



**RETURN YOUR
COMPLETED
APPLICATION TO BV
REC:**

1. Drop it off at Town Hall:

210 E. Main Street
Buena Vista, CO

2. Mail it to BV REC:

PO Box 2002
Buena Vista, CO 81211

3. Email it to BV REC:

recsupervisor@buenavistaco.gov

**BV TOWN CODE
SECTIONS OF
INTEREST
CONCERNING
SPECIAL EVENTS:**

- Noise**
Article VII, Section 7
- Vendors**
Article VI, Section 6-30
- Special Event Camping**
Article VII, Section 11-111
- Events in Public Places
and Street Closures**
Article VII
Section 11-111 through 11-116
Section 11-120 through 11-129

Special Event Application Process

Included in this packet, you will find the necessary paperwork to complete an application to hold a Special Event in Buena Vista. Please, fill out the "Permit Application Information" found on the following page and follow the directions below.

If you are interested in holding a small private event in one of our parks or at the Community Center (ex: private birthday party, picnic, etc.) please visit the "Parks and Facilities" portion of the website for the appropriate application.

BV REC will contact you with details to ensure what further paperwork needs to be completed and what fees need to be collected in order to confirm your event.

Basic Application:

1. For basic **facility or park use**, this is the only necessary application to turn into BV REC.

Basic Application and Supplementary Map:

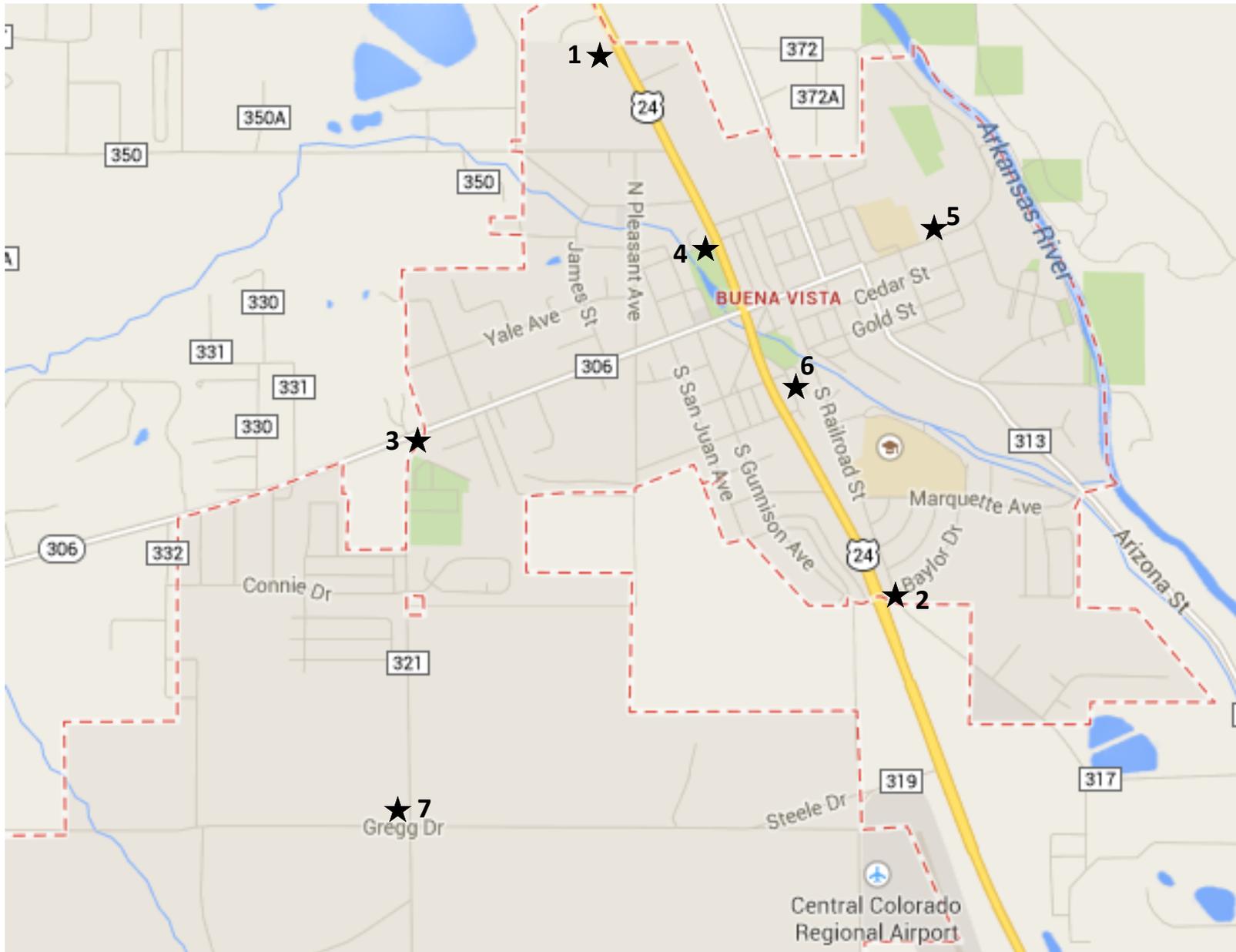
1. If you checked the "**street closure**" option, please include a site map that includes street names of requested closures. If you need a map, BV REC can provide for you to mark your route or proposed closure.
2. If you require the use of **temporary signs**, please complete the map portion of this packet and return it to BV REC with your Basic Application.

Basic Application and Full Special Event Application:

1. If you checked the "**liquor license**" option, BV REC will contact you with the specific applications from our Town Clerk. You will need to include a site map of designated liquor area with the application.
2. For all special events consisting of over **200 people**. We also require that these events provide extra restroom facilities.
3. If you checked the "**Special Event Camping**" option, please include a site plan for the location of camping, the number of sites, sanitation, water, and toilet facilities as well as a plan for enforcement of rules and regulations (see the attached "Special Event Camping Rules and Regulations").

Temporary Special Event Sign Placement Map

These are the pre-approved sign locations for each special event. Please, circle the star and number at the locations on the map where you would like to place a temporary sign for your event. The description of each sign location is located to the right of the map. Pursuant to Section 16-242(F)(12) of the Buena Vista Municipal Code, "...signs are to be installed no earlier than 14 days before the event and removed 24 hours after the event."



★ #1– North End of Town by the existing “Buena Vista” town sign

★ #2– South End of Town (near Baylor) by the existing “State Championship” Sign.

★ #3– Corner of West Main Street and Rodeo Road (CR 321)

★ #4– North end of McPhelemy Park

★ #5– Tennis Courts. Sign is to be placed on the north side of Main Street towards the west end of the courts.

★ #6– Forest Square Park at the Chamber of Commerce.

★ #7– Corner of Rodeo Road (CR 321) and Gregg Drive



Rules and Regulations

Community Center

1. Each event coordinator is responsible for his/her own set-up and clean-up for their event. Failure to do so results in a fine. The janitorial closet has trash liners, a vacuum, and a mop. Remove trash to the outside dumpsters and replace the bags.
2. The key to the Community Center is to be picked up and signed out of Town Hall and returned immediately following the event. If Town Hall is closed at that time, please enclose it in an envelope and drop in "Water Payment" Box. To check a key out, there will be a \$5 deposit, which will be returned to you once the key is checked back in to Town Hall.
3. Keys will be checked out no more than 48 hours in advance and must be returned no more than 24 hours following the event.
4. Anytime the facility is not in use, the outside doors **MUST** be locked. Please double-check that all doors are securely closed and locked before leaving the facility.
5. Be considerate of other groups using different rooms in the facility. The walls are not sound proof and there will be times events may overlap in various rooms of the facility.
6. Items left in the kitchen or storage space must be clearly marked with group name and date. Once your event is complete, please remove all items.
7. No alcohol is permitted without a liquor permit. Permits can be obtained by a non-profit group or a political party.



Rules and Regulations

Parks

1. No alcohol is permitted on Town Property without a liquor permit. Permits can be obtained by a non-profit group or a political party.
2. Have your permit present at your event to eliminate any debatable issues about Park rental.
3. Please clean up all trash.
4. Use of the park shall be conducted in such a manner that creates minimal amounts of noise and disturbance to residents near the park.
5. There is no swimming or wading allowed in Town Lake (McPhelemy Park).
6. Public Parks are open daily from 5:00am to 11:00pm.
7. Dogs must be kept on-leash and owners must clean up and discard properly of any dog waste.

TOWN OF BUENA VISTA SPECIAL EVENT CAMPING RULES AND REGULATIONS

1. Definitions

Special Event shall mean an event as defined by Section 11-111 of the Town of Buena Vista Municipal Code.

Special Event Camping shall mean, recreational camping areas operated for short periods of time and used in conjunction with special events such as rodeos, fairs, flea markets, music festivals, sporting events, or other community festivals. Temporary use of tents and recreational vehicles for overnight occupancy during a special event must be approved by the Town.

Hard-sided vehicle shall mean the trunk of an automobile, the cab of a pickup truck, the interior of a motor home, fifth wheel, camping trailer or pickup camper. A hard-sided vehicle does not include any type of tent, pop-up campers or pickup campers with nylon, canvas, or other pliable materials, car top carriers or camper shells on the back of pickup trucks.

2. Permitted Campers

a. Special event camping may only be conducted by individuals participating in the special event as, vendors, livestock handlers or similar individuals, and representatives of the special event permit holder. Special event camping shall not be available to the general public, except upon special review and approval of the Board of Trustees as set forth in Subsection (b) below.

b. Special event camping may be conducted by the general public attending a special event with approval of the Board of Trustees. Regardless of the general deadlines for special event permit applications, an applicant for a special event that will involve general public camping shall file a request for general public camping with the Town Clerk no later than thirty (30) days prior to the special event, and the application shall be accompanied by an application fee in an amount set by the Town Board. A public hearing shall be scheduled before the Board of Trustees regarding the request. Notice of the public hearing shall be published in a newspaper of local circulation no later than five (5) days before the hearing. In determining whether to allow camping for the general public, the Board of Trustees shall consider the following criteria:

i. The time, location and duration of the camping are not likely to significantly interfere with public services;

ii. The number and concentration of campers are not likely to result in crowds exceeding limitations in the Town fire code, damage to private or public property, or other significant inconvenience to the residents of the surrounding neighborhoods;

iii. Proposed precautions are likely to secure and supervise the area and the participants during the camping;

iv. The applicant agrees to be responsible for cleaning, trash disposal or repairs necessary as a result of the camping for which the permission was granted, and the applicant shall deposit an amount determined by the Board of Trustees to secure such clean-up;

v. The applicant agrees to indemnify and hold harmless the Town, its employees and agents for all liability claims arising out of the event;

vi. The applicant has an insurance policy currently in effect with coverage of not less than the maximum limit established by the Colorado Governmental Immunity Act, Title 24, Article 10, Colorado Revised Statutes, as amended, and the Town is named as an additional named insured. Nothing herein shall be construed as a waiver by the Town of any defenses or provisions of the Governmental Immunity Act;

vii. No approval of camping shall occur for an applicant who is not of good moral character, as that term is used in C.R.S. § 12-47-307; and

viii. The Board of Trustees may consult the Police Department regarding the need for security and, where appropriate, may require the provision of private security at the applicant's expense as a condition of approval.

A camping permit may be denied, or conditions imposed, on the grounds that approval would be detrimental to the public safety, health, morals, order or welfare by reason of the nature of the event, the likelihood that the event would create a public nuisance, its location within the community, or the failure of the applicant to conduct a past event in compliance with applicable laws and regulations. The request may also be denied if another event has previously been scheduled for that location on the same day and time, or if the event would unreasonably interfere with normal activities and customary and general use and enjoyment of the proposed camping area, adjacent areas, or the neighborhood in general.

3. Permitted Areas

Camping shall only be permitted in areas designated by the Town. No person may camp or park a motor vehicle, trailer or camper for the purpose of camping other than on areas designated for camping as specifically set forth in the special event permit.

4. Capacity

The Town Administrator may establish for each special event, according to facilities and design, the number of individuals and/or vehicles allowed in any portion of the special

event area at any given time. No person shall enter into any area or bring in, or cause to be brought in, any vehicle or persons which exceed the capacity established by the Town Administrator.

In the absence of special requirements established by the Town Administrator for a specific event, the following shall apply:

- Recreational camping vehicles and tents, including their attachments, must be separated from each other and other structures by at least ten (10) feet. Use of tent stakes prohibited in park areas with watering systems.
- Minimum site area of 300 square feet per site must be provided.
- Each site must abut or face a driveway or clear unoccupied space of at least sixteen (16) feet in width, which space must have unobstructed access to a public roadway.

5. Littering/Garbage

No garbage or trash shall be deposited or left within the special event camping area. All garbage or trash must be deposited in receptacles designed for such use and approved by the Town Administrator. Special event permit holders must provide adequate dumpsters at the camping area.

Where necessary to prevent or address bear/human interactions or related issues, a portion of the special event camping area shall be designated where food, trash and equipment used to cook or store food must be kept sealed in a hard-sided vehicle, in a camping unit that is constructed of solid, non-pliable material, or in an animal-proof food storage box.

Garbage and refuse must be collected as often as necessary to prevent nuisance conditions. The camping area must be clean of all refuse upon completion of the event.

6. Sanitation and Toilet Facilities

If water is provided it must be provided by an approved source, and be located no greater than 400 feet from the farthest camp site.

Adequate sanitation facilities must be available for the designated camping area. Toilets must be provided in the ratio of one toilet for each sex for each twenty-five (25) sites. Toilets must be no more than 400 feet from any camp site. It shall be the responsibility of the special event permit holder to provide adequate facilities.

With permission of the Town Administrator, available Town facilities may be used to meet this requirement. If camping will be conducted at the Town's River Park, restrooms

and coin operated showers may be made available at the Community Center to the right of the River Park entrance. In addition, restrooms may be made available at the Boat House to the East near the river.

Emptying wastewater from holding tanks onto the ground is prohibited.

7. Fires (no campfires are allowed)

Campfires are prohibited. Fully contained propane or other gas stoves are permitted.

8. Alcohol/Firearms/Fireworks

Consumption of alcohol in any Town park and/or facility is prohibited. Firearms, including without limitation pellet or bb guns and bows and arrows are prohibited. Fireworks, firecrackers, and any other types of explosive devices are prohibited.

9. Animals/Pets

Dogs or other pets are prohibited on Town property, unless the same is under control and on a leash not exceeding six (6) feet in length. The requirement for dogs or other pets to be on a six foot leash shall not apply when the animal is confined in a vehicle or vessel or within the boundaries of the designated dog off leash area in a Town dog park. Any person having a dog or other pet creating a nuisance or disturbance or who fails to properly control a dog or other pet may be evicted from Town property.

It is prohibited for any handler of any dog to fail to immediately collect, remove, and properly dispose of all dog or pet feces from, or near, Town parks, temporary camping area and designated trails.

10. Quiet Hours

Quiet hours will be enforced from 11:00 PM until 6:00 AM; and all generators, loud radios or other loud noises that may disturb the peace are prohibited during these hours.

11. Caretaker

A responsible attendant or caretaker must be available on site for any special event camping.

12. Deposit

A deposit in an amount the Town Administrator deems sufficient to ensure the special event camping permit holder complies with these Rules and Regulations shall be required prior to issuance of the special event camping permit.

Town of Buena Vista Facility and Park Rental

	Rental Exclusive Use								Adjacent Amenities			
	Picnic Shelter	Picnic Table/Grills (PT/G)	Playground Equipment	Lake use - non-exclusive	Basketball Court	Climbing boulders	Full Day (\$)	Up to 4 hours (\$)	Restrooms	Trail connection	Showers Nearby	comments
2016 Daily Park Rental												
Town Parks												
Basketball Court (River Park)					X		20	10	X	X	X	
Boulder Garden - 2 boulders						X	40	20		X	X	
Boulder Garden - Entire Park		PT				X	60	40		X	X	
BV Square Optimist Park	X						60	40	X			Not available for rent in 2015
Columbine Park - Full Park		X	X				60	40	X			
Columbine Park - Open area only		X					30	20	X			
Columbine Park - Playground area only		X	X				25	15	X			
Forest Square Park - Full Park	X	X	X		X		45	30				
Forest Square Park - Open Area							25	15				
Forest Square Park - Pavilion Area	X	PT/G					25	15				
McPhelemy Park - East side only	X	X		X			45	30	X			
McPhelemy Park - Full	X	X	X	X			60	40	X			
McPhelemy Personal Pavilion	X	X					15	10	X			4 total
River Park Large Pavilion	X	X					30	20	X	X	X	
River Park Personal pavilion	X	X					15	10	X	X	X	
Rocks & Ropes						X	40	20		X	X	
Rodeo Arena & Grandstand							60	40				
Rodeo Grounds Event Area (Westside)							60	40				
Sand Volleyball court							20	10	X	X	X	
South Main Town Square		PT				X	60	40	X	X		
South Main Town Square Boulder		PT				X	30	15	X	X		
Whitewater park (non-exclusive) ^(A)							60	40	X	X	X	
Sports Fields												
Softball/Baseball field							60	40	X		X	
Soccer Field							60	40	X			
Tennis Courts							60	40	X		X	
Pump Track							60	40	X	X	X	
Disc golf course							60	40		X	X	
Skate Park							60	40	X	X	X	
	Deposit	Up to 2 Hours (\$)	2 to 4 Hours (\$)	Full Day-over 4 Hours (\$)								
2016 Daily Facility Rental												
Community Center												
Aspen Room	100	18	28	42					X		X	
Kitchen	100	42	62	87					X		X	
Pinon Room	100	42	77	112					X		X	
Partician of Pinon Room	100	32	52	77					X		X	