



# Special Event Permit Application

- **TIER ZERO EVENTS:** Need not apply.
  - **TIER ONE EVENTS:** PRIVATE: Need not apply. PUBLIC: Event organizer or venue must send notification of the event to the town no less than 45 days prior to their event or they must apply as a TIER TWO event.
  - **TIER TWO:** Must complete items 1-18 of this application.
  - **TIER THREE EVENTS\*:** Must complete items 10- 23 of this application and provide any updates to items 1-9 that differ from the event’s Inquiry Form. \*Annual Events must complete items 1-23.
  - **TIER FOUR EVENTS\*:** Must complete items 10- 26 of this application and provide any updates to items 1-9 that differ from the event’s Inquiry Form. \*Annual Events must complete items 1-26.
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- **SUBMITTAL OF APPLICATION.** The submission of an 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.
  - **COMPLETE APPLICATION.** A complete 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.
  - **SPECIAL EVENT INQUIRY FORM AND ANNUAL EVENTS.** Special Event Permit applications for event Tiers Three (3) or Four (4) that have not submitted an MTCB Event Inquiry form or previously received Mt. Crested Butte’s “Annual Event” status will not be accepted. 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 by the Town of Mt. Crested Butte, and a written request for this status can be submitted to the Town.
  - **FIRE DEPARTMENT SPECIAL EVENT PERMIT.** All Tier Four Events, OR any events that will have outdoor cooking and/or fireworks, are required to apply for a [Crested Butte Fire Protection District Special Events Permit](#). Please contact them directly with any questions regarding their application at 970-349-5333.
  - **TEN-DAY MAXIMUM.** A Special Events Permit allows an event to last up to ten (10) days. If the applicant wants it to extend beyond that time, permission must be requested and granted by the Town Manager of Mt. Crested Butte.
  - **IMMEDIATE CESSATION TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE.** The Town shall have the right to enforce immediate cessation of any event or meeting, without a prior hearing, that has not been issued a town of Mt. Crested Butte Special Events Permit or if the Town or a relevant government agency determines it is necessary for the protection of public health, safety, and welfare.

**TOWN OF MT. CRESTED BUTTE SPECIAL EVENTS 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.*

Mailing Address of Organization: \_\_\_\_\_

Email Address of Organization: \_\_\_\_\_

Phone Number of Organization: \_\_\_\_\_

**4. Event Organizer/Planner:** Name \_\_\_\_\_

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

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

**5. Assistant or Co-Organizer (if applicable):** Name \_\_\_\_\_

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

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

**6. Dates & 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 before the event): \_\_\_\_\_

**7. Expected Attendance Numbers:**

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

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

YES\*       NO

\*If 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).

**9. Detailed Event Description:** Include a description of the event with any pre-and post-activity, 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 way you found it.*

Event Schedule or Run of Show attached

**10. Event Site Map:** Please attach an 8 ½ X 11 diagram/map that details the following (as applicable):

- Location of event
- Entrances & Exits
- Tents
- Vendors
- Security
- Stage
- Tables
- Signage
- Fencing
- Bathrooms
- Trash/Recycling
- Other

Event Map attached

**11. Retail Sales:** Will you be selling products (food, drink, or merchandise) at your event?

YES\*  NO

\* If yes, you and/or vendors are selling goods, you are required to adhere to [Town Code Ordinance Chapter 19, Article 2](#) and collect and remit all appropriate state and local taxes, including the 5% Mt. Crested Butte Sales Tax. Additionally, a Colorado State Special Event License is required for some retail events, and it is the responsibility of the event organizer to determine this need and communicate it to the event's vendors. More information on the Colorado State Special Event License can be found [here](#). Please contact Town's Finance department at [finance@mtcb.colorado.gov](mailto:finance@mtcb.colorado.gov) with questions.

- Proof of Organization's [Sales Tax License with the Town of Mt. Crested Butte](#) attached
- Proof of [Colorado State Special Event Sales Tax License](#) attached
- Proof of communication of Sales Tax Collection to vendors attached

**12. Pets:** Will pets be allowed at your event?

YES\*  NO

\*If yes, you are required to ensure all pet owners adhere to [Town Code Ordinances 4-17 and 4-18](#). Please describe below your plan to notify attendees and ensure compliance with these rules.

**13. Signage:** Are you requesting the placement of signs or banners for your event outside of the event perimeter?

YES\*  NO

\*If yes, please contact the town of Mt. Crested Butte's Community Development Department to discuss the Town's sign code regulations and to see if any additional permitting or permissions are needed. **Please note that sign requests take 7-10 business days to process.**

Sign Permit or Community Development Department approval is attached

**14. Restrooms:** If you are not serving alcohol at your event state law requires 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:

**15. Refuse & Recycling:** 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.**     Treasury Center approval attached

How much trash do you anticipate generating at the event? \_\_\_\_\_

What recyclable products will be generated at the event? \_\_\_\_\_

Will composting be available at the event? \_\_\_\_\_

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

**16. Insurance:** 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 or serving alcohol also require Liquor Liability Insurance.

**Proof of insurance(s) included** - please note that your application cannot be approved until we receive proof of insurance. Contact the Town Clerk's Office if the event is on town-owned property and would like to receive an insurance quote through the Town's Insurance Provider.

**17. Noise:** Will there be outdoor amplified sound during quiet hours past 10 pm or before 7 am?

YES\*

NO

\*If yes, please describe below and provide a timeline and plan to notify neighbors:

**18. Parking** (describe your event parking plan in detail):

**19. Parking Lot Closures:** Will your event require any parking lot closures?

YES\*

NO

\*If yes, give details, location(s), and needs, with dates and times below, and attach proof of permissions from the landowner or property manager to do so:

**20. Emergency Services Plan:** All Tier Three (3) and Tier Four (4) events require an emergency services plan. Please describe below or attach 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.





**24. Town Services:** Is your event requesting any additional services from the Town of Mt. Crested Butte (such as barricades, irrigation system locates on town property, traffic control, snow removal, electrical power, additional police, etc.)?

YES\*

NO

\*If yes, explain your request for services in detail: Please note that requests do not imply approval of these services. Approval from the Town Manager is required for services to be rendered. The cost for requested services will be assessed by the Town of Mt. Crested Butte.

**25. Roads:** Are you requesting any road closures, either full, partial, or temporary?

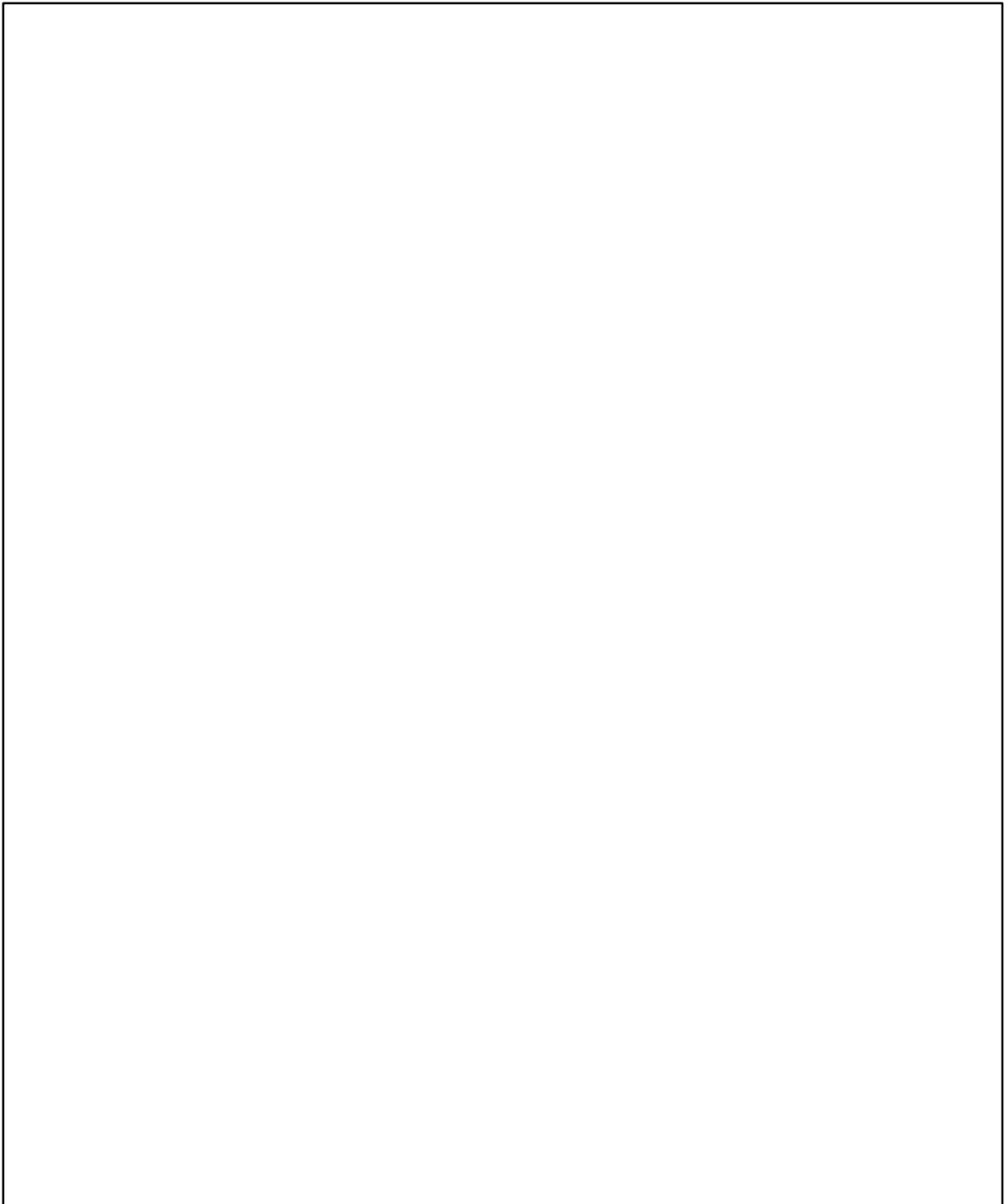
YES\*

NO

\*If yes, please fill out and attach a Town of Mt. Crested Butte [Road Closure Request Form](#) and submit it with this application.

**26. Notification:** All Tier Four (4) events are required to notify surrounding neighbors and businesses. Describe your plan for notifying businesses and neighbors impacted by your event:

**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 and issuance of a Mt. Crested Butte Special Event Permit.**



# Town of Mt. Crested Butte

## Special Event Permit Application Fees

### SPECIAL EVENT PERMIT APPLICATION FEES:

- **Special Events Permit Application Fee:** FREE
- **Special Event Late Application Fee:** \$100 \*\*Applications submitted less than 45 days prior to the start of their event will incur a late fee to be remitted with the submission of the application.
- **Refundable Event Damage Deposit Fee:** \$200 \*All events held on Town of Mt. Crested Butte **owned or managed property** are required to submit a refundable damage deposit. Upon final event inspection (at the end of your event/clean-up/breakdown), the Town will refund the Event Damage Deposit Fee within 30 days of the inspection. If you are unsure if your event is located on town-owned or managed property, please contact the Town of Mt. Crested Butte.

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

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

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

### SPECIAL EVENT CHECKLIST

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

- ✓ Detailed Event Description, Run of Show, or Event Schedule
- ✓ An 8 ½ x11 diagram/map of your event location
- ✓ Proof of submittal or approval of a [Special Event Liquor Permit Application](#) or request to turn on optional premise licenses and current Liquor Liability Insurance
- ✓ Proof of current General Commercial Liability Insurance naming the Town of Mt. Crested Butte as the additionally insured
- ✓ [Road Closure Request Form](#)
- ✓ Proof of a Town of Mt. Crested Butte [Sales Tax License](#)
- ✓ Proof of [Colorado State Special Event Sales Tax License](#)
- ✓ Proof of communication of Sales Tax License to vendors
- ✓ Submitted a [Special Events Permit with the Crested Butte Fire Department](#)
- ✓ Check made out to “Town of Mt. Crested Butte” for any required fees of this permit

Submit your completed application along with additional provisions to Rebecca Gagne, Events Coordinator at [rgagne@mtcb.colorado.gov](mailto:rgagne@mtcb.colorado.gov).

