

Special Event Application Check List
(MUST be completed with every event)

Is the map of the event location attached?	Yes	No	
Is the insurance listing the Town of Crested Butte as a Certificate holder and an Additionally Insured attached?	Yes	No	
Is the Event Map attached?	Yes	No	
Is the Amplified Sound Form attached?	Yes	No	N/A
Is the completed Sales Tax Form attached?	Yes	No	N/A
Is the Special Event Liquor License application attached?	Yes	No	N/A
Is the Nonprofit Certificate of good standing attached?	Yes	No	N/A
Is the Diagram of liquor licensed area attached?	Yes	No	N/A
Is the Application and Permit fee made payable To the Town of Crested Butte attached?	Yes	No	
Application Fee \$_____	Permit Fee \$_____	Check Number: _____	
Is the Refundable Deposit Fee made payable To the Town of Crested Butte Attached?	Yes	No	N/A
Deposit Fee \$_____	Check Number: _____		
Is the Liquor License fee made payable To the town of Crested Butte attached?	Yes	No	N/A
Liquor License Fee \$_____	Check Number: _____		
Is the Event in Big Mine Ice Arena?	Yes	No	
Are the Crowd Control and Fire Watch Personnel listed? (Big Mine only)	Yes	No	N/A

Event Organizer: _____

Clerk/Deputy Clerk: _____