

TOWN OF CRESTED BUTTE Big Mine Ice Arena Summer Event Information



The Big Mine Ice Arena is a unique venue within the town limits of Crested Butte. Located at Big Mine Park in the southwest corner of Town, the venue is large enough to accommodate up to 300 people. Big Mine Ice Arena is located on the free Mountain Express Town Shuttle route and is within walking distance of downtown amenities and lodging.

Full information and forms are available at www.townofcrestedbutte.com. Pictures of the Big Mine Ice Arena are also available on the website. This packet serves as a synopsis of the rules and regulations managing the summer use of Big Mine Ice Arena for private reservations and Special Events.

Amenities Available

- Big Mine Ice Arena is a 26,000 square foot, covered outdoor facility.
- Electricity is available throughout the facility with weatherproof GFIs at each building column.
- One 50 Amp outlet is available at the electrical panel in the southeast corner of the building.
- One potable water hose bib located on the east side of the maintenance shed.
- Paved parking area at Big Mine Park has 48 head-in spaces including 2 ADA spaces.
- The use of the Nordic Center Warming House is not included in the Big Mine Ice Arena facility reservation.
- The hockey dasher boards will remain inside the facility throughout the summer. Four (4) separate, eight (8) foot ingress/egress points will be available per the Big Mine Ice Arena Special Event site plan

Rules for Use

1. Retail sales or trading of goods are not allowed aside from food and beverages on a limited basis.
2. All food preparation must be located *outside* of the covered facility.
3. Portable toilets and lavatories must be located *outside* of the covered facility.
4. The event has a total occupant load of less than 300 people including staff and performers when configured as assembly style seating with chairs (200 max) and seating with tables (100 max).
 - The maximum number of assembly style seats is 200. An additional 100 seats can be placed when configured around tables for a maximum capacity of less than 300 people including staff and performers.
5. The Event shall provide a site diagram for Town Staff review at least 45 days prior to the requested event date on a scaled site plan depicting all of the following:
 - a) A seating diagram showing proposed table seating, row seating, aisles, cross aisles, handicapped accessibility, stage location and type of construction, and any proposed incidental equipment locations.



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- b) The proposed location of all required portable toilets: 1 per every 40 people is required including 1 ADA style unit.
 - c) The location of all required hand washing stations based on one (1) per 200 each sex, or a total of two (2) per 300 occupants.
 - d) The proposed location of all trash and recycling containers and the provisions for bulk refuse consolidation. Any overnight trash storage must be in approved wildlife resistant containers.
 - e) The proposed location and type of all event security fencing, gate locations and widths and proposed event security personnel.
 - f) The proposed location of any outdoor cooking areas (outside of rink cover), food and beverage serving areas.
 - g) For events requiring a special event liquor permit, the extent of the licensed premises must be indicated on the site plan.
6. The Event shall provide a parking and transportation plan.
 7. If there will be amplified sound during the event then the rules and requirements of Crested Butte Municipal Code Section 10-9-50 (noise ordinance) must be followed, including a Special Event notification of amplified sound within a 250 foot radius of the venue.
 8. The Event shall provide a clean-up plan demonstrating that the facility will be left in a presentable condition subsequent to the conclusion of the event and prior to the following morning to secure the release of the deposit.
 - a) All decorations and fixtures used to hang decorations must be removed. Tape is very difficult to remove from rink glass and boards due to the residue it leaves. Alternatives to tape are strongly recommended.
 9. Event organizers are responsible for providing all trash and recycling for the event. Please provide a trash and recycling plan that emphasizes *a reduction in trash generation and an increase in recycling*.
 10. Alcohol consumption shall be in accordance with the liquor code of Colorado, including a Special Event Liquor License when applicable.

Vendor Rules

The renter must submit a list of all vendors and/or service providers with their application.

- Sales tax must be collected in accordance with Town of Crested Butte sales tax code. View [Sales Tax](#) Information online or contact Tina Curvin at 970-349-5338.
- All vendors and/or service providers must have a current Town of Crested Butte business license. View [Business License](#) information online or contact Diane Theaker at 970-349-5338.
- All vendors and/or service providers must have current liability insurance.

Reservations

Reservations for facilities are not confirmed until the completed Big Mine Ice Arena Summer Event Rental Form or Special Event Application and all payments have been received and approved.



Rental Fees and Times

Rental times are for the *full use* of the area, not just the time of the event area at Big Mine Ice Arena. Large tents or stages may be set up the day prior to the event and taken down the day after the event. Tables and chairs may be set up the day prior to the event only if you book a Three-Day Rental.

- One-Day Rental
 - Fee \$300 + Deposit \$150 (refundable) Total = \$450
 - You may book a one day rental if you do not plan on using any tents larger than a 10' x 10' "Pop-Up" style tent and all supplies (chairs etc.) will be at the site for the day of the event only. For example, a wedding ceremony only.

- Three-Day (Weekend) Rental
 - Fee \$750 + Deposit \$375 (refundable) Total = \$1125
 - This rental is for large events typically held on a Saturday. The use of the facility begins on Friday with tent, tables, and chairs being dropped off and/or set up. The facility use concludes on Sunday with final items being picked up in the morning.

Full payment of both the fee and refundable deposit are required prior to confirmation of the reservation. Note that half of the rental fee is non-refundable.

For a Special Event (an event open to the public), an application fee will apply. Special Event permit fees will be replaced with the facility rental fee when applicable.

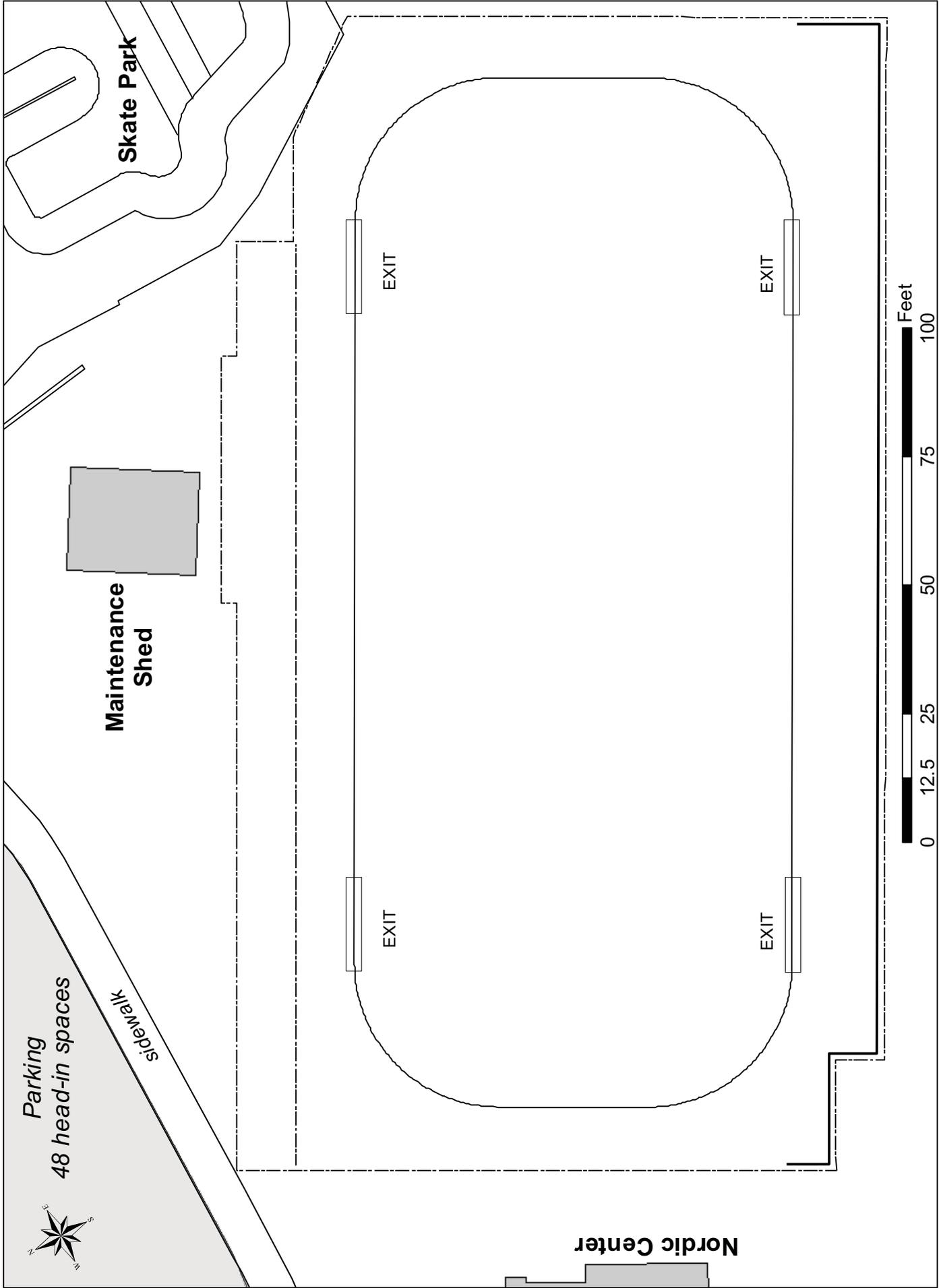
Cancellation Policy

- *90 days prior to reservation:* A refund will be issued for the deposit and half of the facility rental amounts.
- *Less than 90 days prior to reservation:* Facility rental fee will not be refunded. Deposit will be refunded.
- *Post Reservation:* If the facility is reserved and not used, no refund for the facility rental fee will be issued. Deposit will be refunded.

Things to Consider

- The skatepark, Green Lake Trail and disc golf course are adjacent to the Big Mine Ice Arena. Public use of these facilities will occur during daylight hours.
- Parking is limited. Riding the bus, biking, carpooling, and walking to the site are recommended modes of transportation for guests.

BIG MINE ICE ARENA - SPECIAL EVENT SITE PLAN



BIG MINE ICE ARENA - SPECIAL EVENT SEATING DIAGRAM

