



SPECIAL EVENT APPLICATION MAJOR

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 major application form. Completed application form (attached)
	2.	Fees A. \$250 event fee B. \$50 late fee [Application is due no later than 60 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.	Open burn permit (if applicable)
	7.	Plaza assistance contract (if applicable)
	8.	Temporary road closure permit (if applicable)
	9.	Contacted San Miguel Environmental Health Department - (if applicable) Chris Smith <chriss@sanmiguelcountycogov>
	10.	Contacted Town of Mountain Village Transit Manager - (if applicable) 970.369.6444
	11.	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.
	12.	Signed indemnification agreement
	13.	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.
	14.	Special event liquor permit PER EVENT (if applicable)
	15.	Copy of common consumption agreement (if applicable)
	16.	Any supplemental agreements / permits (if applicable) This includes Town of Telluride, Telluride Ski Resort, TMVOA and Conference Center
	17.	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.
	18.	Post-event survey



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APPLICATION INFORMATION

Thank you for your interest in hosting your major 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 60 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 \$250 major special event fee which is due at the time of application. Checks can be made out to: Town of Mountain Village. 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 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 organization?

YES/NO

If YES, please include a copy of your 501(c)(c) certificate 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's email/social media 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 sustainability – Please describe efforts being made to make the event environmentally friendly:

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



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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:

PROPOSED EVENT LOCATION

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

Please select which Town of Mountain Village 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 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"/> |
| <input type="checkbox"/> Tent(s) > 200 sf | <input type="checkbox"/> Amplified music | <input type="checkbox"/> Open flame/fire |
| <input type="checkbox"/> Stage(s) # _____ | <input type="checkbox"/> Other electrical needs | Other: _____ |
| <input type="checkbox"/> Generator(s) # _____ | <input type="checkbox"/> Display vehicles | |

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 online at the Town of Mountain Village special events page.

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
Town of Telluride | <input type="checkbox"/> Telluride Ski & Golf Resort <input type="checkbox"/> |
| | <input type="checkbox"/> Private property |

Has the applicant contacted the above entities for permits and approvals? A copy of all approvals needs to be submitted.

[please select one] yes/no

If event includes an open flame/fire, has applicant applied for an open burn permit :

[leave blank if it does not apply] yes/no



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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 goods 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.

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 Health Department been contacted:

[please select one] yes/no

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.

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 as a liquor permit 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:



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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 25ft. in length and must be exactly 3 ft. 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 ft. 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 feet 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 feet 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
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Date of installation:	Date of removal:
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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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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

If yes,

- Name of company:
- Contact person:
- Phone number:

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:

Are extended gondola hours being requested for this event?

[please select one] yes/no

*If yes, please contact the Town of Mountain Village Transit Manager at (970) 369-6444

Will the event be requiring road closures for any reason, including set up and break down?

[please select one] yes/no

*If yes, was a temporary road closure permit application submitted to the Town of Mountain Village? 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:

Will additional trash and recycling dumpsters be required:

[please select one] Yes/No

Installation and removal date(s)/time(s) of trash and recycling containers:



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Will portable toilets be rented:

[please select one] yes/no

If yes, # ____

Proposed locations:

Name and phone of provider:

Installation and removal date(s)/times of portable toilets:

INSURANCE AND INDEMNIFICATION

The Town of Mountain Village requires the event to hold liability insurance in the amount of \$1 million (\$1,000,000) per occurrence and \$2 million (\$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.

Have the appropriate insurance documents 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

OFFICE USE ONLY

Fee Paid:

Check Number:

Notes: