



## TOWN OF BUENA VISTA, COLORADO

### FACILITY USE AND SPECIAL EVENT PERMIT APPLICATION INFORMATION

**BV REC is here to help!** Before you get started, please contact us to help confirm the date you desire is available. We will guide you to the correct documents, payment options and other requirements needed to complete application.  
 719-395-2408 / recsupervisor@buenavistaco.gov / P.O. Box 2002, Buena Vista, CO 81211

Name of Event	Date/s of Event:	Date of Application:
Event Start Time:	Event End Time:	
What time will you start setting up?	What time will you finish cleaning up?	
Location of Event (include facility, park, streets, or route information if appropriate) <input type="checkbox"/> Community Center <input type="checkbox"/> Aspen <input type="checkbox"/> Pinon <input type="checkbox"/> Kitchen <input type="checkbox"/> McPhelemy Park <input type="checkbox"/> Pavilion, which one _____ <input type="checkbox"/> Columbine Park <input type="checkbox"/> Playground Only <input type="checkbox"/> Rocks & Ropes (Boulder Park) <input type="checkbox"/> Forest Square Park <input type="checkbox"/> Full Park <input type="checkbox"/> Large Pavilion <input type="checkbox"/> River Park <input type="checkbox"/> Small Pavilion <input type="checkbox"/> Large Pavilion <input type="checkbox"/> South Main – Town Square <input type="checkbox"/> Rodeo Grounds <input type="checkbox"/> Arena & Grandstand <input type="checkbox"/> Event Area <input type="checkbox"/> Sports Facilities <input type="checkbox"/> Soccer <input type="checkbox"/> Softball <input type="checkbox"/> BBall <input type="checkbox"/> VBall <input type="checkbox"/> Other _____		
Description of Event (purpose, activity, target market, and if appropriate, attach a brief detailed narrative, diagram, etc.)		
Please check the items below that you will need for your event: <input type="checkbox"/> Barricades (\$15) Quantity: _____ <input type="checkbox"/> Cones (\$15) Quantity _____ <input type="checkbox"/> Event Fencing (\$25) <input type="checkbox"/> Water/Electric Access (\$5) The following items require site maps to accompany this application: <input type="checkbox"/> Use of Temporary Signs, complete attached site map (\$15) A full application is needed for the following items: <input type="checkbox"/> Liquor License <input type="checkbox"/> Noise Permit <input type="checkbox"/> Special Event Camping <input type="checkbox"/> 200 + People in attendance <input type="checkbox"/> Street closure (Date/Time of Closure): _____		
Applicant Name or Sponsoring Organization:		Contact Person:
Mobile Phone # :	Email:	
Mailing Address:		
Estimated Number of Participants: _____		Number of Spectators: _____
How many will be:      On Site at once _____		Coming and Going throughout the event _____
<b>I hereby certify that I am authorized by the sponsoring organization to submit this application and that all information provided herein is true and correct to the best of my knowledge.</b>		
Name:		Date:
<b>FOR OFFICE USE ONLY</b>	Total fees Due:	Paid with      Date:
Approved By:	Notified PW, if applicable	Entered in Calendar:
Deposit Received (if applicable):	Date:	Deposit Returned:      Date: