



Event Permit Application

Please submit a non-refundable application fee of **\$150** along with this application to City Hall, P.O. Box 775088 / 137 10th Street, Steamboat Springs, CO 80477 or [email](#) the Special Events Coordinator. **Applications MUST be submitted 45 days before the event- late applications may be accepted with a \$500 late fee.**

Is this a first time event? Yes No
Is this event open to the public? Yes No
Event Duration: Single Day Multi Day

Date(s) of Event: _____

Name of Event: _____

Billing Entity: _____

Event Planner/Contact: _____

Billing Address: _____

Event Planner/Contact Email: _____ Phone Number: _____

Secondary Contact: _____

Email: _____ Phone Number: _____

When will your Event/Activity	Exact Date(s)	Exact Time
Setup Begin		
Event/Activity Begin		
Event/Activity End		
Clean Up End		

Will your event include a city park, field, trail, facility, street, or parking lot? Yes No
If yes, please select all that apply:

Park Field Trail Facility Street Parking Lot

List all event venues:

Venue: _____

Venue: _____

Venue: _____

Venue: _____

Venues may require a reservation. If your event is on private property, please include a letter of permission from the property owner. Venue maps will include allowed area of use and designated areas for vendors, tents, trash/recycling, port-a-lets, liquor fencing, and parking.

Will you be charging admission? Yes No

Estimated number: _____ Participants
 _____ Spectators
 _____ Vendors
 _____ Event-related vehicles (motorized or non-motorized)

Trash and Recycling

The City requires event organizers to provide trash and recycling (aluminum, glass, plastic) receptacles at all venues:

- 1 receptacle per 50 people if food is provided
- 1 receptacle per 100 people if no food is provided.

All venues require trash and recycling and events must [email](#) a photo documenting trash and recycling clean up. Please list below the entity who will be handling trash and recycling clean up:

Fees	
Application	\$150
Parks/Open Space	\$30/hour, maximum \$240/day
Fields (Youth)	\$12/hour, maximum of \$72/day
Fields (Adult)	\$14/hour, maximum of \$84/day
Trails	\$3/participant
Rodeo Arenas	\$640/day
Rodeo Facility	\$30/hour, maximum \$240/day
Streets	\$30/hour, maximum \$240/day

Please indicate all activities that will apply to your event. Depending upon activities, applicants may be required to provide additional documentation before a final permit is issued.

Are you erecting a tent/canopy over 400 square feet or a cooking tent at your event? Yes No

If yes, please fill out the information below to obtain a permit from Steamboat Springs Fire Prevention Services. An inspection fee may be required. More permit information can be obtained by contacting Fire Prevention Services at (970) 871-8216.

Number of Tents: _____ Size: _____
 Number of Cooking Tents: _____ Size: _____
 Size: _____
 Size: _____

Will you have mobile cooking units (food trucks/trailers) at your event? Yes No

If yes, please fill out the information below to obtain a permit from Steamboat Springs Fire Prevention Services. An inspection fee may be required. Please include a list of vendors that will be using mobile cooking units for this event. More permit information can be obtained by contacting Fire Prevention Services at (970) 871-8216.

Number of Mobile Cooking Units: _____

Will Emergency Personnel, Ambulance, or Fire Suppression services be needed? Yes No

If yes, please see Additional Services. Emergency personnel will require an additional fee to provide standby services.

Will your event include a fireworks display? Yes No

If yes, a firework permit from the Steamboat Springs Fire Prevention Services will be needed. More information regarding this permit can be obtained by contacting Fire Prevention Services at (970) 871-8216.

Will your event include vendors? Yes No

If yes, all vendors must obtain a City Sales Tax License. The event planner must submit a list of vendors 10 days before the event. [Contact](#) the Sales Tax Department regarding event applications and deposits.

Are you serving/selling alcoholic beverages at your event? Yes No

If yes, you must submit a [Special Event Liquor Permit application](#) 30 days before your event. Only nonprofit entities may apply for a special event liquor permit.

Are you serving/selling food at your event? Yes No

If yes, and you are a for-profit entity, please submit a [Vendor Application for Temporary Food Events](#) to Routt County.

Will additional Community Service officers or police officers be needed for your event? Yes No

If yes, please see Additional Services. Note that some venues require a minimum number of Community Service officers. For an extra cost, you are allowed to request additional Community Service officers and Police officers to assist with crowd control, traffic control, and/or security.

Is this an event that uses city trails? Yes No

If yes, a trail impact fee must be paid within two weeks of the completion of the event. Trail impact fees are \$3/runner/biker/walker.

Will your event require "No Parking" signs, additional cones or barricades? Yes No

If yes, please see Additional Services. Note that some venues require a minimum number of cones and/or barricades. For an extra cost, you are allowed to request additional equipment. Please fill out the number of requested equipment below.

_____ "No Parking" signs

Will Steamboat Springs Transit services be needed? Yes No

If yes, please see Additional Services. Special transit service may require an additional fee.

Will dogs be allowed at your event? Yes No

If no, a letter from the City Manager is required adopting a rule that dogs are not allowed in the venue for the duration of the event. Note that dogs are not allowed at the Howelsen Hill Ski Complex during winter operations.

Have you notified surrounding businesses and/or residents of potential street closures? Yes No

Please include a copy of this notification or submit petition signatures.

Will your event include flying drones? Yes No

If yes, to ensure safety the Steamboat Springs Airport **MUST** have a minimum of 2 hours notice for drones flown within 5 miles of the airport. Contact the Airport FBO at **(970) 879-1204** to obtain permission.

Will amplified sound or a public address system be used? Yes No

If yes, please refer to [Section 7-65 of the Municipal Code](#) regarding maximum noise levels.

Will your event include a sign/banner on Lincoln Avenue? Yes No

If yes, contact the Steamboat Chamber and review the [banner form guidelines](#).

Will your event require portable toilets?

Yes No

The City requires that portable toilets be provided for events in which the venue does not have adequate toilet capacity- 1 portable toilet per 100 people.

_____ Number of portable toilets

Please provide comments or suggestions below to help improve this application.

As the Applicant, you understand and agree to the following:

1. To insure prompt processing of your application, submit ALL support materials and documentation with your application. Incomplete applications will be returned.
2. The applicant may incur additional expenses from other City, County, or State jurisdictions.
3. A non-refundable application fee of \$150 must be submitted with the complete application.
4. The applicant agrees to abide by the following deadlines:
 - a. Applicant Submission: No more than 365 days and no less than 45 days before the event. Late Applications: Late applications will incur a \$500 late fee.
 - b. Venue Reservation: Existing event no more than 2 years; New events no more than 1 year; minimum 45 days before the event.
 - c. Cancellation: No less than 15 calendar days before the event.
 - d. Additional Services (Personnel and Equipment): No less than 45 days before the event.
5. The applicant is required to attend pre and post event meetings with City staff.

Applicant Signature

Date