



City of Gunnison Event Permit Application

FOR INTERNAL USE ONLY

Date Application Rec'd _____ By _____

Date Application Approved _____

Submit Completed Application to either of the below locations:

City Clerk
City Hall
PO Box 239
201 W. Virginia Ave.
Gunnison, CO 81230
gail@cityofgunnison-co.gov

Parks and Recreation Department
Gunnison Community Center
200 E Spencer St.
Gunnison, CO 81230
dan@cityofgunnison-co.gov

Phone: 970.641.8140

Fax: 970.641.8051

**** Applications must be received no later than fifteen (15) business days prior to the proposed event ****

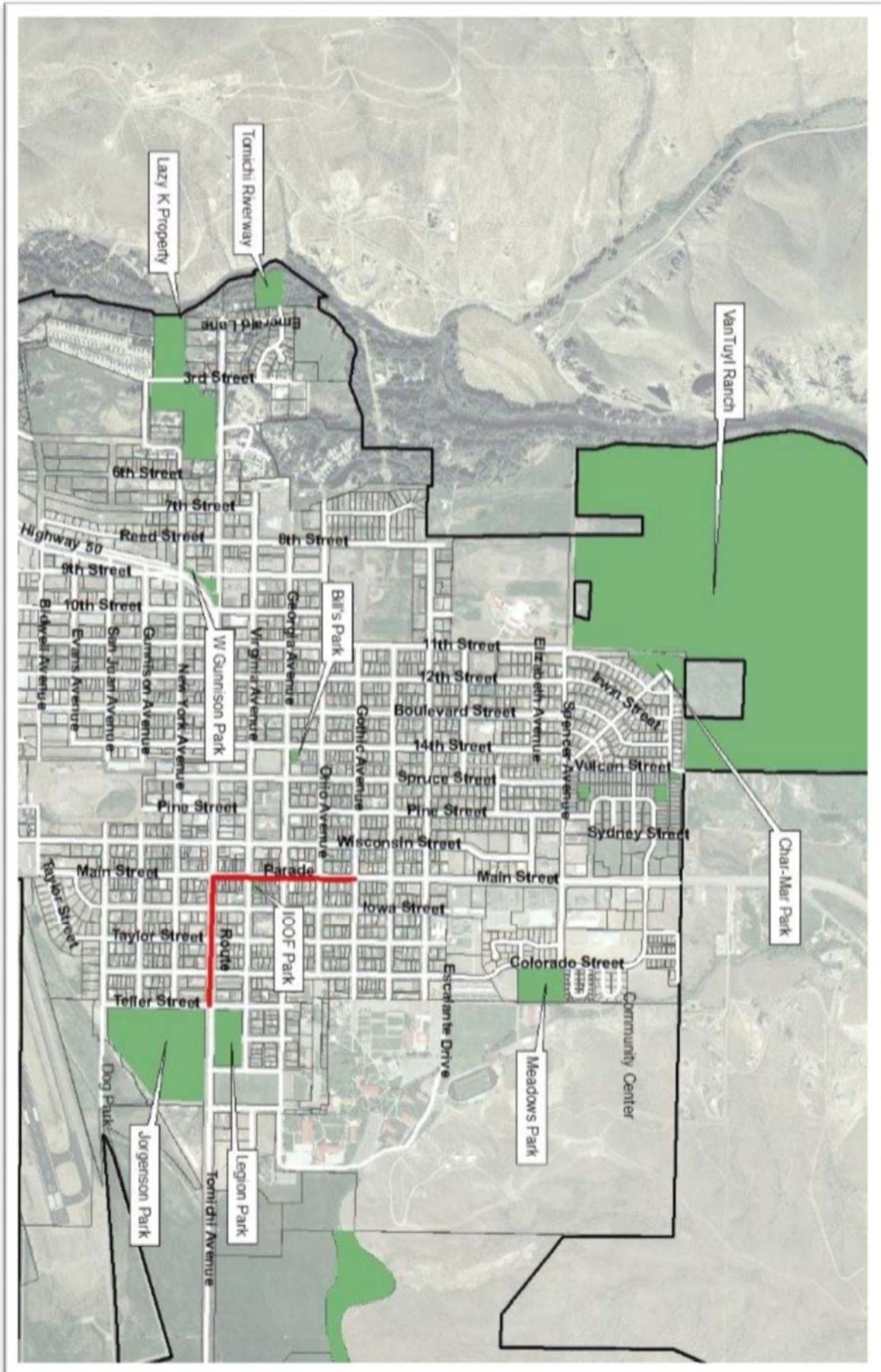
APPLICANT INFORMATION

Name of Applicant:				
Sponsoring Agency (if different from above):				
Address 1:				
Address 2:				
City:		State:		Zip Code:
Cell Phone Number:		Fax Number:		
Email Address:				
Contact Person(s) during Event:				
Contact Person(s) Phone during Event:				

EVENT INFORMATION

1. Name or Title of Event:			
2. Date of Event:		3. Number of People Expected:	
4. Event Start (including set-up):		5. Event End (including take-down):	
6. Have you placed the event on the Gunnison-Crested Butte Community Calendar? (https://gunnisoncrestedbutte.com/submit-an-event/)			<input type="checkbox"/> Yes <input type="checkbox"/> No

SHOW ON MAP THE LOCATION OF THE EVENT



STREET CLOSURES

7. List any streets requiring closure as a result of the event:			
8. Times of actual street closure: (Please be specific in regard to time making sure there is extra time before and after the event for clearing parked cars, set-up and clean-up)			
From:		To:	
9. Route to be Traveled: (if applicable, display on accompanying map)			
Unless exempted by the City, <u>businesses</u> and <u>residents</u> located adjacent to your event must be notified BY THE APPLICANT at least 7 days prior to the event of any possible street closures, potential noise or traffic impacts. See application packet for an example of a notification form.			

LIQUOR LICENSING

10. Will the event include liquor or beer sales and/or consumption? If yes, please contact the City Clerk at 970-641-8141 <i>*NOTE: Public consumption of alcohol is illegal without an approved liquor permit. Public marijuana consumption is never permitted.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SALES TAX COLLECTION

11. Will there be sales of any kind of product, merchandise or food? For questions, please contact the Finance Department at 970-641-8070 If yes, fill out the below information.			<input type="checkbox"/> Yes <input type="checkbox"/> No
City sales tax license number to be used in remitting applicable sales taxes:		Business Name:	
If submitting sales taxes under an umbrella organization, please list the umbrella organization's information above and list all vendors using the umbrella organization's license below. The umbrella organization agrees to adhere to all state and local sales, excise, and lodging tax regulations, and submit all applicable taxes on behalf of all vendors. Please indicate any local, stand-alone vendors that will be remitting separately using their own licenses (attach additional sheets as necessary). <i>*NOTE: After the event, umbrella organizations must submit a similar list, along with gross amounts and/or taxes remitted from each vendor, with the tax return encompassing the event.</i>			

COMMUNITY DEVELOPMENT

12. Will the event include distribution of handbills or flyers? If yes, please contact Community Development at 970-641-8090	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Will the event include open flame cooking in booths or trailers, pyrotechnic displays, carnival rides, or portable generators? If yes, please contact the Fire Marshal at 970-641-8153	<input type="checkbox"/> Yes <input type="checkbox"/> No

PARKS AND RECREATION

14. Will you be using a City park or pavilion? If yes, please contact the Parks and Recreation Department at 970-641-8060 for the required Parks Rental Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Will the event include tents or fencing causing ground disturbance? If yes, please contact the Parks and Recreation Department at 970-641-8060	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Will the event include the use of portable toilets? Parks and Recreation Department must be contacted at 970-641-8060 for approval of placement of portable toilets to avoid infrastructure damage. <i>*NOTE: If event participation is expected to be greater than 200 participants one portable toilet is required for each additional 100 participants. Portable toilets are provided by the event organizer.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Will the event need electricity? If yes, please contact the Parks and Recreation Department at 970-641-8060	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Will you be renting any equipment such as the event fencing, stage, tables, chairs, etc.? If yes, please contact the Events Division at 970-641-0435	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER

19. Will there be music or other entertainment? If yes, please describe. <i>*NOTE: Music must conclude at 10:00 pm.</i>	
20. Will there be animals or other livestock? If yes, please describe.	
21. Will you need a banner hung to advertise the event? <i>*NOTE: The banner agreement must be submitted to Public Works.</i>	
22. Water? If yes, for what use, what is the amount needed and method of dispensing?	
23. Dumpsters/Trash Cans? If yes, what is the amount needed, type, time delivered/picked up and location?	
24. Traffic Cones/Barricades? If yes, for what use, amount needed, time delivered/picked up and location?	
25. Additional Police/ Fire Presence? If yes, for what purpose, type needed, and time/location?	

**INDEMNIFICATION AND RELEASE PROVISIONS
FOR USE OF CITY OF GUNNISON FACILITIES AND RIGHTS-OF-WAY**

- A. In consideration for being permitted to use the facilities and/or rights-of-way of the City of Gunnison, (hereinafter "City"), (insert name of person/entity seeking permission to use facilities and/or rights-of-way, hereinafter "Applicant") agrees to indemnify and hold harmless the City, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

- B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein or to the City rights-of-way, the City may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that, if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the City for all costs associated therewith upon billing by the City.

- C. In addition, in consideration for being permitted to use the facilities and/or rights-of-way, Applicant, on behalf of itself, and its officers, employees, members, and participants, hereby expressly exempts and releases the City, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

Signature of Applicant

Printed Name of Applicant

Date

BANNER AGREEMENT

1. Banners must be for an event in Gunnison County.
2. Banners advertising non-profit events only will be considered for hanging. Banners advertising for specific for-profit companies will not be considered.
3. Flags will take priority on Memorial Day, Flag Day, Fourth of July, Labor Day, Patriot Day and Veteran's Day.
4. Continuing Challenge Grant recipient banners will take priority over other events.
5. Length of banners will not exceed 20 feet.
6. Height of banners will not exceed 4 feet.
7. Banner will be made of mesh/wind resistant material.
8. Banner will have grommets along the top and bottom edges.
9. Banners will be removed if damaged and/or determined by the City as posing a hazard to the public.
10. The City reserves the right to refuse banners for any reason of noncompliance.
11. The City will designate location for hanging all banners.
12. Banners must be picked up at City of Gunnison, Public Works Department, 1100 W. Virginia within 48 hours after removal or they may be disposed of.

Signature _____

Date _____

APPROVALS – FOR INTERNAL USE ONLY

APPROVED	INITIALS	ADDITIONAL COMMENTS
City Clerk		
Community Development		
Finance		
Fire Marshal		
Information Technology		
Parks and Recreation		
Police Department		
Public Works		
City Manager		
City Council (multi-day permits only)		