



## Event Permit Checklist

The City of Steamboat Springs's Special Event Coordinator will be your point of contact throughout the permit process. The success of your event relies upon a complete application with detailed information.

- Complete Application
- \$150** Application Fee
- Rules and Regulations
- Certificate of Liability Insurance
- Event Layout Map: Please label and identify barricades, fencing, trash/recycling, portable toilets, tents, cooking tents, food trucks, and parking.
- Operational Plan
- Street Closure Request (if applicable)
- Street Closure Petition/Neighbor Notification (if applicable)
- Police and/or Community Service Officer Request (if applicable)
- Liquor Special Events Permit application (if applicable)

Additional documents may be requested depending on the type or size of event.