

**TOWN OF CRESTED BUTTE  
SPECIAL EVENT APPLICATION**



- A **complete** application must be submitted a **minimum** of forty-five (45) days prior to your event. A **complete** application includes all **fees** and **deposits**.
- Incomplete applications will not be accepted.
- A \$100 late fee will be charged for late applications and no applications will be accepted less than ten (10) business days prior to an event.
- In addition to the application fee and a special event permit fee, a clean-up deposit may be charged depending on the size and scale of the event (see special event fee schedule for details).
- All special events require a minimum of \$1,000,000 in general commercial liability insurance naming the Town of Crested Butte as an additional insured.
- Additional application fees are required for a Special Event Liquor License.
- Please print clearly and **legibly**
- Block parties must comply with the Block Party Policies and are not Special Events. Contact the Clerk's Office for more information.

**Name of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**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.

**Name of Event Organizer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

**E-Mail:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address of Organization Holding the Event:** \_\_\_\_\_

**Email Address of Organization:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Detailed Event Description:** Please attach an event schedule if applicable  Event Schedule Attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Event Location:** (*Attach map showing location of event; Also attach 8 1/2" X 11" diagram detailing the event showing tents, vendors, security, toilets, tables, signage, fencing, booths, ingress and egress, stage, etc*):

Map Attached Showing Location of Event

Diagram Attached Detailing Event

**Event Time (start time of scheduled event to end time of scheduled event):** \_\_\_\_\_

**Total Time (including set-up, scheduled event, break-down & clean-up):** \_\_\_\_\_

Expected Numbers: Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

Do You Intend to Sell or Serve Alcohol? Yes / No

If Yes, a Special Event Liquor License is Required, You must Submit a Separate Application for a Special Event Liquor License to the Town Clerk at least 30 days prior to the event to ensure adequate time to comply with state regulations.

Special Event Liquor License Application is Attached with Appropriate Fees and Diagram

Proof of General Commercial Liability Insurance Naming the Town of Crested Butte as Additional Insured, with Coverage of No Less than \$1,000,000 is Required for All Special Events. Events Selling Alcohol also Require Liquor Liability Insurance (Note your application cannot be approved until we receive Proof of Insurance). *Contact the Clerk's Office if you would like to receive an insurance quote through the Town's Insurance Provider.*

Is Proof of Insurance is Attached? Yes / No

If No, Why Not: \_\_\_\_\_

Will There Be Amplified Sound at This Event? Yes / No

If Yes, Describe: \_\_\_\_\_

Note: If there will be amplified sound during your event then the rules and requirements of Crested Butte Municipal Code Section 10-9-50 must be followed. Upon completion and submission of this application the Town will provide you with additional information, including details on how to comply with the neighborhood notification process that you will be required to follow.

Are you requesting Town Manager approval for a 1-day banner at the event location for the hours of the event? Yes / No Town Manager Approval: \_\_\_\_\_

Do you plan to apply for a banner permit to erect a banner at the Pitsker Outfield Fence? Yes / No  
If yes, you must apply for a banner permit separately through Diane at the Front Desk of Town Hall.

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

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

Describe Your DETAILED Plan for Trash, Recycling and Clean-Up (all events are required to have a plan for handling recycling and garbage during the event and the removal of recycling and garbage after the event). 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 company contact the Clerk's Office at 349-5338 or look on the special event section of the Town's website at [www.townofcrestedbutte.com](http://www.townofcrestedbutte.com) for details on the two different waste companies that serve Crested Butte and the scope of their services. Be creative and detailed in you plan. Please note that any event application without a detailed recycling and refuse plan will not be accepted as a complete application:

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

**Describe Plan for Security (All major impact events, as well as events that receive a special event liquor license, are required to have a security plan):**

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**Describe Plan for Parking:** \_\_\_\_\_

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**Describe Plan for Portable Toilets and/or Restrooms:** \_\_\_\_\_

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**Is Your Event Requesting Any Additional Services from the Town of Crested Butte (such as barricades, utility irrigation locates, traffic control, snow removal, electrical power, trash removal, additional police etc.)? Yes / No**

**If Yes, explain request for services in detail (attach additional page if necessary):** \_\_\_\_\_

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**Will Your Event Require Any Road Closures? Yes / No**

**If Yes, Explain in Detail Streets Closures and Times of Closures:** \_\_\_\_\_

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**Will Your Event Impact Mt. Express Bus Service and/or Routes? Yes / No**

**If Yes, Explain Impact:** \_\_\_\_\_

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**Will Your Event Affect Any Handicap Parking Spaces? Yes / No**

**If yes then you must work with the Marshal's Department to create a temporary handicap parking space/s for the duration of your event.**

**Describe Plan for Notifying Businesses and Neighbors Impacted by Your Event:**

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**Does Your Event Include a Parade? Yes / No**

**If yes you must read and sign the following: I understand that if items are to be distributed during the parade (i.e. candy, beads, etceteras) individuals will do so exclusively by foot from along-side the vehicles/floats to minimize the likelihood of spectators running up to the vehicles/floats. I understand and agree that items will not be thrown from any vehicle/float.** \_\_\_\_\_

Signature of Event Coordinator

**Will You Be Selling Products (food, drink or merchandise) At Your Event? Yes / No**

**If Yes, You must Collect Sales Tax and Attach a Completed Town of Crested Butte Sales Tax License Application.**

Town of Crested Butte Sales Tax Application is Attached.

**If Approved Would You Like Town Staff To Post The Event On The Gunnison-Crested Butte Online Community Calendar (this service is free of charge)? Yes / No**

**If yes, please write two sentences below describing the event in the exact wording it will appear on the calendar:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Name & Phone Number for the Calendar:** \_\_\_\_\_

**Event Fee for the Calendar:** \_\_\_\_\_ **Website for More Info:** \_\_\_\_\_

**Additional Applicant Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Review Carefully:

In consideration of being permitted by the Town to engage in the permitted event, the Permittee, its heirs, successors, executors, assigns, transferees, employees, officers, directors, members, managers, representatives, contractors, subcontractors, agents, assigns, guests and invitees (collectively, the "Releasor/Idemnitor") hereby acknowledge and agree to the following: (i) Releasor/Idemnitor assume all risk of injury, loss or damage to Releasor/Idemnitor, any of them, arising out of or in any way related to the permitted event, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause; (ii) Releasor/Idemnitor waive and release the Town from any and all claims, demands and actions for injury, loss or damage arising out of or in any way related to the permitted event, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause; (iii) Releasor/Idemnitor agree to defend, indemnify and hold harmless the Town from and against any and all liability, claims, damages and demands, including any third party claim asserted against the Town, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, arising out of or in any way related to the permitted use, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause. For purposes hereof, the term "Town" shall include, individually and collectively, its officers, employees, agents, insurers, insurance pools, contractors and subcontractors. By signing this Special Event Application, the Permittee acknowledges and agrees that this assumption of risk, waiver and indemnity extends to all acts, omissions, negligence or other fault of the Town and that said assumption of risk, waiver and indemnity is intended to be as broad and inclusive as is permitted by the laws of the State of Colorado. In any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding such invalidity, continue in full legal force and effect.

**The undersigned Permittee certifies that all the statements and answers to the above questions are true without any reservations or evasions. The undersigned also understands that the Town of Crested Butte reserves the right to require payment for additional services for major impact events**

\_\_\_\_\_  
**Print Name Clearly / Signature of Applicant (Permittee) Date**

**Application is Approved:** \_\_\_\_\_  
**Eileen Hughes, Town Clerk Date**

**TOWN OF CRESTED BUTTE**

**SPECIAL EVENT SALES TAX LICENSE APPLICATION**

NAME OF EVENT PERMITTEE: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

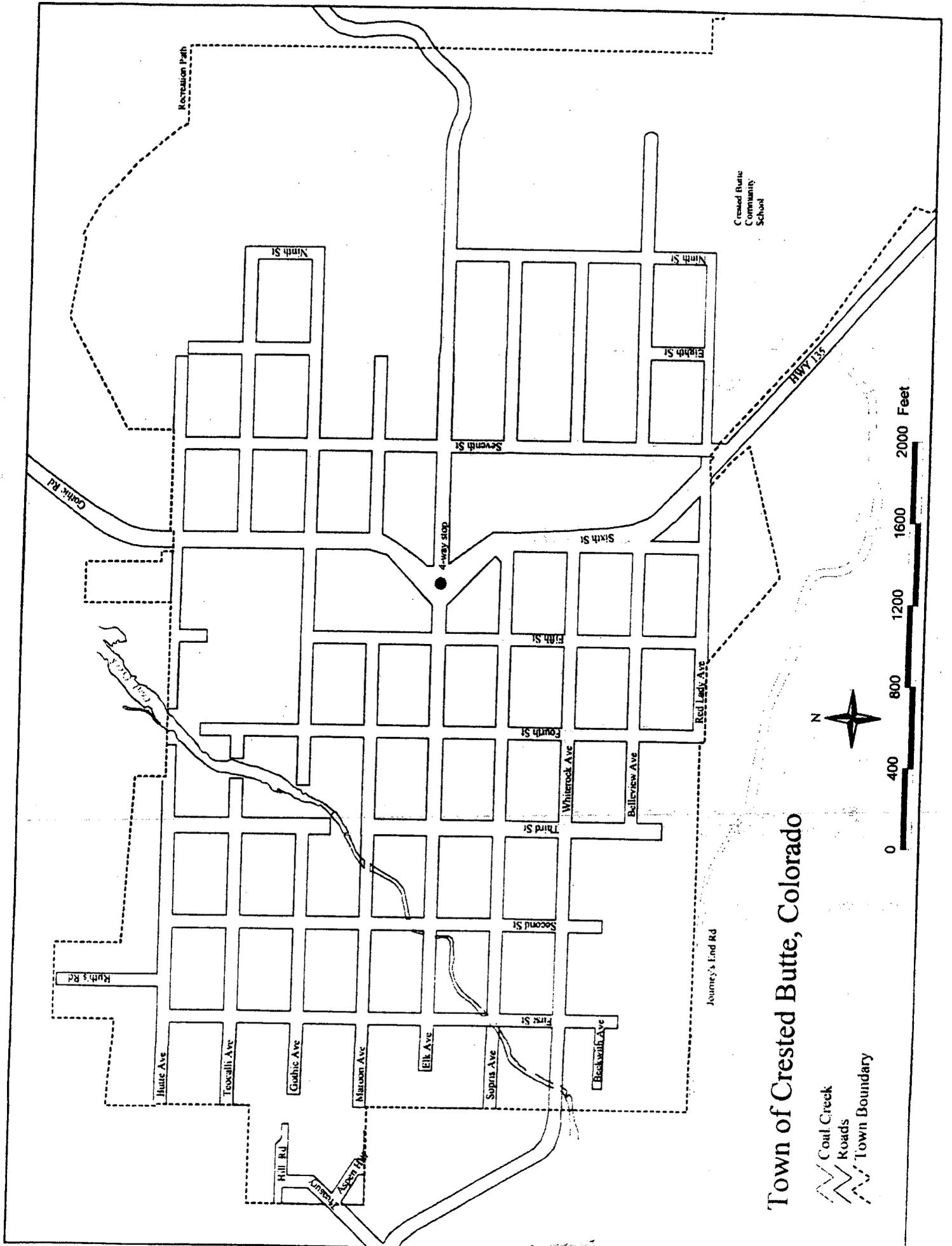
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(Street, City, State, Zip)

BUSINESS LOCATION (IF APPLICABLE): \_\_\_\_\_  
(Street, City, State, Zip)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# Town of Crested Butte, Colorado

- Coal Creek
- Roads
- Town Boundary



Crested Butte  
Community  
School

Recreation Path

4-WAY STOP

Journe's End Rd

HWY 133

COAL CRK RD

Kurt's Rd

Hute Ave

Teacalli Ave

Globe Ave

Maroon Ave

Elk Ave

Spruce Ave

Beckwith Ave

Ninth St

Ninth St

Eighth St

Seventh St

Sixth St

Fifth St

Fourth St

Third St

Second St

First St

Red Lake Ave

Whiterock Ave

Belleview Ave

Hill Rd

Aspen Hwy