



**Special Event Permit Application**

Private Use of Public Property (RMC 14-3-3):

Parks, Facilities, Rights-of-Way, including the Hartwell Park Stage

Application Date:	<u>6-12-19</u>	Event Name:	<u>Ridgway Rendezvous</u>
Applicant Name:	<u>Weehawken Arts</u>	Event Date:	<u>Aug. 10-11, 2019</u>
Applicant Phone:	<u>970-318-0150</u>	Event Time:	<u>9-5</u>
Applicant Email:	<u>programs@weehawkenarts.org</u>	# Attendees:	_____
Organization Name:	_____	# Participants:	_____
Mailing Address:	<u>PO Box 734</u>	Entry Fee(s):	<u>free</u>
Contact Name (Event Day):	<u>Trisha Oakland</u>	# of Vendors:	<u>140</u>
Contact Mobile #:	<u>970 318-0150</u>	# of Spectators:	_____

**IMPORTANT:** Inaugural and second annual events, must receive the express approval of the Ridgway Town Council. Subsequent annual events will be permitted administratively and include all conditions of approval and other Town Council requirements.

All event sponsors are required to provide proof of insurance listing the Town of Ridgway, officers and employees as additional insured and indemnifying the Town of Ridgway and its officers and employees.

Specify park, facility and/or public right-of-way for the event (check all that apply):

<input type="checkbox"/> Hartwell Park	<input type="checkbox"/> Performing Arts Stage	<input type="checkbox"/> Athletic Park
<input type="checkbox"/> Cottonwood Park	<input type="checkbox"/> Dennis Weaver Memorial Park	<input type="checkbox"/> Rollans Park
<input type="checkbox"/> Green Street Park	<input type="checkbox"/> Ouray County Fairgrounds	<input type="checkbox"/> Right-of-Way (specify below)
<input checked="" type="checkbox"/> Other (specify): _____		

If use of Right-of-Way (streets, alleys, sidewalks) specify exact location(s):

vacant lot behind library

Event Type (check all that apply):

<input checked="" type="checkbox"/> Fundraising Event	<input type="checkbox"/> Outdoor Concert	<input type="checkbox"/> Filming/ Production
<input type="checkbox"/> Run/Walk Event	<input type="checkbox"/> Bicycling Event	<input checked="" type="checkbox"/> Art Show
<input checked="" type="checkbox"/> Outdoor Market	<input type="checkbox"/> Other (specify): _____	



Describe in detail the proposed use and activity for the park, facility and/or right-of-way:

Use of lot for vendor parking + dry camping for a max of 20 overnight campers

For assistance in completing the application please contact the Town of Ridgway 970-626-5308.

Applicant Signature:

[Handwritten Signature]

Date: 6-12-19

**TOWN STAFF WILL COMPLETE THE FEE SCHEDULE and REQUIREMENTS BELOW**

<b>Permit Application Fee</b> (\$50): <i>(Due at time of application)</i>	\$ _____	Date Paid: _____	Check #: _____
<b>Large Event Fee</b> (\$50 - if more than 100 people):	\$ _____	Date Paid: _____	
<b>Filming/ Production Fee</b> (\$250 per day):	\$ _____	Date Paid: _____	
<b>Parks Department Assistance</b> (\$25/hr)	\$ _____	Date Paid: _____	
<b>Performing Arts Stage Use Fee</b> (\$300 permitting, stage preparation and breakdown):	\$ _____	Date Paid: _____	
<b>Electricity Use Fee:</b> (\$15/day)	\$ _____	Date Paid: _____	
<b>Law Enforcement Fee:</b> (\$30/hr/officer)	\$ _____	Date Paid: _____	
<b>Performance Security (Damage Deposit)</b> up to 100 people: \$100 101-500 people: \$150 >500 people: \$200 Hartwell Park Stage Deposit: \$500	\$ _____	Date Paid: _____	
<b>Release of Deposit</b> (Yes/No):	\$ _____	Date Paid: _____	
Local government & special districts: 50% fee waiver			

**ADDITIONAL REQUIREMENTS (check all that apply):**

<input type="checkbox"/> Town Council Approval (Date: _____ )	<input type="checkbox"/> Insurance/ Indemnity
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Special Event Liquor License
<input type="checkbox"/> Special Event Vendor License	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Sales Tax License(s)	<input type="checkbox"/> Other: _____



**Vicinity Map/Site Plan**

Attach a vicinity map and site plan. List all parks, trails, open space, facilities, roadways, bridges and other Town property proposed for use with the event. The following questions include items which, if applicable, should also be included on the site plan.

Checklist for Vicinity Map/ Site Plan:

- Event site (park, trail, open space, facilities, roadway)
- Parking plan and traffic flow
- Locations of security personnel
- Locations of first aid and emergency services
- Routes for EMS and Fire Crew
- Water stations
- Location and number of sanitation facilities
- Food and merchandise vendor booths
- Temporary road closures
- Location of liquor sales and consumption (must match special event liquor license)
- Electrical and lighting sources
- Sound and amplification plan
- Trash Receptacles
- Signage type and location
- Proposed locations for staking or any penetration of the ground

**Parking/Traffic Flow**

Indicate the number of parking spaces, locations, traffic flow, personnel directing traffic, and traffic signage.

Name(s) authorized personnel to direct traffic: Weehawken staff + volunteers

Are you planning event parking on-site?  Yes  No

Are you planning event parking off-site?  Yes  No

How will you be moving people to/from the event site?

vendors on site attendees at 4-H Center w/ shuttles from Western Slope Kids

**Security/Law Enforcement**

Describe the emergency communications plan [e.g.: radio channels, cell phones, etc.]:

cell phones



Do you anticipate utilizing uniform deputy services for ground security or traffic direction?

If so, what are the event needs?  Yes  No

Will a private security company be used?  Yes  No

How will the security personnel be identified? \_\_\_\_\_

Will your event interrupt the normal traffic flow on any roadway?  Yes  No

Will your event need authorization to park vehicles on any roadway?  Yes  No

Does event need Ouray County Sheriff's Department or Ridgway Fire Department services?

If yes, please list and explain:  Yes  No

**Emergency Medical Care**

Describe Emergency Medical Services arrangements/plan:

N/A

**Potable Water**

Are participants/vendors providing their own drinking water?  Yes  No

If yes, describe water source, estimated amount and method of distribution: \_\_\_\_\_

**Sanitation**

Are you planning to use Town restroom facilities?  Yes  No

If yes, describe: town restrooms & our rented portapotties

Will portable sanitation facilities be rented?  Yes  No



If yes, describe portable sanitation plan, including company name and phone number:

Sanitation Drop Off/ Pick Up Dates and Times:

Drop Off: 8 / 9 / 19 10 am  
mm / dd / yy est. time

Pick Up: 8 / 12 / 19 10 am  
mm / dd / yy est. time

**Food Service & Merchandise Vendors**

Will food service and/or merchandise vendors be present at the event?  Yes  No

*If yes, an application for a Special Event Vendor License must be submitted to Clerks Office, including a detailed list of all vendors. The Clerk's Office will issue sales tax remittance forms to each vendor.*

Describe plan to remove hot coals and grease generated by food vendors: \_\_\_\_\_

**Alcohol Use**

*No alcoholic beverages may be possessed, consumed or provided on any public property unless the permit holder has been issued a Town of Ridgway Special Event Liquor License from the Town Clerk. All provisions of the Colorado Liquor Code and local law related to liquor apply to all public properties.*

**Electricity**

Is electricity needed for the event?  Yes  No

Describe what electricity will be used for:

What type of service is needed:

**Sound and Amplification**

Will sound amplification be used for the event?  Yes  No



Describe sound/ amplification to be used:

\_\_\_\_\_  
\_\_\_\_\_

**Trash Collection/Removal**

Will event use Town park trash receptacles?  Yes  No

Will event have dumpsters be rented?  Yes  No

If yes, describe trash collection plan, including company name and phone number:

\_\_\_\_\_

Collection Container Drop Off/ Pick Up Dates and Times:

Drop Off:     /    /           
mm / dd / yy est. time

Pick Up:     /    /           
mm / dd / yy est. time

**Road Closure**

Are temporary road closures needed for the event?  Yes  No

Describe the road closure, signage and safety plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signage**

Indicate the date and time the temporary signage will be placed:

*(contact Town Staff for applicable regulations)*

Signage Up: 8/9/19  
mm dd yy

Signage Down: 8/11/19  
mm dd yy

**Staking** *(ground penetration – eg: tents, signs, fencing, etc.)*

Are any ground penetrations needed for the event?  Yes  No



Describe the staking plan: in ground signs planted to guide participants

**Please list any other special requirements or potential impacts of the event:**

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**\* Please Note:** *Town equipment and furnishings cannot be removed from Town Hall for use outside of Town Hall.*

