



PUBLIC PROPERTY EVENT POLICY AND PROCEDURES

City of Creede
2223 N Main Street
Creede, CO 81130
(719-)658-2276

Thank you for your work in making Creede an exciting place to spend time! Please take time to review our policies and requirements prior to your event.

1. Please inquire about the requirements for your event well in advance. All events require approval from the Board of Trustees at their monthly meeting on the first Tuesday of the month and must be received at least 35 days prior to the event. Late applications may result in a rush processing fee or an automatic disapproval.
2. For events held at the Virginia Christensen Multiuse Facility, please see “Gym Event Policy & Procedures.” Private Event Permits are required if Public Property is to be used for any sort of organized gathering which results in impact on public grounds, including but not limited to crowds larger than 10 people, tents or tent stakes, tables, stages, equipment, or fencing. Public Property includes property and right-of-ways that are owned or maintained by the City of Creede and includes public right-of-ways within the boundaries of the City of Creede. Private Event Permits are not required for unofficial gatherings which use public grounds for their intended use (picnics, baseball games, etc.) without altering the premises. Parade permits are required if you are using public roads and require any type of closure. Moderate usage of public land adjacent to a permitted Parade is permitted without a Private Event Permit (i.e., water stations for Creede Mountain Run); however, if there is a substantial concurrent gathering (i.e., a fundraiser BBQ following a parade) that is separate from the parade, a Private Event Permit is required in addition to the Parade Permit.
3. Events involving alcohol require an additional permit process and applications are due at least 30 days prior to the event and 11 days prior to the date of the regular Board of Trustees meeting. Please contact the City Clerk for more information.
4. Private Events and Parades require Proof of General Liability insurance in the amount of \$500,000 covering the period of time for pre-event set-up, the event itself and post event tear-down (strike) naming the City of Creede as Additional Insured. Quotes for special event insurance through the City’s provider are sometimes available; please contact the City Manager for more information. The City of Creede will not be responsible for any damage to properties or persons injured by cause of persons or things participating in the parade/event.
5. Application fees are non-refundable and due upon submittal. Parade Permit fees are \$25 for 1 to 10 days during a calendar year and \$50 for 10 to 20 days during a calendar year. Private Event fees are \$50 for 1 to 10 days during a calendar year and \$100 for 10 to 20 days during a calendar year. Events that exceed 20 days must prepare a License Agreement detailing their event and submit it for consideration along with their application.
6. The applicant is responsible for all necessary post-event/parade clean up, including removal of trash, debris, and equipment. If the site is not cleaned up, a minimum fine of \$250 plus clean up costs will be billed to the sponsor of the event.
7. Applicants are responsible for gathering sales tax information from any event vendors. Please contact the City Clerk for more information if you are inviting outside vendors.
8. Failure to obtain permits for an event will result in a \$50 fine for the first occurrence and a \$100 fine with possible denial of future applications for subsequent occurrences.
9. **The Town Board may require additional conditions and stipulations when approving any type of event depending upon the size of the event, number of days, traffic, impact, noise, demand for public services, and other factors deemed relevant to the Town Board based on impacts to the Creede community in the form of an additional License Agreement.**