

**TOWN OF BUENA VISTA, COLORADO
SPECIAL EVENT PERMIT APPLICATION**

(Required for community events where 200+ persons are expected to attend and/or participate; \$50 application fee due with submittal; apply at least 14 days in advance and not more than 18 months in advance)

Name of Event:		Date of Application:	
Event Start Date and Time (Including Set-up):		Event End Date and Time (Including Tear-down/Clean up):	
Location of Event (including facilities, parks, streets, etc.; route information if appropriate):			
Description of event (brief summary of purpose, activities, target market, etc.; if appropriate, attach additional narrative detail, spreadsheets, diagrams, etc.):			
Applicant/Name of Sponsoring Organization:			
Contact Person:		Phone:	Email:
Mailing Address:			
Estimated No. of Participants:		Estimated No. of Vendors:	
Estimated No. of Spectators:		Estimated maximum number of attendees/participants on site at one time:	
Name of person in charge and on-site day of event:			
Mobile Phone:		Email:	
PARKING AND TRAFFIC MANAGEMENT INFORMATION:			
Description of where participants and spectators will park; how participants and spectators will access/move to the event site; include information regarding personnel and signage that will be used to direct traffic (vehicles and pedestrians) to the event site:			

Description of plan for signage (attach a diagram/site map describing each sign, including text, size, and proposed materials). All traffic signs must meet Town and MUTCD [Manual on Uniform Traffic Control Devices] standards. Other signs must comply with applicable municipal sign code for the Town of Buena Vista. A separate sign permit may be required (refer to Appendix E for more information).

VENDORS/TEMPORARY VENDOR BUSINESS LICENSES*:

List of food service providers, retail vendors, etc. that will be involved in this event (Attach list if necessary):

Booth locations (attach a site plan that includes location of all vendor booths):

****All vendors shall obtain a business license from the Town Clerk and collect applicable sales tax. \$12 application fee per vendor required. Refer to Appendix C for more detail. Food vendors shall also obtain appropriate food handler permits from Chaffee County Environmental Health Department.***

ALCOHOL SERVICES/SPECIAL EVENT LIQUOR LICENSES:**

List of vendors that will be serving liquor in conjunction with this event:

Booth locations (attach a site plan that includes location of all vendors that will serve alcohol):

*****All vendors serving alcohol shall obtain a special event liquor license from the Town Clerk. Allow up to 45 days to process applications for a special event liquor license. Refer to Appendix D for more detail.***

ANIMALS:

Will animals/pets participate in this event?	Yes:	No:
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List type(s) and number of animals that might participate in this event:

Describe activities that animals are expected to be involved in:

Plan for disposal of animal waste:

SANITATION/ENVIRONMENTAL PROTECTION PLAN:

Plan for disposal of garbage (including number and location of trash receptacles that will be provided; plan for recyclables; plan and schedule for removing garbage from receptacles) :

Plan for extinguishing hot coals and/or disposing of grease from grilling:
Plan for toilet and hand-washing facilities***:
<i>Special event providers should be prepared to demonstrate availability of a minimum of one toilet for every 100 persons expected to participate in a special event at one time. If a public, on-site facility owned by the Town is to fulfill all or a portion of the requirement to demonstrate availability of toilet and hand-washing facilities, a detailed site plan must be submitted and show how general public access to such facility will be preserved (i.e. public facilities cannot be restricted to exclusive use by event participants). If a private facility is to fulfill all or a portion of the requirement to demonstrate availability of toilet and hand-washing facilities, a copy of written permission from the owner shall be a “condition of approval” for the Special Event Permit.</i>
SECURITY PLAN:
Plan for communications (description of tools – radios (including channels); cell phones (including number(s)); etc.); identify emergency communications agencies/numbers that will be used to manage emergency situations:
Proposed role of law enforcement agency(ies); specifically identify law enforcement agencies that will be involved in providing security services for the event:
Plan for assuring consumption of alcohol is confined to designated spaces defined in applicable special event liquor license(s):
EMERGENCY MEDICAL SERVICES:
Brief description of plan for responding to the need for emergency medical services:
List of persons and their qualifications who will be assigned by the event sponsor to provide emergency medical services for this event:
REQUEST FOR MUNICIPAL/LOCAL GOVERNMENT SERVICES:
List of <i>municipal facilities</i> proposed to be used in conjunction with this event (refer to Appendix A; complete permit application/reservation form(s); additional application fees apply):

Description of proposed **street closures** for this event (refer to Appendix B; complete street closure permit addendum; \$75 application fee applies; allow at least 21 days for processing a street closure permit):

Request for **dedicated** emergency services (on-call services for no charge subject to normal response time estimates and uncertain circumstances that may affect availability at the time):

Ambulance on site (additional costs may apply), including number, location(s), and schedule:

- Check here if this event plans to rely solely on available on-call emergency medical services.

Fire protection crew and apparatus (additional costs may apply),

- Check here if this event plans to rely solely on available on-call fire protection services.

Law enforcement officer(s) (additional costs may apply), including number, location(s), and schedule:

- Check here if this event plans to rely solely on available on-duty officers for law enforcement services.

Utilities:

Electric hookups

Municipal water (describe proposed source(s))	Estimated volume (total gallons) of use:
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Other :

APPLICANT SIGNATURE

I hereby certify that I am authorized by the sponsoring organization to submit this application and that all information provided herein is true and correct to the best of my knowledge.

Authorized Signature:	Date:
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FOR OFFICE USE ONLY

CHECK THOSE THAT APPLY	REVIEW/COMMENTS	INITIALS	DATE
	Community Development Services Department (land use; code compliance). <input type="checkbox"/> Comments/recommended permit conditions attached.		
	Public Works Department (service & equipment requests; park permit(s); street closures; sanitation; etc.). <input type="checkbox"/> Comments/recommended permit conditions attached.		
	Town Clerk (business license(s); special event liquor permit(s); etc.). <input type="checkbox"/> Comments/recommended permit conditions attached.		
	Police Department (security plan; traffic management; emergency service requests; etc.). <input type="checkbox"/> Comments/recommended permit conditions attached.		
	Fire Department (fire protection plan; service requests; emergency vehicle access; etc.). <input type="checkbox"/> Comments/recommended permit conditions attached.		
	Other, specify: <input type="checkbox"/> Comments/recommended permit conditions attached.		