



# Special Event Inquiry Form

## Mt. Crested Butte Special Event Inquiry Form

- Submission of the Special Event Inquiry Form does not constitute permission or a permit to host the requested event.
- Written approval by Mt. Crested Butte Town staff of this form is required to submit the Mt. Crested Butte Special Event Permit Application.
- Special Event Inquiry Forms will be accepted no more than two years\* and no less than sixty (60) days before the event (\*events wishing to inquire more than two years in advance may submit requests to the Town Manager directly).
- 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 written request for this status can be submitted to the town's event coordinator.

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

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

**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.

**Mailing Address of the Organization:** \_\_\_\_\_

**Email Address of the Organization:** \_\_\_\_\_

**Phone Number of the Organization:** \_\_\_\_\_

**Event Organizer/Planner:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Assistant or Co-Organizer (if applicable):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Event Date(s) & Timing:**

Event Set-Up Start Date & Time: \_\_\_\_\_

Event Start Date & Time: \_\_\_\_\_

Event End Date & Time: \_\_\_\_\_

Event Break Down End Date & Time (what time will the property be returned to the way it was prior to the event): \_\_\_\_\_

**Expected Attendance Numbers:**

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Vendors: \_\_\_\_\_ Employees/Volunteers: \_\_\_\_\_

**Admissions, Tickets, & Registrations:** Will your event charge a registration, ticket, or admission fee?

YES       NO

If you marked **YES**, you must adhere to [Town Code Ordinance Chapter 19, Article 5](#) and collect and remit the Town of Mt. Crested Butte's 4% Admission's Tax. For more details on obtaining your free Town of Mt. Crested Butte's Sales Tax License and how to remit collected taxes, contact the Finance Department at [Finance@mtcb.colorado.gov](mailto:Finance@mtcb.colorado.gov).

**Detailed Event Description:** Include a description of the event with any pre- and post-activities, what set-up and take-down includes, and all dates and times related to your event. You will be responsible for restoring all property within Town limits to the original way you found it.

The Event Schedule or Run of Show is attached