



Dear Event Organizer,

On behalf of the Mayor, Town Trustees and Employees, welcome to Buena Vista and thank you for considering our Town for your special event.

To make the process a pleasant experience for all concerned, a packet of information has been included with this letter. Please read all material carefully. The **completed** packet will need to be submitted 30 days prior to your event (45 days if you need a Liquor Permit). Please return the entire packet, *even if some of the forms do not apply to your event*.

Some special events will need to be presented to the Town Board of Trustees. If Trustee approval is required, an appearance time will be issued once all paperwork is received and approved.

If any alcohol will be included in your event you will need to apply for a special event liquor license with the Town of Buena Vista Town Clerk. No alcohol can be served, sold or consumed in any public area without a special event liquor license as well as an additional insurance requirement.

I am here to help ensure you are able to plan a safe, meaningful, and well thought out event. Please feel free to contact me with any questions or concerns.

I look forward to being your primary point of contact when coordinating with town entities and staff. If applicable for your event, you are responsible for securing any permits outside of the Town's area of responsibility (i.e. BLM, USFS, AHRA, and Chaffee County).

Sincerely,

Benjamin (Ben) Eichel
Recreation Department
O (719) 581-1029
C (719) 966-9984
715 E Main St. (P.O. Box 2002)
Buena Vista, CO 81211
events@buenavistaco.gov | www.buonavistarec.com



Rules and Regulations

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 the Recreation Department at 719-581-1029 or events@buenavistaco.gov

A Special Event Permit is required for any of the following conditions (refer to BV Muni Code 11-111):

200 or more people, Street Closures, Alcohol, Camping, Multiple Vendors, Amplified Sound or, any event deemed to be a public safety hazard by the Town Administrator.

- Please remember that no special event is authorized by the town until a completed application is *submitted and approved* by town staff.
 - o It is the sole responsibility of the event organizer to ensure a complete packet is submitted for approval.
 - o All information is required in order to obtain your event permit.
 - o Some additional items that could be unique to your event may be asked of you through the process.
- Each event will have only one event organizer. All permit information, forms, and approvals will go through only that individual.
- When filling out this application please note that some additional requests (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.
- Payment is expected when your event is invoiced
 - o Once your event is conditionally approved you will get an invoice from the Town reflecting your costs.
 - o Your special event is not permitted until payment has been received.
- Please make all maps as clear and detailed as possible. Please contact us if you need assistance.
- 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 successfully fulfill any requirements requested by town departments, staff, and/or Trustees.
- Special Event Fee Waiver Requests (please see Town of Buena Vista Fee Waiver Policy for Facilities and Special Events for more information). Entities eligible for a fee waiver or reduction include:
 - o Chaffee County based non-profits or organizations raising funds for a Chaffee County based non-profit.

- Chaffee County based government entities, Buena Vista School District sponsored events, VITA work sessions, and BV Strong Dinner events are exempt from all fees.
- If your event will include alcohol, please contact the Town Clerk (719-395-8643 ext. 10) to obtain a special events liquor license.
- You will be required to provide at least **one (1) restroom facility for every fifty (50) people** attending the event.
- All food vendors must be approved by Chaffee County Department of Health. You will be responsible for coordinating with the Chaffee County Department of Health.
- If providing private security, or you would like additional police for the event please let us know so we can coordinate with the Chief of Police of the Town of Buena Vista.
 - You will need to provide specifics on how many officers are requested, time periods they are requested, and locations they are requested.
- **You are required to coordinate for trash and recycling service for your event.** Please identify trash and recycling bin locations on site plan and give a written description of how you plan to deal with trash.
- **All clean up must be completed immediately after the event.**
 - Please provide a detailed cleanup plan in your operations plan.
 - If you are unable to cleanup on the same day of the event, you will need to reserve your facilities for the following day.
 - Rented and event space must be returned to a condition ready for a follow-on rental or use by the general public.
 - If space and facilities are not left in acceptable condition, the special event coordinator will be billed for the Town's team to respond at the rate of \$100 per hour (one hour minimum).
- 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 us for assistance).
- If your event is approved, you are allowed to place signs a maximum of two weeks prior to the event and a maximum of one day following the event at the spots assigned for special events. Any additional signage will need to be approved by the Planning Department and requires a 30-day advance notice. The event organizer is responsible for posting signs (Town Staff is not available for assistance).

Any violation of the Buena Vista Municipal Code is grounds for denial of the Special Event Permit in the future.



Received

Event Name: _____

Event Date(s) and Time(s) (Including set-up and clean-up): _____

Provide a Brief Description of Event: _____

Estimated Number of People (by Day of Event): _____

Event Location(s): _____

Number and location of portable toilets event will supply (required): _____

Number and location of trash and recycling receptacles event will supply (required): _____

Will your event require: (If any boxes checked, additional applications may be required)

- | | |
|--|--|
| <input type="checkbox"/> Street Closure (barricades & cones included at no cost) | <input type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Extra fencing, barricades, or cones |
| <input type="checkbox"/> Fire/Emergency Services | <input type="checkbox"/> Use of Trails |
| <input type="checkbox"/> Multiple Vendors | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Police Coverage |

Any fencing, cones, or barricades will be delivered only during normal business hours (M-F 8am-4pm)

Police Coverage

How many officers? _____ Times officers will be needed? _____

Where officers are needed? _____

Event Organizer (Primary Contact-only one per event): _____

Mailing Address: _____

Telephone (office and cell): _____ Email _____



Checklist

- Written operational plan that includes
 - Emergency action plan
 - What is the plan for an emergency (i.e. public emergency or severe weather)?
 - 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
 - Security plan and emergency egress routes
 - Event plan
 - o Plans for event
 - Day of operations plan
 - Set up
 - Traffic Control
 - Clean up- immediately after event. Include cleanup times and teams assigned
 - Any anticipated needs from Town
 - o If making alcohol available
 - Additional security plan relating to alcohol
 - Plans to designate and control areas 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 and recycling
 - First aid
 - Parking
 - Signage and banners
 - Any additional information needed
- Insurance as required by Buena Vista Municipal Code Section 11-126
- Any additional information needed