



SPECIAL EVENT APPLICATION MINOR

Community Development Department
Plaza Use Division
455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 369-8236

Revised 9.03.18

SUBMITTAL REQUIREMENTS

Submitted (Office Use)	Item No	Submittal Requirements
	1.	Special Event Minor Application Form. Completed application form (Attached)
	2.	Fees. A. \$50 Event Fee B. \$50 Late Fee [Application is due no later than 30 days prior to event start date] C. \$50 Amendment Fee D. Additional permit, licensing fees, or fees related to requested use of Town property or Town services may be applicable
	3.	Event Calendar Submission
	4.	Site / Route Maps for each location (Attached)
	5.	Plaza Access Permit (if applicable)
	6.	Plaza Assistance Contract (if applicable)
	7.	Contacted San Miguel Health Department - (if applicable) Chris Smith <chriss@sanmiguelcountyco.gov>
	8.	Certificate of Insurance. Vendor shall provide to the Town before the event, proof of general liability insurance in the amount of \$1,000,000 per occurrence, and \$2,000,000 in aggregate with the Town of Mountain Village named as additional insured
	9.	Signed Indemnification Agreement
	10.	<input type="checkbox"/> Business License
	11.	<input type="checkbox"/> Permit
	12.	Copy of Common Consumption Agreement
	13.	Any Supplemental Agreements / Permits (if applicable) This includes Town of Telluride, Telluride Ski Resort, TMVOA, and Conference Center
	14.	Special Event Tax Return Form. (if applicable)
	15.	Post-Event Survey



SPECIAL EVENT APPLICATION MINOR

Community Development Department
Plaza Use Division
455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 369-8236

APPLICATION INFORMATION

Thank you for your interest in hosting your minor special event in the Town of Mountain Village. Please read and consider the following information as you complete this application:

- This application should be completed and received no less than 30 days prior to your event
- Please fill out as much information as you can about your event. If there are details that are still being worked out, please let us know so that we can help finalize your event plan
- There is a \$50.00 minor special event fee which is due at the time of application. This fee is waived for non-profit organizations. Please submit a copy of your non-profit status when requesting fee waiver
- If your event has any elements that will be happening at Oak Street Plaza and/or lawn, please be aware that you may need to secure approval from the Town of Telluride in addition to the Town of Mountain Village
- If you have questions about this application, please do not hesitate to contact Zoe Dohnal at 970-369-8236, or zdohnal@mtnvillage.org

EVENT INFORMATION

Event Name:

Event Date(s)/Time(s):

[indicate set up and break down periods]

Event Promoter:

Promoter Address:

Promoter E-mail and Phone:

On-Site Event Manager:

Event Manager E-mail and Phone:

Are you a non-profit group/organization?

Yes/No

If YES, please include a copy of your non-profit status when submitting this application.

Event Calendar: Does this event want to be on the Town of Mountain Village's Event Calendar and a part of the Town of Mountain Village's Communication Schedule? **YES/NO**

If YES, was the event submitted on the Town of Mountain Village website, *Submit An Event* page? **YES/ NO**



SPECIAL EVENT APPLICATION MINOR

Community Development Department
Plaza Use Division
455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 369-8236

EVENT NARRATIVE

Event Description – Provide a detailed narrative of the purpose of the event and scope of activities:

Description of Community Benefit – Describe how your event will benefit the Mountain Village community and/or region. Please include cultural, economic, social or entertainment values and benefits:

Marketing – Please explain the overall marketing plan for the event. Will the event be advertised in local newspapers or magazines, radio or television spots?

EVENT ATTENDANCE AND STAFF

Anticipated Daily Attendance:

[participants and spectators]

Estimated Number of Event Staff Present:

[staff, vendors and entertainers]

Do you intend to make this an annual event?

[please select one] Yes/No

ESTIMATED REVENUE AND FEES

Purpose of this event:

[please select one] For Profit Non-profit Non-profit Fundraiser Private Function

Participation is by:

[please select one] Free Admission Ticket Sales Donation for Admission

Event Partners or Sponsors:



SPECIAL EVENT APPLICATION MINOR

Community Development Department
Plaza Use Division
455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 369-8236

PROPOSED EVENT LOCATION

Town Plazas are public property and anything placed on public property must be approved by the Town.

Please select which plaza(s) you are proposing to use:

[please select all that apply]

- | | | |
|---|--|--|
| <input type="checkbox"/> Heritage Plaza | <input type="checkbox"/> Conference Center Plaza | <input type="checkbox"/> Gondola Plaza |
| <input type="checkbox"/> Village Pond Plaza | <input type="checkbox"/> Sunrise/See Forever Plaza | <input type="checkbox"/> Town Hall Plaza |
| <input type="checkbox"/> Sunset Plaza | <input type="checkbox"/> Reflection Plaza | <input type="checkbox"/> Oak Street Plaza or Lawn*
(*May require permission from the Town of Telluride) |

Are you asking permission to place any of the following structures on Town Property: Yes/No

[please select all that apply]

- | | | |
|---|---|--|
| <input type="checkbox"/> Tent(s) < 200 sf | <input type="checkbox"/> Temporary Lighting | <input type="checkbox"/> Display Vehicles |
| <input type="checkbox"/> Tent(s) > 200 sf | <input type="checkbox"/> Amplified Music | <input type="checkbox"/> Propane/Gas Heater(s) # _____ |
| <input type="checkbox"/> Stage(s) # _____ | <input type="checkbox"/> Other Electrical Needs | <input type="checkbox"/> Open flame/fire |
| <input type="checkbox"/> Generator(s) # _____ | | <input type="checkbox"/> Other: _____ |

Describe Electrical Needs On-Site:

Location Map – Please include a map showing the physical locations of all associated event activities, tents, stages, etc on Town Plazas. Plaza Use Maps are available from the Town Special Events Liaison at (970) 369-8236.

Plaza Use Map(s) completed and attached to this application:

[please select one] Yes/No

Does the Events or Associated Activities take place in any of the following additional locations: Yes/No

[please select all that apply]

- | | |
|--|--|
| <input type="checkbox"/> Conference Center | <input type="checkbox"/> Telluride Ski & Golf Resort |
| <input type="checkbox"/> Town of Telluride | <input type="checkbox"/> Private Property |

Has the Applicant contacted the above entities for permits and approvals?

[please select one] Yes/No

Vehicle Access Policy – The Town of Mountain Village strictly regulates the use of vehicles on our Town Plazas and asks that hand carts and dollies are used to transport good to the event site. An event that can prove an absolute need for vehicles to access the plaza must obtain a Plaza Access Permit for each vehicle. Vehicle license plate number(s) and description(s), and specific access time(s) and date(s) will be necessary to obtain a Plaza Access Permit. Plaza Access Permits are available from the Plaza Services Department at (970) 729-3458.

SPECIAL EVENT LIQUOR PERMIT

NOTE: 60-90 DAY PROCESSING PERIOD REQUIRED

A Special Event liquor permit may be required if alcohol is to be served or sold at a special event. The Town of Mountain Village and the State of Colorado Require at least 60 days for premise review and permit processing. The liquor permit requires a public hearing and Town Council approval at a regularly scheduled Town Council Meeting. The Town of Mountain Village is not responsible for an Applicant’s inability to obtain a liquor permit for any reason.



SPECIAL EVENT APPLICATION MINOR

Community Development Department
Plaza Use Division
455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 369-8236

NOTE: A separate application is required through the Clerk's Department. For additional information and assistance with a liquor permit application, please contact the Town of Mountain Village Town Clerk at (970) 369-6406. Also, you may obtain more information from www.townofmountainvillage.com.

Will there be beer, wine and/or liquor sold or served at the event:
[please select one] Yes/No

Please provide the name of the organization that will apply for the special event liquor license:

Has a temporary liquor license been applied for:
[please select one] Yes/No

Will the event be using the Mountain Village Promotional Association Common Consumption Areas:
[please select one] Yes/No
If Yes, please name the organization assisting

SALES AND VENDING

Will there be the sale of merchandise or concessions at the event:
[please select one] Yes/No

***If Yes, all vendors must obtain a special event business license from the TMV Finance Department. Please contact the Mountain Village Billing Department at 970-369-6408 for an application.**

Please list all event vendors and describe items for sale:

Will you provide complimentary food:
[please select one] Yes/No

If yes, describe the number of food vendors and types of food served or cooked on-site:

If cooking on site, please describe the cooking apparatus:

If food is being served or sold, has the San Miguel County Health Department been contacted:
[please select one] Yes/No

WASTE AND RECYCLING

Please consider the waste and recycling needs for your event. Recycling is mandatory at all events taking place in the Town of Mountain Village.

Please describe the trash and recycling plan for the event:



SPECIAL EVENT APPLICATION MINOR

Community Development Department
Plaza Use Division
455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 369-8236

INSURANCE AND INDEMNIFICATION

The Town of Mountain Village requires the event to hold liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) or more in aggregate. A certificate of insurance naming the Town of Mountain Village as an additional insured on the policy must be submitted 10 days prior to the event.

Has the certificate of insurance been provided to the Town:

[please select one] Yes/No

INDEMNIFICATION AGREEMENT

The undersigned agrees to indemnify and hold harmless the Town of Mountain Village, its officers, agents and employees, from and against all liability, claims and demands on account of injury, loss, or damage, or any other loss of any kind whatsoever, which may arise out of or resulting from their actions or omissions in connection with their use of Mountain Village property.

The undersigned fully accepts all responsibility for clean up and for repair of any damage to the plazas and surrounding areas, which may occur during their use.

Applicant Printed Name

Title

Applicant Signature

Date