



Fee Reduction Policy for Facility Rentals and Special Events

General

This policy establishes parameters for reducing fees for Town parks, facilities, and special event permitting for *Chaffee County based non-profit organizations* for their facility rentals and one-time or recurring special events.

Background and Purpose

This policy is designed to provide an equitable means for renters and event organizers to apply for fee reductions. Event permitting and reservation fees help cover administrative costs and contribute to facility improvements to better serve Town users.

Definitions

Chaffee County based non-profit: Any organization registered with the Colorado Secretary of State as a not-for-profit organization in good standing. This is determined by:

1. A current Certificate of Good Standing from Colorado Secretary of State's Office
2. The organization has official address of the nonprofit listed within Chaffee County

Recurring special event: Any event that occurs weekly, bi-weekly, or monthly for a set period of time throughout the year. A recurring special event meets the special event requirements set forth by the Town of Buena Vista each time, but is hosted in the same location, at the same time, with the same name, and with the same goal each time.

Policy

One-time event fee reduction guidance:

Qualified non-profit organizations receive 50% off Town facility rentals for any event up to \$1000.00 per year.

Recurring special event fee reduction guidance:

Recurring special events hosted by a qualified non-profit organization are eligible for a one time fee of the following:

- Special Event Application Fee
- Multiple Vendor Base Fee plus applicable individual vendor fees

And for the following reductions, organizations are eligible for one fee assessed per every 4 gatherings (i.e. if the event occurs 12 times, these fees will be assessed 3 times).

- Park Rental Fee (at 50% off rate)
- Water & electric fees
- Equipment rentals
- Street closure fees

Process for Granting Fee Waivers or Reductions

A fee reduction or fee waiver may be granted administratively *if the Federal EIN number is provided on the Special Event application & the organization meets the criteria for a Chaffee County non-profit as listed above.*

For fee waivers and reductions on behalf of a Chaffee County nonprofit, the *nonprofit organization must pay for all fees with a check or credit card from the organization.*

Contact the Recreation Department at 719-581-1029 or events@buonavistaco.gov for more information.