**SPECIAL EVENT PERMIT APPLICATION PACKET**

**Process and Guidelines**

**Qualifications:** Any organized activity involving the use of, or having an impact on, public facilities, parks, sidewalks, street areas or the temporary use of public property requires a Special Event Permit from the Town. Alcohol may not be served at special events without a permit – if alcohol will be served at the event, applicant must meet the qualifications below and complete the appropriate form. Exemption to the alcohol permit requirement is if the event is taking place at a location that is already by the local licensing authority and State of Colorado to serve alcohol.

**Liquor Permit Qualifications:** Applicants must be non-profit and registered with the Colorado Secretary of State for purposes of social, fraternal, patriotic, political or athletic nature, and not for monetary gain; or which is a regularly chartered branch, lodge or chapter of a national organization or society; or which is a regularly established religious or philanthropic institution; or a political candidate who has filed the necessary reports and statements with the Colorado Secretary of State.

**Limitations:** Organizations may have no more than fifteen (15) Special Event Permits per calendar year. Applications must be received by the Town Clerk no later than thirty (30) days prior to the event.

**Fees:** A $150 Special Event Permit Fee is required by the Town of Winter Park. If applicant is applying for a liquor permit, there is a $100 Liquor Permit Fee, payable to the Town of Winter Park. If a local business license is required, a $60 Business License fee is payable to the Town of Winter Park.

**Application Process:** Submit the completed application packet to the Town Clerk – utilizing the checklist to ensure the application packet is complete, incomplete applications packets will not be accepted,

The application is reviewed by Town Staff and recommendations are forwarded to Town Council for consideration at a public hearing. The Town Clerk will notify the applicant of the date for the public hearing and request that the applicant or a representative be present. The premises where the event is to be held will be posted with a Notice of Application by the Town not less than ten (10) days prior to the event. At the public hearing, the application will be considered and granted/denied by Town Council.

**Premises:** Proof of possession or evidence of permission to use the premises must be provided to the Town by the applicant. By submitting an application to the Town, the applicant agrees to the following conditions:

1. Crowd must be orderly.
2. No staking or trenching is allowed on public property without prior approval.
3. Area must be cleaned and all trash removed at completion of event.
4. Vehicles must stay off grass and walkways.
5. Sale, consumption or dispensing of alcoholic beverages on public property without a license is prohibited by the State.

6. Applicant is responsible for and will be charged for any damage incurred during the event, including during set-up and clean-up.
7. Applicant and event participants will comply with all Town rules, regulations and ordinances.

**Security:** Applicant must provide a safe and secure environment for the event. It is suggested that one (1) security personnel be provided for every 100 expected attendees. Security personnel must wear visible identification at all times; if professional security personnel are to be used, applicant must provide their contact information with the application.

Larger events may be required to have police services. The Chief of Police reserves the right to place officers at events as deemed necessary in the interest of public safety. Please contact the Chief of Police at 970.722.7779 if your event might meet this requirement.

**Sanitation and Recycling:** Applicant is responsible for proper disposal of waste and garbage from your event. If the premise has not been adequately cleaned or has been damaged because of the event, the Town reserves the right to charge at full cost recovery rates plus overhead for clean-up and repair. Such a failure may result in denial of any future Special Event Permits.

**Amplified Noise Notification:** Amplified noise can only be created between 9:00 am and 10:00pm; the arrangement of speakers and/or instruments should be such that it minimizes the disturbance of others beyond the immediate event area. If the event will extend outside these set times, contact the Town Clerk to discuss options.

**Parking and Transportation:** Applicants are responsible for providing adequate and accessible parking and traffic mitigation for their event. Please include details on the site/premise diagram.

**Business License:** A local business license is required of any person(s) or entity engaged in the sale of products or services within the town limits, regardless of actual business location. If there will be independent at your event (i.e. food retail), each vendor is required to have a license. **It is your responsibility to inform vendors of this requirement.**

**Sales Tax:** The Town of Winter Park is a self-collecting tax district. Regardless of actual business location, any sales of products or services within the town limits require collection and remittance to the Town of Winter Park of the 5.0% local sales tax. **It is your responsibility to inform vendors of this.** Sales tax returns will be sent to vendors with their business license.