



SPECIAL EVENT APPLICATION MINOR

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

Revised 12.13.18

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.	Open burn permit (if applicable)
	8.	Contacted San Miguel Environmental Health Department - (if applicable) Chris Smith <chriss@sanmiguelcountyco.gov>
	9.	Certificate of insurance. Vendor shall provide to the Town before the event, proof of general liability insurance in the amount of \$1 million per occurrence, and \$2 million in aggregate with the Town of Mountain Village named as additional insured
	10.	Signed indemnification agreement
	11.	Special event business license PER VENDOR (if applicable) *It is the responsibility of the applicant to ensure ALL vendors obtain a special event business license prior to event.
	12.	Special event liquor permit PER EVENT (if applicable)
	13.	Copy of common consumption agreement (if applicable)
	14.	Any supplemental agreements / permits (if applicable) This includes Town of Telluride, Telluride Ski Resort, TMVOA and Conference Center .
	15.	Special event tax return form. PER VENDOR (if applicable) *It is the responsibility of the applicant to ensure ALL vendors supply a special event tax return due the 20th day of the month following the event. Late payment penalties will apply.
	16.	Post-event survey



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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 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 501(c)(3) certificate 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 email and phone:

On-site event manager:

Event manager email 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**



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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 or on social media?

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:



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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 permit:

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 prior to event. Please visit the special events page or contact Zoe Dohnal at 970-369-8236 / zdohnal@mtnvillage.org for an application. ** It is the also the responsibility of the event coordinator to ensure ALL vendors supply a special event tax return due the 20th day of the month following event.**

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 Environmental 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:



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TEMPORARY EVENT SIGNAGE AND BANNERS

Location and design of all temporary event banners and signage must be approved prior to installation. Before having banners fabricated, please contact the Plaza Services Department for specs, size and placement approval; final design must be approved. Additional time may be needed if staff requires the banner or signage to be re-designed or re-sized. Please plan ahead with adequate time for the approval process.

Listed below are the two primary areas that banners are displayed in Mountain Village. Alternate locations will be considered if the design and location are appropriate; please contact us to discuss.

HERITAGE PLAZA (suspended over The Beach)

Banner Size & Specs: Banners shall be no longer than 25 feet in length and must be exactly 3 feet in height.

Banner Fabrication: All banners made for this location must be made of mesh or have wind flaps, and have reinforced corners and edges with reinforced grommets placed at 2-3 feet intervals around the perimeter of the banner. Banners may be double sided in this location.

Installation: Please call Plaza Services at 729-3458 at least one day in advance of the date you are requesting the banner to be installed to schedule drop off and pick up.

VILLAGE BYPASS BRIDGE (hanging above Mountain Village Boulevard)

Banner Size & Specs: Banners shall be no longer than 20 feet in length and must be exactly 3 ft. in height. There is no need for banners to be double-sided at this location.

Banner Fabrication: All banners made for this location must have reinforced corners and edges with reinforced grommets placed at 2-3 ft. intervals around the perimeter of the banner.

Installation: Please call Plaza Services at (970) 729-3458 at least one day in advance of the date you are requesting the banner to be installed to schedule drop off and pick up.

Banner description:

[please include color, size and material]

Banner location(s): Heritage Plaza Village Bypass Bridge

Date of installation: Date of removal:

Are you planning to use other temporary signage for your event?

[please select one] Yes/No

If yes, please describe temporary signage and proposed locations:



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INSURANCE AND INDEMNIFICATION

The Town of Mountain Village requires the event to hold liability insurance in the amount of \$1 million per occurrence and \$2 million 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, 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

OFFICE USE ONLY

Fee Paid:

Check Number:

Notes: