

**CRESTED BUTTE  
SPECIAL EVENT APPLICATION CHECK LIST  
(MUST BE COMPLETED WITH EVERY EVENT)**

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

Dates of Event: \_\_\_\_\_

Event Permittee: \_\_\_\_\_

(Name of Permittee must match entity name on Secretary of State and Insurance Certificates)

1. Map of Event Location  Yes  No

2. Diagram of Event/Venue Setup  Yes  No

3. Event Insurance Certificate  Yes  No

(Must List Town of Crested Butte as Additional Insured)

4. Special Event Liquor License Permit Application  Yes  No  N/A

5. Diagram of Liquor Licensed Area and Security  Yes  No  N/A

6. Event Insurance Certificate with Liquor Liability  Yes  No  N/A

7. Completed Sales Tax Form and Vendor List  Yes  No  N/A

8. Nonprofit in Good Standing Certificate  Yes  No  N/A

9. Amplified Sound Form  Yes  No  N/A

10. Event in Big Mine Ice Arena (Fees to Parks/Rec)  Yes  No  N/A

(Contact Town Parks and Rec Dept. to Reserve and Rent Big Mine Ice Arena)

11. Fire Watch and Crowd Control Personnel Listed  Yes  No  N/A

Fees: Made Payable to the Town of Crested Butte:

Application Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Liquor License Fee/Day: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

# of Blocks Closed (Elk Ave): \_\_\_\_\_ x \$100/Block = \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Clean up Deposit: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Clerk/Deputy Clerk: \_\_\_\_\_

Date of Approval: \_\_\_\_\_