



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

Submitted (office use)	Item No.	Required application items:
	1.	<b>Special event major application form.</b> Please complete this form.
	2.	<b>Fees:</b> A. \$250 event fee for 1 to 3 Events / \$500 for 4 or more. B. \$50 late fee     [ Sept. 1 is the deadline for the winter season] [ March 1 is the deadline for the summer season] 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.	<b>Event calendar submission</b>
	4.	<b>Site/route maps</b> for each location PER EVENT (attached)
	5.	<b>Plaza access permit</b> PER EVENT (if applicable)
	6.	<b>Open burn permit</b> PER EVENT (if applicable)
	7.	<b>Plaza assistance contract</b> PER EVENT (if applicable)
	8.	<b>Temporary road closure permit</b> PER EVENT (if applicable)
	9.	<b>Contacted San Miguel Environmental Health Department</b> - (if applicable) Chris Smith <chris@sanmiguelcountyco.gov>
	10.	<b>Contacted Town of Mountain Village Transit Manager</b> (if applicable)
	11.	<b>Certificate of Insurance.</b> 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.	<b>Signed indemnification agreement</b>
	13.	<b>Special event business license</b> PER VENDOR (if applicable) *It is the responsibility of the applicant to ALL vendors must obtain a special event business license prior to event.
	14.	<b>Special event liquor permit</b> PER EVENT (if applicable)
	15.	<b>Any supplemental agreements / permits.</b> PER EVENT (if applicable) This includes Town of Telluride, Telluride Ski Resort, TMVOA and Conference Center.
	16.	<b>Special event tax return form</b> 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.
	17.	<b>Post-event season survey</b>



## SEASONAL SPECIAL EVENT APPLICATION

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(970) 369-8236

### APPLICATION INFORMATION

- This application should be completed and received no later than 14 days prior to event start date.
- Please fill out as much information as you can about each 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 addendum 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](mailto:zdohnal@mtnvillage.org).

### EVENT INFORMATION

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 501(c)(3) certificate when submitting this application.

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

Event sustainability – Please describe efforts being made to make the event(s) environmentally friendly:

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

**Event calendar:** Do the events listed below 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 each event submitted on the Town of Mountain Village website, *Submit An Event* page? YES/ NO

For a complete guide: See SPECIAL EVENT GUIDE

**Liquor** : 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 license 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](http://www.townofmountainvillage.com).

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**Temporary 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 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.

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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.

Please list Events individually to be considered for approval. An addendum to an executed event approval will result in a \$50 fee.

**EVENT 1:**

<b>(1) Event name</b>		<b>(1) Event date(s) / times(s)</b> - Please indicate set up and break down	
<b>(1) Event description-</b> Provide a detailed narrative of the purpose of the event and scope of activities.			
<b>(1) Event location</b>			
Heritage Plaza Reflection Plaza	Village Pond Plaza Gondola Plaza	Sunset Plaza Town Hall Plaza	Conference Center Plaza Oak Street Plaza or Lawn
<b>(1) Requested structures-</b> Please give an amount if requesting more than one (1). ** Open Flames require an Open Burn Permit			
Tent(s) <200sf Tent(s) >200sf Open flame/fire	Stage(s) Generator(s) Propane/ gas heater(s)	Temporary lighting Amplified music Other	Other electrical needs Display vehicles
<b>(1) Describe electrical needs On-site:</b>			
<b>(1) Please include a map showing the physical locations of all associated event activities, tents, stages, etc on Town plazas</b>			
Plaza use map(s) completed and attached to this application:		YES/NO	
<b>(1) Purpose of event:</b>			
For-profit	Non-profit	Non-profit fundraiser	Private function
<b>(1) Participation type:</b>			
Free admission	Ticket sales	Donation for admission	
<b>(1) List event partners or sponsors</b>			
<b>(1) Anticipated daily attendance</b>		<b>(1) Estimated number of staff present:</b>	
<b>(1) Does event or associated activities take place in any of the following locations</b> - submit all additional permits/approvals			
Conference Center	Telluride Ski & Golf Resort	Town of Telluride	Private property
<b>(1) Will there be the sale of merchandise/concessions?</b>	<b>(1) All vendors have a Town or special event business license?</b> Provide copy	<b>(1) Will you be providing complimentary food?</b>	
YES/NO	YES/NO	YES/NO	
<b>(1) If serving/selling food, has the San Miguel Health Dept. been contacted?</b>	<b>(1) Will there be beer, wine and/or liquor sold or served?</b>	<b>(1) Has a liquor permit been applied for with the Town Clerk?</b> Provide Copy	
YES/NO	YES/NO	YES/NO	
<b>(1) Describe all food/merchandise vendors and items being sold/provided:</b>			
<b>(1) Will law enforcement services be needed beyond periodic patrol?</b>	<b>(1) Will a security company be hired?</b>	<b>(1) If yes, name of security company and contact.</b>	
YES/NO	YES/NO		
<b>(1) Is event using flammable materials, including fuels?</b>	<b>(1) Please describe the medical plan.</b>		
YES/NO			
<b>(1) Are extended gondola hours being requested?</b>	<b>(1) Do you require a temporary road closure permit?</b>	<b>(1) Do you require a plaza access permit?</b>	
YES/NO	YES/NO	YES/NO	

<b>(1) Describe trash and recycling plan:</b>	
<b>(1) Will additional trash/recycling dumpsters be required?</b>	<b>(1) List installation and removal date(s)/time(s):</b>
YES/NO	
<b>(1) Will portable toilets be rented?</b>	<b>(1) List installation and removal date(s)/time(s)</b>
YES/NO	
<b>(1) Using temporary signage and/or banners?</b>	<b>(1) Banner/signage description</b> - Please provide style description, measurements and proposed locations.
YES/NO	
<b>(1) Banner location:</b>	<b>(1) Date of installation:</b>
Heritage Plaza/Village Bypass	
<b>(1) Will this be an annual event?</b>	<b>(1) Additional comments:</b>
YES/NO	

Please list Events individually to be considered for approval. An addendum to an executed event approval will result in a \$50 fee.

**EVENT 2:**

<b>(2) Event name</b>		<b>(2) Event date(s) / times(s)</b> - Please indicate set up and break down	
<b>(2) Event description-</b> Provide a detailed narrative of the purpose of the event and scope of activities.			
<b>(2) Event location</b>			
Heritage Plaza Reflection	Village Pond Plaza Gondola	Sunset Plaza Town Hall Plaza	Conference Center Plaza Oak Street Plaza or Lawn
<b>(2) Requested structures-</b> Please give an amount if requesting more than one (1). <b>** Open Flames require an Open Burn Permit</b>			
Tent(s) <200sf Tent(s) >200sf Open flame/	Stage(s) Generator(s) Propane/ gas heater(s)	Temporary lighting Amplified music Other	Other electrical needs Display vehicles
<b>(2) Describe electrical needs On-site:</b>			
<b>(2) Please include a map showing the physical locations of all associated event activities, tents, stages, etc on Town plazas</b>			
Plaza use map(s) completed and attached to this application:		YES/NO	
<b>(2) Purpose of event:</b>			
For-profit	Non-profit	Non-profit fundraiser	Private function
<b>(2) Participation type:</b>			
Free admission	Ticket sales	Donation for admission	
<b>(2) List event partners or sponsors</b>			
<b>(2) Anticipated daily attendance</b>		<b>(2) Estimated number of staff present:</b>	
<b>(2) Does event or associated activities take place in any of the following locations</b> - submit all additional permits/approvals			
Conference Center	Telluride Ski & Golf Resort	Town of Telluride	Private property
<b>(2) Will there be the sale of merchandise/concessions?</b>		<b>(2) All vendors have a Town or special event business license?</b> Provide copy	<b>(2) Will you be providing complimentary food?</b>
YES/NO		YES/NO	YES/NO
<b>(2) If serving/selling food, has the San Miguel Health Dept. been contacted</b>		<b>(2) Will there be beer, wine and/or liquor sold or served?</b>	<b>(2) Has a liquor permit been applied for with the Town Clerk?</b> Provide Copy
YES/NO		YES/NO	YES/NO
<b>(2) Describe all food/merchandise vendors and items being sold/provided:</b>			
<b>(2) Will law enforcement services be needed beyond periodic patrol?</b>		<b>(2) Will a security company be hired?</b>	<b>(2) If yes, name of security company and contact.</b>
YES/NO		YES/NO	
<b>(2) Is event using flammable materials, including fuels?</b>		<b>(2) Please describe the medical plan.</b>	
YES/NO			
<b>(2) Are extended gondola hours being requested?</b>		<b>(2) Do you require a temporary road closure permit?</b>	<b>(2) Do you require a plaza access permit?</b>
YES/NO		YES/NO	YES/NO

<b>(2) Describe trash and recycling plan:</b>	
<b>(2) Will additional trash/recycling dumpsters be required?</b>	<b>(2) List installation and removal date(s)/time(s):</b>
YES/NO	
<b>(2) Will portable toilets be rented?</b>	<b>(2) List installation and removal date(s)/time(s)</b>
YES/NO	
<b>(2) Using temporary signage and/or banners?</b>	<b>(2) Banner/signage description</b> - Please provide style description, measurements and proposed locations.
YES/NO	
<b>(2) Banner location:</b>	<b>(2) Date of installation:</b>
Heritage Plaza/Village Bypass	
<b>(2) Will this be an annual event?</b>	<b>(2) Additional comments:</b>
YES/NO	

Please list Events individually to be considered for approval. An addendum to an executed event approval will result in a \$50 fee.

**EVENT 3:**

<b>(3) Event name</b>		<b>(3) Event date(s) / times(s) - Please indicate set up and break down</b>	
<b>(3) Event description-</b> Provide a detailed narrative of the purpose of the event and scope of activities.			
<b>(3) Event location</b>			
Heritage Plaza Reflection Plaza	Village Pond Plaza Gondola Plaza	Sunset Plaza Town Hall Plaza	Conference Center Plaza Oak Street Plaza or Lawn
<b>(3) Requested structures-</b> Please give an amount if requesting more than one (1). ** Open Flames require an Open Burn Permit			
Tent(s) <200sf Tent(s) >200sf Open flame/fire	Stage(s) Generator(s) Propane/ gas heater(s)	Temporary lighting Amplified music Other	Other electrical needs Display vehicles
<b>(3) Describe electrical needs On-site:</b>			
<b>(3) Please include a map showing the physical locations of all associated event activities, tents, stages, etc on Town plazas</b>			
Plaza use map(s) completed and attached to this application:		YES/NO	
<b>(3) Purpose of event:</b>			
For-profit	Non-profit	Non-profit fundraiser	Private function
<b>(3) Participation type:</b>			
Free admission	Ticket sales	Donation for admission	
<b>(3) List event partners or sponsors</b>			
<b>(3) Anticipated daily attendance</b>		<b>(1) Estimated number of staff present:</b>	
<b>(3) Does event or associated activities take place in any of the following locations - submit all additional permits/approvals</b>			
Conference Center	Telluride Ski & Golf Resort	Town of Telluride	Private property
<b>(3) Will there be the sale of merchandise/concessions?</b>	<b>(3) All vendors have a Town or special event business license? Provide copy</b>	<b>(3) Will you be providing complimentary food?</b>	
YES/NO	YES/NO	YES/NO	
<b>(3) If serving/selling food, has the San Miguel Health Dept. been contacted?</b>	<b>(3) Will there be beer, wine and/or liquor sold or served?</b>	<b>(3) Has a liquor permit been applied for with the Town Clerk? Provide Copy</b>	
YES/NO	YES/NO	YES/NO	
<b>(3) Describe all food/merchandise vendors and items being sold/provided:</b>			
<b>(3) Will law enforcement services be needed beyond periodic patrol?</b>	<b>(3) Will a security company be hired?</b>	<b>(3) If yes, name of security company and contact.</b>	
YES/NO	YES/NO		
<b>(3) Is event using flammable materials, including fuels?</b>	<b>(3) Please describe the medical plan.</b>		
YES/NO			
<b>(3) Are extended gondola hours being requested?</b>	<b>(3) Do you require a temporary road closure permit?</b>	<b>(3) Do you require a plaza access permit?</b>	
YES/NO	YES/NO	YES/NO	



<b>(3) Describe trash and recycling plan:</b>	
<b>(3) Will additional trash/recycling dumpsters be required?</b>	<b>(3) List installation and removal date(s)/time(s):</b>
YES/NO	
<b>(3) Will portable toilets be rented?</b>	<b>(3) List installation and removal date(s)/time(s)</b>
YES/NO	
<b>(3) Using temporary signage and/or banners?</b>	<b>(3) Banner/signage description</b> - Please provide style description, measurements and proposed locations.
YES/NO	
<b>(3) Banner location:</b>	<b>(3) Date of installation:</b>
Heritage Plaza/Village Bypass	
<b>(3) Will this be an annual event?</b>	<b>(3) Additional comments:</b>
YES/NO	

Please list Events individually to be considered for approval. An addendum to an executed event approval will result in a \$50 fee.

**EVENT 4:**

<b>(4) Event name</b>		<b>(4) Event date(s) / times(s)</b> - Please indicate set up and break down	
<b>(4) Event description-</b> Provide a detailed narrative of the purpose of the event and scope of activities.			
<b>(4) Event location</b>			
Heritage Plaza Reflection Plaza	Village Pond Plaza Gondola Plaza	Sunset Plaza Town Hall Plaza	Conference Center Plaza Oak Street Plaza or Lawn
<b>(4) Requested structures-</b> Please give an amount if requesting more than one (1). ** Open Flames require an Open Burn Permit			
Tent(s) <200sf Tent(s) >200sf Open flame/fire	Stage(s) Generator(s) Propane/ gas heater(s)	Temporary lighting Amplified music Other	Other electrical needs Display vehicles
<b>(4) Describe electrical needs On-site:</b>			
<b>(4) Please include a map showing the physical locations of all associated event activities, tents, stages, etc on Town plazas</b>			
Plaza use map(s) completed and attached to this application:		YES/NO	
<b>(4) Purpose of event:</b>			
For-profit	Non-profit	Non-profit fundraiser	Private function
<b>(4) Participation type:</b>			
Free admission	Ticket sales	Donation for admission	
<b>(4) List event partners or sponsors</b>			
<b>(4) Anticipated daily attendance</b>		<b>(4) Estimated number of staff present:</b>	
<b>(4) Does event or associated activities take place in any of the following locations</b> - submit all additional permits/approvals			
Conference Center	Telluride Ski & Golf Resort	Town of Telluride	Private property
<b>(4) Will there be the sale of merchandise/concessions?</b>	<b>(4) All vendors have a Town or special event business license?</b> Provide copy	<b>(4) Will you be providing complimentary food?</b>	
YES/NO	YES/NO	YES/NO	
<b>(4) If serving/selling food, has the San Miguel Health Dept. been contacted?</b>	<b>(4) Will there be beer, wine and/or liquor sold or served?</b>	<b>(4) Has a liquor permit been applied for with the Town Clerk?</b> Provide Copy	
YES/NO	YES/NO	YES/NO	
<b>(4) Describe all food/merchandise vendors and items being sold/provided:</b>			
<b>(4) Will law enforcement services be needed beyond periodic patrol?</b>	<b>(4) Will a security company be hired?</b>	<b>(4) If yes, name of security company and contact.</b>	
YES/NO	YES/NO		
<b>(4) Is event using flammable materials, including fuels?</b>	<b>(4) Please describe the medical plan.</b>		
YES/NO			
<b>(4) Are extended gondola hours being requested?</b>	<b>(4) Do you require a temporary road closure permit?</b>	<b>(4) Do you require a plaza access permit?</b>	
YES/NO	YES/NO	YES/NO	

<b>(4) Describe trash and recycling plan:</b>	
<b>(4) Will additional trash/recycling dumpsters be required?</b>	<b>(4) List installation and removal date(s)/time(s):</b>
YES/NO	
<b>(4) Will portable toilets be rented?</b>	<b>(4) List installation and removal date(s)/time(s)</b>
YES/NO	
<b>(4) Using temporary signage and/or banners?</b>	<b>(4) Banner/signage description</b> - Please provide style description, measurements and proposed locations.
YES/NO	
<b>(4) Banner location:</b>	<b>(4) Date of installation:</b>
Heritage Plaza/Village Bypass	
<b>(4) Will this be an annual event?</b>	<b>(4) Additional comments:</b>
YES/NO	

Please list Events individually to be considered for approval. An addendum to an executed event approval will result in a \$50 fee.

**EVENT 5:**

<b>(5) Event name</b>		<b>(5) Event date(s) / times(s) - Please indicate set up and break down</b>	
<b>(5) Event description-</b> Provide a detailed narrative of the purpose of the event and scope of activities.			
<b>(5) Event location</b>			
Heritage Plaza Reflection Plaza	Village Pond Plaza Gondola Plaza	Sunset Plaza Town Hall Plaza	Conference Center Plaza Oak Street Plaza or Lawn
<b>(5) Requested structures-</b> Please give an amount if requesting more than one (1). ** Open Flames require an Open Burn Permit			
Tent(s) <200sf Tent(s) >200sf Open flame/fire	Stage(s) Generator(s) Propane/ gas heater(s)	Temporary lighting Amplified music Other	Other electrical needs Display vehicles
<b>(5) Describe electrical needs On-site:</b>			
<b>(5) Please include a map showing the physical locations of all associated event activities, tents, stages, etc on Town plazas</b>			
Plaza use map(s) completed and attached to this application:		YES/NO	
<b>(5) Purpose of event:</b>			
For-profit	Non-profit	Non-profit fundraiser	Private function
<b>(5) Participation type:</b>			
Free admission	Ticket sales	Donation for admission	
<b>(5) List event partners or sponsors</b>			
<b>(5) Anticipated daily attendance</b>		<b>(5) Estimated number of staff present:</b>	
<b>(5) Does event or associated activities take place in any of the following locations - submit all additional permits/approvals</b>			
Conference Center	Telluride Ski & Golf Resort	Town of Telluride	Private property
<b>(5) Will there be the sale of merchandise/concessions?</b>	<b>(5) All vendors have a Town or special event business license? Provide copy</b>	<b>(5) Will you be providing complimentary food?</b>	
YES/NO	YES/NO	YES/NO	
<b>(5) If serving/selling food, has the San Miguel Health Dept. been contacted?</b>	<b>(5) Will there be beer, wine and/or liquor sold or served?</b>	<b>(5) Has a liquor permit been applied for with the Town Clerk? Provide Copy</b>	
YES/NO	YES/NO	YES/NO	
<b>(5) Describe all food/merchandise vendors and items being sold/provided:</b>			
<b>(5) Will law enforcement services be needed beyond periodic patrol?</b>	<b>(5) Will a security company be hired?</b>	<b>(5) If yes, name of security company and contact.</b>	
YES/NO	YES/NO		
<b>(5) Is event using flammable materials, including fuels?</b>	<b>(5) Please describe the medical plan.</b>		
YES/NO			
<b>(5) Are extended gondola hours being requested?</b>	<b>(5) Do you require a temporary road closure permit?</b>	<b>(5) Do you require a plaza access permit?</b>	
YES/NO	YES/NO	YES/NO	

<b>(5) Describe trash and recycling plan:</b>	
<b>(5) Will additional trash/recycling dumpsters be required?</b>	<b>(5) List installation and removal date(s)/time(s):</b>
YES/NO	
<b>(5) Will portable toilets be rented?</b>	<b>(5) List installation and removal date(s)/time(s)</b>
YES/NO	
<b>(5) Using temporary signage and/or banners?</b>	<b>(5) Banner/signage description</b> - Please provide style description, measurements and proposed locations.
YES/NO	
<b>(5) Banner location:</b>	<b>(5) Date of installation:</b>
Heritage Plaza/Village Bypass	
<b>(5) Will this be an annual event?</b>	<b>(5) Additional comments:</b>
YES/NO	



## SEASONAL SPECIAL EVENT APPLICATION

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Plaza Use Division  
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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 \$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.

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, 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: