transit; or
 - b. Does not require public safety staffing beyond normal operations; or
 - c. Does not have outdoor amplified during quiet hours (10 pm to 7 am); or
 - d. Has not been issued a Special Event Liquor License or activated an Optional Premise Liquor License

TIER TWO EVENT CHARACTERISTICS:

1. The maximum attendance at any one time is estimated to be between 1 to 500 people; and
2. Occurs no more than five (5) consecutive days on public or private property; and
3. The event is held primarily or completely outdoors; and
4. The public is invited to attend the event, either by express invitation or by implication, and has one or more of the following:
 - a. Minor impact to surrounding areas and can be held within existing venue/use area; or
 - b. Minor transportation needs, including no parking closures or low usage of public parking (less than 40 vehicles), no temporary, rolling, or short-term road closures, and does not require increased free ride transit; or
 - c. Does not require public safety staffing beyond normal operations; or
 - d. Does not have outdoor amplified sound during quiet hours (10 pm to 7 am); or
 - e. Has not been issued a Special Event Liquor License or activated an Optional Premise Liquor License

TIER THREE EVENT CHARACTERISTICS:

1. The maximum attendance at any one time is estimated to be between 1 to 2,500 people; and
2. Occurs on no more than ten (10) days (consecutive or non-consecutive series) and occurs on public or private property; and
3. The event is held indoors or outdoors; and
4. The public is invited to attend the event, either by express invitation or by implication, and has one or more of the following:
 - a. Moderate impact to surrounding areas, and can be held within existing venue/use area; or
 - b. Moderate transportation needs, including partial closure of parking lot(s), usage of public parking (for more than 40 vehicles), may require a transportation mitigation plan, or increased free ride transit operations may require temporary, rolling, or long-term road closures; or
 - c. May require limited public safety beyond normal operations; or
 - d. Has outdoor amplified sound during quiet hours (10 pm to 7 am); or
 - e. Has been issued a Special Event Liquor License, or activated an Optional Premise Liquor License

TIER FOUR EVENT CHARACTERISTICS:

1. The maximum attendance at any one time is estimated to be more than 2,500 people; and
2. Occurs on no more than ten (10) days (consecutive or non-consecutive series) and occurs on public or private property; and
3. The event is held indoors or outdoors; and
4. The public is invited to attend the event, either by express invitation or by implication, and has one or more of the following:
 - a. Moderate to severe impact to surrounding areas and cannot be contained to the existing venue/use area; or
 - b. Moderate to severe transportation needs including closure of parking lot(s), requires a transportation mitigation plan, requires offsite parking plan, temporary, rolling or long-term road closures, moderate to major residential transportation mitigation or requires increased free ride transit operations and/or increased transportation provided outside of the Town's ability to provide the services required; or
 - c. Requires Public Safety needs beyond normal operations including moderate to major security or emergency services support in the venue and/or as well as support of public safety personnel from outside the Town's jurisdiction or
 - d. Has outdoor amplified sound during quiet hours (10 pm to 7 am); or
 - e. Has been issued a Special Event Liquor License or activated an Optional Premise Liquor License

You can find the [Special Event Permit Application Tier Chart here](#).