



New Events Procedure Looks to Streamline Process

City Moves Forward With Venue Focused Structure As Part of Event Initiative

STEAMBOAT SPRINGS, COLORADO-January 8, 2019-The City of Steamboat Springs has unveiled a new special event procedure that looks to streamline the process, simplify the application permit, especially for first time event producers, and set maximum capacity levels for venues.

“The ultimate goal is to make the process easier whether it’s your first event or one that has been hosted in the community for a century,” said Winnie DelliQuadri, Assistant to the City Manager. “The city understands the importance events contribute to the local economy; however, a balance toward fiscal responsibility and maximum capacity criteria are in our future as we move forward.”

A steering committee ushered the program through a year-long review process in an effort to develop new policies and procedures for administration and permitting of special events in Steamboat Springs. The committee consisted of representatives from the city and Steamboat Springs Chamber and included extensive stakeholder meetings, two City Council work sessions and a Steamboat Conversations’ community forum, hosted in partnership with the Steamboat Pilot & Today.

The new procedure consolidates three different applications into one simplified citywide application and process. The system is venue focused with two categories (Parks & Streets) carrying a predefined capacity, allowable usages and required services based upon event size and impacts. Shifting events from Lincoln Ave. to Yampa St. and other venues remains a priority; however, community events such as Winter Carnival, July 4th and the Halloween Stroll will stay on Lincoln and will continue to be subsidized by the city.

In addition, new fees will accompany the event permit including a new \$150 application fee, \$500 late fee venue fee, and recovered costs associated with city services such as Community Service Officers or use of streets. The new application fee would apply to special events and sports events but not for city, school or private events such as a child’s birthday party.

During the transition, Council has set aside \$20,000 in funding through the Chamber to assist non-profits for paying fees during the first year. Eligible organizations would work directly with the Chamber on reimbursement amounts and payment.

“Steamboat Springs has a reputation for hosting high-quality event productions that enhance the economics of the community,” said Special Events Coordinator Rachel Lundy. “The new program looks to facilitate fun event experiences while minimizing community impacts and city expenses, which we believe is a win/win for all.”

Special Events Coordinator Rachel Lundy will serve as the primary contact for special events across the City of Steamboat Springs. She has been involved with the evolution to the new process over the past year and is happy to work with producers as they navigate the application permit. A [new section of the website](#) dedicated to special events outlines the process, categories, venues, fees and frequently asked questions.

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