



# Town of Buena Vista

## Special Event Application

This page is designed to serve as a guide to help you with the special event application process. If you have any questions do not hesitate to reach out to Code Enforcement at 719-581-1024, or [codeenforcement@buenavistaco.gov](mailto:codeenforcement@buenavistaco.gov)

- When filling out this application please note that some additional request (e.g. amplified sound, alcohol, or street closures) may require an additional application, most of these are available on the special events page at [buenavistaco.gov](http://buenavistaco.gov).
- All information is required in order to obtain your event permit. Some additional items that could be unique to your event may be asked of you through the process.
- Whomever is named on the application is the only person Town will contact during the application process, if the contact person needs to be changed please contact Town Hall.
- Payment will come after the event is approved.
  - o When your event is approved you will get an invoice from the Town reflecting your costs.
  - o Payment will be required before the day of the event.
- Please make all maps clear, and as detailed as possible. If you need help please come talk to Town and we may be able to assist you.
- If you require any electricity or water from the Town you must communicate that in your written plan.
- It is the event organizer's responsibility to communicate with Public Works or any other permitting agency.
- When a facility is rented the initial permit will be emailed to you, this will show a balance of \$0, a follow up email will be sent with the actual price of the rental before fee waivers.
- Fee Waivers
  - o If you are a nonprofit organization (501-C-3, 501-C-4), or your event benefits a nonprofit, located in Chaffee County, you are eligible for a 50% reduction in all fees.
  - o If your event is free and open to the public, your facility rental is 100% waived. If your event is ticketed and meets the previous condition then you get a 50% reduction in your facility rental.
  - o If you have a permitted street closure, then your public works rental is included in the street closure fee.
  - o Fee waivers only apply to apolitical events
- If your event will include alcohol, please contact the Town Clerk (719-395-8643) to obtain a special events liquor license.
- After your event you will be contacted for a debrief of your event.

We thank you for your event. Every event helps make Buena Vista a unique place to live and play! We look forward to a successful event!



# Town of Buena Vista Special Event Application

Recieved

Required for events that take place on Public Property with one or more of the following conditions:

200 or more people, Street Closures, Alcohol, Camping, Multiple Vendors or Amplified Sound.

Outlined in Buena Vista Municipal Code 11-111

## Basic Information

\*This will be the only person contacted through the Event and Application process (if needing to change please contact Town)

Event Name: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Date requested for Event: \_\_\_\_\_

## Event Information

Estimated Number of People: \_\_\_\_\_ Event Location: \_\_\_\_\_

Will your event Require: Y/N (If answer Yes to any please get additional application from Code Enforcement)

Street Closure: \_\_\_\_\_ Alcohol: \_\_\_\_\_ Fire or Emergency Services: \_\_\_\_\_

Multiple Vendors: \_\_\_\_\_ Camping: \_\_\_\_\_ Amplified Sound: \_\_\_\_\_

Barricades/cones/ \_\_\_\_\_ Use of Trails: \_\_\_\_\_ Signs: \_\_\_\_\_

fencing: \_\_\_\_\_



# Town of Buena Vista Special Event Application Checklist

- Written Operational Plan that includes
  - Emergency action plan
    - o What is the plan for an emergency
    - o Who are the emergency contacts?
      - For the Town to contact the day of the event
      - For the Event to contact in the case of an emergency
    - o Security plan
  - Event plan
    - o Plans for event
      - Day of operations plan
      - Set up
      - Clean up
      - Anticipated needs from Town
    - o If making alcohol available
      - Additional security plan relating to alcohol
      - Plans to designate area used for alcohol
- Event Site plan (a detailed and clear map showing the following)
  - Venue
  - Street closures
  - Parade routes
  - Emergency vehicle routes
  - Vendor booths
  - Portable toilets
  - Trash
  - First aid
  - Parking
  - Any additional information needed
- Insurance as required by Buena Vista Municipal Code Section 6-30(b)
- Any additional information needed



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### Helpful Reminders

Additional information that the special event organizer needs to know.

- Any violation of the Buena Vista Municipal Code is grounds for denial of the Special Event Permit in the future.
- Chaffee County Department of Health requires at least one (1) restroom for every fifty (50) people attending the event.
- All food vendors must be approved by Chaffee County Department of Health.
- If providing private security, or you would like additional police for the event please let us know and set up a time to meet the Chief of Police for the Town of Buena Vista 719-395-8654.
- Trash service is required, please identify trash bin location on site plan, and give a written description of how you plan to deal with trash.
- All clean up must be completed within twenty-four (24) hours or one (1) day after the event concludes. If the Town has to clean up after the event, a fee will be billed to the special event coordinator.
- The site plan and emergency action plan need to be on a separate page, and must include all relevant information (if any questions arise please contact Code Enforcement for assistance).
- With event approval you are allowed to place signs at the spots assigned for special events. Any additional signage must be approved by the Planning Department. (if any questions arise please contact Code Enforcement for assistance).
- Attached is a debrief worksheet, a debrief will take place no more than fourteen (14) days after the event.

Thank you for helping make this Town unique with the events we have. We look forward to your event!