



Application for Special Event Permit

Applicant Name: _____	Contact Person: _____
Applicant Phone: _____	Contact Phone: _____
Applicant Email: _____	Event Date: _____
Event Name: _____	Event Time: _____
Type of Event: _____	# Attendees: _____

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

<input type="checkbox"/> Hartwell Park	<input type="checkbox"/> Hartwell Park Stage	<input type="checkbox"/> Athletic Park
<input type="checkbox"/> Cottonwood Park	<input type="checkbox"/> Dennis Weaver Memorial Park	<input type="checkbox"/> Concession Area (Athletic Park)
<input type="checkbox"/> Rollans Park	<input type="checkbox"/> Right-of-Way (specify below)	<input type="checkbox"/> Community Center
<input type="checkbox"/> Other (<i>specify</i>):		

For use of Rights-of-Ways (*streets, alleys, sidewalks*) specify the exact location(s):

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

Event Type (*check all that apply*):

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



***Selling of alcoholic beverages** requires an application for a State of Colorado Special Events Liquor License. Application must be made with the Town Clerk, and the license received prior to holding the event.

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

Applicant Signature: _____ Date: _____

TOWN STAFF WILL COMPLETE THE FOLLOWING SCHEDULES:

Permit Application Fee (\$50): <i>(Due at time of application)</i>	\$	Date Paid:	Check #:
Large Event Fee (\$50 - <i>if more than 100 people</i>):	\$	Date Paid:	
Filming/ Production Fee (\$250 day):	\$	Date Paid:	
Parks Department Assistance (\$25 hour):	\$	Date Paid:	
Hartwell Park Stage Use Fee (\$50):	\$	Date Paid:	
Concession Area Use Fee (\$50):	\$	Date Paid:	
Community Center Fee: (\$25 hour):	\$	Date Paid:	
Electricity Use Fee: (\$15 day):	\$	Date Paid:	
Law Enforcement Fee: (\$30/hr/officer):	\$	Date Paid:	
Refundable Damage Deposit: up to 100 people: \$50 101-500 people: \$100 >500 people: \$200 Community Center: \$100 Hartwell Park Stage: \$500 Concession Area \$150	\$	Date Paid:	
Release of Damage Deposit:	\$	Date Paid:	

Local government & Ouray County special districts and non-profits can apply for a fee reduction/waiver for use of the stage and concession area

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 be included on the site plan.

Checklist for Vicinity Map/ Site Plan:

- Event Site (park, trail, open space, facilities, sidewalk, street)
- Parking Plan and Traffic Flow
- Locations of security personnel
- Locations of first aid and emergency services
- Routes for EMS and fire department
- Water stations
- Location and number of sanitation facilities
- Food service booths
- Temporary road closures
- Liquor sales and consumption (must match special event 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: _____

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?

Security/Law Enforcement

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



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

If so, what are the plans to meet these needs?

Yes No

Will a private security company be used?

Yes No

How will the security personnel be identified? _____

Phone number for security company/or personnel contact: _____

Will event interrupt the normal traffic flow on any street?

Yes No

Will event need authorization to park vehicles on any street?

Yes No

Does event need Police or Sheriff or Fire Department services?

If yes, please list:

Yes No

Emergency Medical Care

Describe emergency medical services arrangements/plan:

Potable Water

Will the event provide participants/vendors with drinking water?

Yes No

If yes, describe water source, estimated amount and methods of distribution:

Sanitation

*Events up to 250 attendees do not need to provide portable restrooms
Between 250 - 350 attendees at least 1 portable restroom
Between 350-550 attendees at least 3 portable restrooms must be provided*



Will the event use Town restroom facilities? Yes No

Will portable sanitation facilities be supplied? Yes No

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

Sanitation Drop Off/ Pick Up Dates and Times:

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

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

Electricity

Will the Town be providing electricity for the event? Yes No

Describe electricity uses and locations:

Refuse Collection *Events with over 500 attendees with food vendors must provide a dumpster*

Will the event use Town trash receptacles? Yes No

Will the event have dumpsters on site? Yes No

Describe refuse removal plan; if dumpsters will be placed provide the company name and contact information:

Refuse Container Drop Off/ Pick Up Dates and Times:

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

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



Sound and Amplification

Will sound or amplification be used for the event? Yes No

Describe type of amplification system to be used, and where it will be placed:

Street Closure

Are temporary street closures needed for the event? Yes No

Describe which streets would be impacted, proposed signage and the safety plan:

Signage

Will temporary signage be needed for event? Yes No

Describe the exact location for placement of signage:

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

Signage Up: $\frac{mm}{mm} / \frac{dd}{dd} / \frac{yy}{yy}$ _____
est. time

Signage Down: $\frac{mm}{mm} / \frac{dd}{dd} / \frac{yy}{yy}$ _____
est. time



Staking (*ground penetration for tents, signs, fencing, etc.*)

Will ground penetrations be needed for the event? Yes No

Describe location of where staking will be needed, and proposed types:

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 the Town, along with a detailed list of all vendors must be provided 15 days prior to the event. The Town will prepare sales tax remittance forms and it will be the responsibility of the event organizer to collect all sales tax remittances and ensure they are remitted to the Town within 30 days after the event.*

Which types of vendors will be present: _____

What plan will be in place regarding removal of 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 event organizer has been issued a Town of Ridgway Special Event Liquor License. All provisions of the Colorado Liquor Code and local law related to liquor apply to all public properties. Contact the Town Clerk at 970-626-5308 Ext 211 to obtain a license.

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

** Town equipment and furnishings cannot be removed from Town Hall for use in parks or the stage