



SPECIAL EVENT APPLICATION MAJOR

Plaza Services Department
455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 369-8235

APPLICATION INFORMATION

Event Name:

Event Date(s)/Time(s):

[include set up and break down]

Event Promoter:

Promoter Address:

Promoter E-mail and Phone:

On-Site Event Manager:

Event Manager E-mail and Phone:

EVENT NARRATIVE

Event Description – Provide a detailed description of the purpose of the event and scope of activities, including an event schedule, planned activities and structures, what private or public property will be used for the event and a scope of services requested from the Town of Mountain Village (trash, parking, extended gondola hours, etc.):

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

Marketing – Is the event using the services of the Telluride Tourism Board, Central Reservations, and/or Telluride Ticket to book accommodations, sell tickets, etc.? Will the event be advertised in local newspapers or magazines, radio or television spots? Please explain the overall marketing and advertising strategy for the event:



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Event Sustainability – Please describe efforts being made to make the event environmentally sustainable:

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

Vendor Fees:

Event Partners or Sponsors:

PROPOSED EVENT LOCATION

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

Is this event proposed to occur on any of the Mountain Village Plazas:

[please select one] Yes/No

If yes, 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"/> Village Park Plaza |
| <input type="checkbox"/> Sunset Plaza | <input type="checkbox"/> Sunrise/See Forever Plaza | <input type="checkbox"/> Reflection Plaza |
| <input type="checkbox"/> The Beach | <input type="checkbox"/> Oak Street Plaza or Lawn | <input type="checkbox"/> Gondola Plaza |

Are you asking permission to place any of the following structure 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"/> Propane/Gas Heater(s) # _____ |
| <input type="checkbox"/> Tent(s) > 200 sf | <input type="checkbox"/> Amplified Music | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Stage(s) # _____ | <input type="checkbox"/> Other Electrical Needs | |
| <input type="checkbox"/> Generator(s) # _____ | <input type="checkbox"/> Display Vehicles | |



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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) 369-8235.

Plaza Use Map(s) completed and attached to this application:
[please select one] Yes/No

Vehicle Access Policy – The Town of Mountain Village strictly regulated the use of vehicles on our Town Plazas and asks that hand carts and dollies are instead 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 Town Special Events Liaison at (970) 369-8235.

Plaza Access Permit(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 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

SPECIAL EVENT LIQUOR LICENSING

NOTE: 60-90 DAY PROCESSING PERIOD REQUIRED

A Special Event liquor license 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 license processing. The liquor license requires and 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 license for any reason.

For additional information and assistance with a liquor license 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.

Have all individual vendors obtained a temporary business license:
[please select one] Yes/No

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

If yes, has a temporary liquor license been applied for:
[please select one] Yes/No

Describe the location, hours and type of liquor and control of sales:



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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. 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 30ft. in length and must be exactly 3 ft. in height. All banners must be double-sided and have the same lettering and graphics on each side. If there is a need for different lettering and graphics on each side, please indicate this on your application.

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

Installation: Mountain Village staff will install banners in this location.

Placement and Removal Cost: The town charges \$100 for placement and removal of up to two banners for your event.

VILLAGE BY-PASS BRIDGE (hanging above Mountain Village Boulevard)

Banner Size & Specs: Banners shall be no longer than 20ft. 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: Mountain Village staff will install all banners in this location.

Placement and Removal Cost: The town charges \$100 for placement and removal of up to two banners for your event.

Are you planning to use temporary signage for your event?

[please select one] Yes/No

If yes, please describe your temporary signage and proposed locations:

Date of banner use:

Banner location(s):

Date of installation:

Date of removal:

Banner/Signage description:

[please include color, size, and material]



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EVENT PARKING

Note: The Gondola Parking Garage has approximately 450 spaces. No overflow parking is allowed on Town streets without prior Town approval. If on-street parking is approved for your event, fees may apply and Town may require the event to provide experienced parking attendants.

How many vehicles are anticipated daily:

Does the event organizer intend to ask Town for on-street overflow parking:

[please select one] Yes/No

Note: If parking is planned on private property, please include written permission from the property owner.

If yes, what date(s) and time(s) is on-street parking needed:

SALES, VENDING AND LIQUOR

Will there be the sale of merchandise at the event:

[please select one] Yes/No

If yes, please describe the items for sale:

Will there be the sale on concessions:

[please select one] Yes/No

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:

Has the San Miguel County Health Department been contacted:

[please select one] Yes/No

Please list all vendors/business names proposed at the event:

POLICE, SECURITY AND PUBLIC SAFETY

The type and number of police or security to be on site for an event is determined at the sole discretion of the Town of Mountain Village Chief of Police or his designee, the cost of which will be covered entirely by the event.

Does the Applicant request law enforcement services beyond periodic patrol:

[please select one] Yes/No

Will a security company be hired for the event:

[please select one] Yes/No



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If yes,

- Name of Company:
- Contact Person:
- Phone Number:

Is the Applicant proposing closure of any town streets:

[please select one] Yes/No

If yes, please explain:

Has the Telluride Fire District been contacted regarding your event:

[please select one] Yes/No

The Fire Marshal or the Town's Chief Building Official may require on-site inspections of temporary structures, use and storage of flammable materials, snow loads, occupancy, etc. at an additional charge.

Has the Telluride Fire District approved of this event:

[please select one] Yes/No

Is the event using or storing flammable materials, including fuels:

[please select one] Yes/No

If yes, please describe:

Please describe the medical plan for this event:

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:

Are you using compostable service wear:

[please select one] Yes/No

Will additional trash and recycling dumpsters be required:

[please select one] Yes/No

Will you be asking the Town of Mountain Village to provide additional trash and recycling containers:

[please select one] Yes/No

If yes, # _____

Installation and removal Date(s)/Time(s) of trash and recycling containers:

Will portable toilets be rented:

[please select one] Yes/No

If yes, # _____

Proposed Locations:

Name and Phone of Provider:



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Installation and removal Date(s)/Times of Portable Toilets:

INSURANCE AND INDEMNIFICATION

The Town of Mountain Village requires proof of liability insurance in the amount of Two Million Dollars (\$2,000,000) or more and the Applicant shall further name the Town of Mountain Village as an additional insured. A certificate of insurance must be submitted 10 days prior to the identified set up days or event commencement date. Minor events will be required to sign an indemnification form prior to the event.

Has the appropriate insurance documents been provided to the Town:

[please select one] Yes/No

EVENT FEES / EVENT CONTRACT

If the event permit application is approved, the Town may develop an event budget and enter into an event contract in a form approved by the Town of Mountain Village. Fees for Town Services should be estimated and provided to or discussed with the Applicant before the event and 50 percent of the estimated cost may be collected at least two (2) weeks prior to the event. A significant non-refundable deposit may be required if there is potential for damage to town property. A final reconciliation of the event budget and final bill for services will be delivered to the applicant within two (2) weeks after the event concludes.

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

Date