



Special Event Permit Application

Private Use of Public Property (RMC 14-3-3):
Parks, Facilities, Rights-of-Way, including the Hartwell Park Stage

Application Date:	_____	Event Name:	_____
Applicant Name:	_____	Event Date:	_____
Applicant Phone:	_____	Event Time:	_____
Applicant Email:	_____	# Attendees:	_____
Organization Name:	_____	# Participants:	_____
Mailing Address:	_____	Entry Fee(s):	_____
Contact Name (Event Day):	_____	# of Vendors:	_____
Contact Mobile #:	_____	# of Spectators:	_____

IMPORTANT: Inaugural and second annual events, must receive the express approval of the Ridgway Town Council. Subsequent annual events will be permitted administratively and include all conditions of approval and other Town Council requirements.

All event sponsors are required to provide proof of insurance listing the Town of Ridgway, officers and employees as additional insured and indemnifying the Town of Ridgway and its officers and employees.

Specify park, facility and/or public right-of-way for the event (check all that apply):

<input type="checkbox"/> Hartwell Park	<input type="checkbox"/> Performing Arts Stage	<input type="checkbox"/> Athletic Park
<input type="checkbox"/> Cottonwood Park	<input type="checkbox"/> Dennis Weaver Memorial Park	<input type="checkbox"/> Rollans Park
<input type="checkbox"/> Green Street Park	<input type="checkbox"/> Ouray County Fairgrounds	<input type="checkbox"/> Right-of-Way (specify below)
<input type="checkbox"/> Other (specify): _____		

If use of Right-of-Way (streets, alleys, sidewalks) specify exact location(s):

Event Type (check all that apply):

<input type="checkbox"/> Fundraising Event	<input type="checkbox"/> Outdoor Concert	<input type="checkbox"/> Filming/ Production
<input type="checkbox"/> Run/Walk Event	<input type="checkbox"/> Bicycling Event	<input type="checkbox"/> Art Show
<input type="checkbox"/> Outdoor Market	<input type="checkbox"/> Other (specify): _____	



Describe in detail the proposed use and activity for the park, facility and/or right-of-way:

For assistance in completing the application please contact the Town of Ridgway 970-626-5308.

Applicant Signature: _____ Date: _____

TOWN STAFF WILL COMPLETE THE FEE SCHEDULE and REQUIREMENTS BELOW

Permit Application Fee (\$50): <i>(Due at time of application)</i>	\$ _____	Date Paid: _____	Check #: _____
Large Event Fee (\$50 - if more than 100 people):	\$ _____	Date Paid: _____	
Filming/ Production Fee (\$250 per day):	\$ _____	Date Paid: _____	
Parks Department Assistance (\$25/hr)	\$ _____	Date Paid: _____	
Performing Arts Stage Use Fee (\$300 permitting, stage preparation and breakdown):	\$ _____	Date Paid: _____	
Electricity Use Fee: (\$15/day)	\$ _____	Date Paid: _____	
Law Enforcement Fee: (\$30/hr/officer)	\$ _____	Date Paid: _____	
Performance Security (<i>Damage Deposit</i>) up to 100 people: \$100 101-500 people: \$150 >500 people: \$200 Hartwell Park Stage Deposit: \$500	\$ _____	Date Paid: _____	
Release of Deposit (Yes/No):	\$ _____	Date Paid: _____	
Local government & special districts: 50% fee waiver			

ADDITIONAL REQUIREMENTS (*check all that apply*):

<input type="checkbox"/> Town Council Approval (Date: _____)	<input type="checkbox"/> Insurance/ Indemnity
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Special Event Liquor License
<input type="checkbox"/> Special Event Vendor License	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Sales Tax License(s)	<input type="checkbox"/> Other: _____



Vicinity Map/Site Plan

Attach a vicinity map and site plan. List all parks, trails, open space, facilities, roadways, bridges and other Town property proposed for use with the event. The following questions include items which, if applicable, should also be included on the site plan.

Checklist for Vicinity Map/ Site Plan:

- Event site (park, trail, open space, facilities, roadway)
- Parking plan and traffic flow
- Locations of security personnel
- Locations of first aid and emergency services
- Routes for EMS and Fire Crew
- Water stations
- Location and number of sanitation facilities
- Food and merchandise vendor booths
- Temporary road closures
- Location of liquor sales and consumption (must match special event liquor license)
- Electrical and lighting sources
- Sound and amplification plan
- Trash Receptacles
- Signage type and location
- Proposed locations for staking or any penetration of the ground

Parking/Traffic Flow

Indicate the number of parking spaces, locations, traffic flow, personnel directing traffic, and traffic signage.

Name(s) authorized personnel to direct traffic: _____

Are you planning event parking on-site? Yes No

Are you planning event parking off-site? Yes No

How will you be moving people to/from the event site?

Security/Law Enforcement

Describe the emergency communications plan [e.g.: radio channels, cell phones, etc.]:



Do you anticipate utilizing uniform deputy services for ground security or traffic direction?

If so, what are the event needs? Yes No

Will a private security company be used? Yes No

How will the security personnel be identified? _____

Will your event interrupt the normal traffic flow on any roadway? Yes No

Will your event need authorization to park vehicles on any roadway? Yes No

Does event need Ouray County Sheriff's Department or Ridgway Fire Department services?

If yes, please list and explain: Yes No

Emergency Medical Care

Describe Emergency Medical Services arrangements/plan:

Potable Water

Are participants/vendors providing their own drinking water? Yes No

If yes, describe water source, estimated amount and method of distribution:

Sanitation

Are you planning to use Town restroom facilities? Yes No

If yes, describe: _____

Will portable sanitation facilities be rented? Yes No



Describe the staking plan: _____

Please list any other special requirements or potential impacts of the event:

*** Please Note:** *Town equipment and furnishings cannot be removed from Town Hall for use outside of Town Hall.*