



Event Permit Application

Please submit a non-refundable application fee of **\$150** along with the application packet to City Hall, P.O. Box 775088, Steamboat Springs, CO, drop off at 137 10th Street, Steamboat Springs, CO or [email](#) the Special Events Coordinator. **Applications MUST be submitted 45 days before the event- late applications may be accepted with a \$500 late fee.** Submission of an application does not guarantee approval.

Is this a first time event? Yes No
Is this event open to the public? Yes No
Is this a single day event? Yes No

Date(s) of Event: _____

Name of Event: _____

Billing Entity: _____

Billing Address: _____

Event Planner/Contact: _____

Contact Email: _____ Phone Number: _____

Event Day of Contact: _____

Email: _____ Cell Number: _____

| When will your Event/Activity | Exact Date(s) | Exact Time |
|-------------------------------|---------------|------------|
| Setup Begin | | |
| Event/Activity Begin | | |
| Event/Activity End | | |
| Clean Up End | | |

Will you be charging admission? Yes No

Estimated number: _____ Participants
 _____ Spectators
 _____ Vendors
 _____ Volunteers
 _____ Event-related vehicles (motorized or non-motorized)

| Fees | |
|---------------------------|--------------------------------|
| Application | \$150 |
| Streets | \$37/hour, maximum \$296/day |
| Parks | \$37/hour, maximum \$296/day |
| Fields (Youth) | \$13/hour, maximum of \$78/day |
| Fields (Adult) | \$15/hour, maximum of \$90/day |
| Trails | \$3.50/adult; \$2.75/youth |
| Rodeo Facility | See Parks and Rec for fees |
| Police Officer | \$69/hour |
| Community Service Officer | \$34/hour |

Venues

Will your event occur at a city park, field, trail, facility, street, or parking lot? Yes No

If yes, please select all that apply:

Park Field Trail Facility Street Parking Lot

If your event is on private property, please include a letter of permission from the property owner in your application packet.

List all event venues:

Venue: _____

Venue: _____

Venue: _____

Venue: _____

Is this a secondary venue associated with a larger event? Yes No

If yes, please list event: _____

City venues will require a reservation. Venue maps will show the allowed area of use and emergency access. Please include the designated areas for:

- Vendors and Tents
- Trash/Recycling
- Portable Toilets
- Liquor Fencing (if applicable)
- Parking
- First Aid Stations, Fire Extinguishers, Automated External Defibrillators

Trash and Recycling

The City requires event organizers to provide trash and recycling (aluminum, glass, plastic) receptacles at all venues. The suggested ratio is:

- 1 receptacle per 50 people if food is provided
- 1 receptacle per 100 people if no food is provided.

All venues require trash and recycling side by side and marked with a flag. Please list below who will be handling trash and recycling clean up:

Portable Toilets

The City requires that portable toilets be provided for events in which the venue does not have adequate toilet capacity. The suggested ratio is 1 portable toilet per 100 people.

Estimated number of portable toilets: _____

Please indicate all activities that will apply to your event. Depending upon activities, applicants may be required to provide additional documentation before a final permit is issued.

Are you erecting a tent or canopy over 400 square feet at your event? Yes No

Please indicate the number of tents and sizes below. Tents and canopies over 400 square feet will require a separate permit and inspection fee from Steamboat Springs Fire Prevention Services. More information about this permit can be obtained by contacting Fire Prevention Services at (970) 871-8216 or [email](#).

Number of Tents: _____ Size: _____
Size: _____
Size: _____
Size: _____

Will you have cooking tents or mobile cooking units (food trucks/trailers) at your event? Yes No

If yes, please fill out the information below. A separate permit and inspection fee from Steamboat Springs Fire Prevention Services will be required. More information about this permit can be obtained by contacting Fire Prevention Services at (970) 871-8216 or [email](#).

Number of Cooking Tent Units: _____
Please list vendors: _____

Number of Mobile Cooking Units: _____
Please list vendors: _____

Will your event include a fireworks display? Yes No

If yes, a firework permit from the Steamboat Springs Fire Prevention Services will be required. More information regarding this permit can be obtained by contacting Fire Prevention Services at (970) 871-8216.

Will you have Emergency Personnel, Ambulance, or Fire Suppression services on-site? Yes No

If yes, please list the entity providing the service(s): _____

Please note that some events will be required to provide EMS or Ambulance services as detailed in the Special Events Medical Plan Matrix. More information can be obtained by contacting Steamboat Springs Fire at (970) 871-8216.

Will Community Service officers or police officers be needed for your event? Yes No

If yes, please fill out the [Request for Additional Law Enforcement Services](#). For an extra fee, you may request Community Service officers and Police officers to assist with crowd control, traffic control, and/or security. Note that some venues require a minimum number of Community Service officers.

Will your event include vendors? Yes No

Some vendors may require a city sales tax license. The event planner must submit a list of vendors with this application. [Contact](#) the Sales Tax Department regarding event applications and deposits.

Are you serving/selling alcoholic beverages at your event? Yes No

If yes, a separate [special event liquor permit](#) is required. Please submit the [application](#) and supporting documents to the City Clerk **30 days** before your event. Only nonprofit entities may apply for a special event liquor permit.

Will your event include filming? Yes No

If yes, a separate film permit is required from the City Clerk. Please fill out the [application](#) and return to jfranklin@steamboatsprings.net.

Are you serving food at your event? Yes No

If yes, please submit the following paperwork to the [Routt County Department of Environmental Health](#) for review and approval. Questions concerning food at events can be [emailed](#) to Routt County Environmental Health.

[Event Coordinator Application](#)
[Event Coordinator Vendor List](#)
[Vendor Application for Temporary Events](#)

Is this an event that uses city trails? Yes No

If yes, a trail user fee must be paid to Parks and Recreation within two weeks of completion of the event. Please see the fee chart for the current trail user fees.

Does your event close a city street or parking lot? Yes No

If yes, please fill out the [Street Closure Request](#). Venue maps will show where barricades, cones, and signs need to be placed for the street closure.

No Parking Signs will be needed for street closures and must be put up 24 hours prior to your event. Please contact the Front Desk at frontdesk@steamboatsprings.net or 970-879-2060 to make arrangements to pick up and drop off No Parking Signs.

Will Steamboat Springs Transit services be needed? Yes No

If yes, please [contact](#) Transit Operations. Special transit service may require an additional fee.

Have you notified surrounding businesses and/or residents of potential street closures? Yes No

This notification must include the day(s) and time(s) of your event, the time(s) of the street closure, and the streets to be closed for your event. Please include a copy of this notification with this application.

Will your event include flying drones? Yes No

If yes, to ensure safety the Steamboat Springs Airport must have a minimum of 2 hours' notice for drones flown within 5 miles of the airport. Contact the Airport FBO at **(970) 879-1204** to obtain permission.

Will amplified sound or a public address system be used? Yes No

If yes, please refer to [Section 7-65 of the Municipal Code](#) regarding maximum noise levels.

Will your event include a sign/banner on Lincoln Avenue? Yes No

If yes, contact the Steamboat Chamber and review the [banner form guidelines](#).

Will your event include social media handles or hashtags? Yes No

If yes, please list your handles and/or hashtags: _____

As the Applicant, you understand and agree to the following:

1. To ensure prompt processing of your application, submit all supporting materials and documentation with your application. Incomplete applications will be not be processed.
2. The applicant may incur additional expenses and permits from other City, County, or State jurisdictions.
3. A non-refundable application fee of \$150 must be submitted with the complete application.
4. The applicant agrees to abide by the following deadlines:
 - a. Applicant Submission: No more than 365 days and no less than 45 days before the event. Late Applications: Late applications will incur a \$500 late fee.
 - b. Venue Reservation: Existing event no more than 2 years; New events no more than 1 year; minimum 45 days before the event.
 - c. Cancellation: No less than 15 calendar days before the event.
 - d. Additional Services (Personnel and Equipment): No less than 45 days before the event.
5. The applicant is required to attend pre and post event meetings with City staff.

Applicant Signature

Date

Event Safety Plan

If your event has over 500 attendees/participants, please fill out the information below. Events with over 2,500 attendees/participants will need to submit a full Communications Plan.

| Event Contact | Name/On-Site Supervisor | Cell Phone | Email |
|------------------------|-------------------------|--------------|-------|
| Event Safety | | | |
| Security | | | |
| Communications | | | |
| Medical | | | |
| Non-Emergency Dispatch | | 970-879-1144 | |
| General Emergency | | 911 | |

If your event also takes place outside of city limits, please list your contact from the following organization(s):

Routt County Sheriff's Office: Name: _____ Phone Number _____
 Routt County Road and Bridge: Name: _____ Phone Number _____
 Colorado State Patrol: Name: _____ Phone Number _____
 CDOT: Name: _____ Phone Number _____

Severe Weather

The event safety contact will be responsible for monitoring weather conditions. Weather forecasts and current conditions will be monitored through: _____

Please provide a brief description of your severe weather policy. Attach an additional page if needed.

Medical Emergency

Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be the main contact. If there is no on-site EMS officer, the event safety contact will contact 911 and provide

- (a) The location of the emergency
- (b) Nature of the emergency
- (c) Contact person with callback number

Please provide a brief description of your medical plan. Attach an additional page if needed.

Security/Law Enforcement

Should an incident occur that requires law enforcement, the on-site security officer will be the main contact. If there is no on-site security officer, the event safety contact will contact 911 and provide

- (a) The location of the emergency
- (b) Nature of the emergency
- (c) Contact person with callback number

Please provide a brief description of your security plan. Attach an additional page if needed.

Emergency Vehicle Access

- (a) Access for Emergency Vehicles will be maintained at all times (as provided in the venue map).
- (b) Fire lanes and fire hydrants will not be obstructed.

Applicant Signature

Date



Event Permit Rules and Regulations

All events must complete this form

The responsible organization, as a condition of being granted an Event Permit from the City of Steamboat Springs, agrees to abide by the following rules, regulations, and conditions established by the City of Steamboat Springs as follows:

1. Representatives must carry a copy of their permit with them and make copies for anyone who oversees the permitted use.
_____ (Initial)
2. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official, or agent of the City of Steamboat Springs. The parties to this event permit are not and shall not be construed as partners, contractors for services, joint ventures or agents of one another with respect to any activities associated with this event permit.
_____ (Initial)
3. This agreement is governed by the laws of the State of Colorado. Any suit between the parties arising under this agreement shall be brought only in a court of competent jurisdiction for the Fourteenth Judicial District of the State of Colorado.
_____ (Initial)
4. The responsible organization agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the City of Steamboat Springs may charge the billing organization the full amount of such damage, loss, or injury.
_____ (Initial)

Pre Event:

Insurance and Indemnification

5. The responsible organization shall indemnify and hold harmless the City, its officer, officials, employees, agents, and insurance from and against any and all claims, demands suits, actions, or proceedings of any kind, including but not limited to: costs of actions and reasonable expert and attorney fees incurred by the City in any way resulting from or arising out of this event. This provision shall not and is not intended in any way or manner to waive or cause the waiver of defenses or limitation on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law(s) of the United States or Colorado.
_____ (Initial)

6. The responsible organization shall procure and maintain, at its own costs, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner/organizer in its performance of the event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these rules by reason of its failure to procure or maintain insurance in sufficient amount, duration or types. Such insurance shall be an occurrence policy. **If the Certificate of Insurance, naming the City as an additional insured, is not included with the application packet, it must be submitted 14 days prior to the event.**

_____ (Initial)

7. Workers Compensation Insurance (Colorado Statutory Requirement). The event sponsor or responsible organization is required to provide Workers Compensation Insurance for any person who is an employee of the organization or anyone paid to work on the community event. Event sponsors often have volunteer insurance. Please specify if you have this additional insurance:
Workers Compensation: Yes No Not Applicable
Volunteer Insurance: Yes No Not Applicable

_____ (Initial)

8. Automobile Liability (Colorado Statutory Requirement). The event sponsor or responsible organization is required by Colorado law to provide automobile insurance to any person who is an employee, paid worker or volunteer of the organization operating an automobile. If automobiles are required or utilized for your event (auto races, parades, etc.), **please provide proof of insurance to the City Clerk's Office 14 days prior to the event.**

Automobile Liability Yes No Not Applicable

_____ (Initial)

Payment

9. To guarantee your venue reservation, payment must be received within 30 days of booking date. Reservations made within 30 days of the date of use must be paid in full immediately.

_____ (Initial)

Cancellation

10. Request for cancellation must be received no less than 15 days before the event. The application fee is non-refundable.

_____ (Initial)

Vendors

11. The responsible organization is responsible for providing a list of all vendors with this application. All vendors must have a valid sales tax license to operate within the City of Steamboat Springs.

_____ (Initial)

Event Conditions:

12. If construction projects impact a venue, the responsible organization will work with the City of Steamboat Springs on logistics and potential relocation.
_____ (Initial)
13. Your group size cannot exceed the venue capacity.
_____ (Initial)
14. The responsible organization is responsible for communicating “Leave No Trace” principles to all participants and spectators.
_____ (Initial)
15. City facilities will generally remain available on a first-come first-served basis for all visitors. Permits do not grant exclusive use of the site, trails, or of parking facilities. Carpooling and alternative transportation should be encouraged. Permittees shall ensure that the rights and privileges of other visitors are recognized and met.
_____ (Initial)
16. If the responsible organization represents a private party or a for-profit organization, the serving of alcoholic beverages is allowed if the event is invitation only and no money is involved. Contact the City Clerk at 970-871-8248 for written approval/rejection from the Clerk’s office.
_____ (Initial)
17. All events must comply with the [Standard Operating Procedures for Large Outdoor Festivals and Events](#) as posted on the City of Steamboat Springs website.
_____ (Initial)
18. The responsible organization must provide trash and recycling receptacles for participants, spectators, and vendors. If holding the event on City property, the responsible organization must return the venue(s) to pre-event condition. Failure to clean up may affect future event approval. **The City reserves the right to charge for clean up.**
_____ (Initial)

Parks/Fields/Trails

19. No tent stakes are to be driven into the ground. To protect the City’s irrigation system, tents must be held down with weights or water barrels only.
_____ (Initial)
20. Motor vehicles are not allowed on city trails, city parks, or open space areas.
_____ (Initial)
21. City staff must approve signage plan on trails. Posting signage on trees, using nails, or paint or chalk on City property is prohibited. Signage can be placed within 48 hours of the start of the event and must be removed within 48 hours of the event.
_____ (Initial)
22. No glass is allowed in the city parks.

_____ (Initial)

23. All trails must remain open to the public at all times.

_____ (Initial)

24. City staff reserves the right to postpone and/or cancel the event due to wet trails.

_____ (Initial)

Streets

25. The responsible organization may be required to close and open a street or parking lot at specific times.

_____ (Initial)

26. Paint may not be used on city streets.

_____ (Initial)

Planning-Zoning Conditions

A Limited Use Permit for a Temporary Event may be required if your event is a temporary use, such as a festival or a special sale, and that takes place on private property or on public property other than parks and rights-of-way.

27. Temporary events shall be limited to 14 days. The Planning Director may approve a longer duration of up to seven additional days upon a finding that the additional days are necessary for set up or take down of the temporary event and that the longer duration will not result in any adverse impacts. **This Special Event Permit includes all requirements for a Limited Use Permit below, and separate review by the Department of Planning and Community Development is not necessary.**

_____ (Initial)

28. In all zone districts (except CO, CY, CK, and CN) temporary events shall be limited to three occurrences per 12-month period.

_____ (Initial)

29. In CO, CY, CK, and CN zone districts, temporary events shall be limited to one occurrence per 12-month period.

_____ (Initial)

30. Temporary buildings or structures associated with temporary events shall comply with minimum setbacks standards.

_____ (Initial)

31. Reoccurring temporary events shall obtain approval for each occurrence.

_____ (Initial)

Post Event:

32. All tents must be removed at the end of the event. All event apparatus (including signs) must be removed 48 hours after the event.

_____ (Initial)

33. Trail fees must be submitted within 2 weeks after the event.

_____ (Initial)

Applicant Signature

Date