

TELLURIDE TOWN PARK STAGE AND CATERING FACILITY MANAGEMENT PLAN

The Town Park Stage and Catering Facility is an important community resource. The primary purpose of the Stage and Catering Facility is to provide a safe and efficient environment for special events in Town Park. Special events are defined as gatherings that are open to the public. Facilities may not be used for uses that support events occurring outside of Town Park.

The prospect of these contemplated uses requires the Town to manage the facility in such a way that it is compatible with and complements Town goals, Town Park uses, and the surrounding neighborhoods. The Management Plan sets forth permitted and prohibited uses as well as the application process and fee structure for interested events.

The Parks and Recreation Commission shall review and update the Town Park Stage and Catering Facility Management Plan as necessary and shall approve any amendments to the Plan.

GENERAL GUIDELINES

Application Process:

1. Use Application is attached or available at the Parks and Recreation office and should be completed and submitted for all special event applicants, except for new or changed special events (see below). The application shall be submitted at least 45 days prior to the requested date for consideration by the Parks and Recreation Director.
2. Applicants for a new or changed special event (defined as events that did not use the Town Park Stage and/or Catering Facility in the previous year or events requesting changes in crowd size, date, and/or time of greater than 60 minutes) shall submit a complete "Application for New or Changed Special Events" at least 90 days prior to the requested date. For special events, this step is necessary prior to applying to CCAASE for a calendar date.
3. The Parks and Recreation Director will review all applications for compliance with the Management Plan criteria, impact mitigation, availability, and compliance with Town policies and ordinances. When necessary or appropriate, the Parks and Recreation Director will refer applications to the Parks and Recreation Commission for review. The Parks and Recreation Commission will consider the application, utilizing approved review criteria, to determine whether the Town Park Stage and/or Catering Facility is available and to consider the community benefits and impact mitigation plan.
4. Applications are accepted up to one year in advance.
5. Applications are considered on a first come, first-served basis, recognizing historic uses in Town Park.
6. Applicants must be 18 years of age or older.
7. Reservation requests and use fees are inclusive of set-up and clean-up time.
8. Special events that pay an admissions fee, per Town contract, to use the Stage are not subject to the fee structure listed below.
9. Events requesting exceptions from the established fee structure will need to apply to the Parks and Recreation Commission for consideration.

10. Applicants are responsible for all set-up and clean-up, and must return the facility to the same condition in which it was found.

Scheduling:

1. The facilities are available for use from May 1 through September 30 each year.
2. The Stage and Catering Facility can be used together or independently.
3. Approval of all reservation requests is dependent on staff availability.
4. Due to the location of the Stage and Catering Facility in the southern portion of Town Park, vehicular access and parking may be restricted or prohibited during other scheduled programming.

Use Restrictions:

1. The curfew for all events shall be 10:00 p.m., unless an exemption from the Parks and Recreation Commission is obtained.
2. No unauthorized amplified music allowed.
3. Alcoholic beverages may not be sold or served without a State of Colorado Liquor License Permit.
4. Events must follow noise ordinance requirements.
5. No smoking inside buildings or within 15 feet of the main entrance to buildings.
6. Glass is prohibited in the facilities, unless otherwise approved by the Parks and Recreation Director.
7. No camping allowed.
8. Pets are prohibited, unless otherwise approved by the Parks and Recreation Director.
9. Nothing may be attached or mounted to the outside of the building or placed in windows facing outside, unless otherwise approved by the Parks and Recreation Director.
10. Signs or attachments to the interior walls must be approved by the Parks & Recreation Director.
11. Liability insurance coverage paid for by the event is required.
12. Facility occupancy is limited, which is subject to setup plan approval by the Fire Marshal and Building Official.
13. Events must adhere to posted weight load limits for the ceiling and floor systems.

TOWN PARK STAGE AND CATERING FACILITY

FEE STRUCTURE

Group	Description	Fee		
		Stage Use only	Catering Facility Use Only	Stage & Catering Facility Use
A	<u>Non-Profit Organization</u>	\$20 per hour	\$15 per hour	\$35 per hour
		and/or	and/or	and/or
		\$165 per day	\$125 per day	\$230 per day
B	<u>Commercial / For-Profit Group</u>	\$60 per hour	\$45 per hour	\$105 per hour
		and/or	and/or	and/or
		\$495 per day	\$375 per day	\$690 per day

NOTES:

1. Special events that pay an admissions fee, per Town contract, to use the Stage are not subject to the Fee Structure listed above.
2. Daily use fees are charged for set-up and clean-up time within the normal operating hours of 8:00 am to 10:00 pm.
3. For use outside of normal operating hours of 8:00 am to 10:00 pm, the hourly rate will apply.
4. Billable items for P&R staff time @ \$25/hour will be considered.



Parks & Recreation Department
Box 397, Telluride, CO 81435
 Phone (970) 728-2173

TOWN PARK STAGE AND CATERING FACILITY RESERVATION APPLICATION

Special Event: _____

Requested Date(s): _____ Time: _____

_____ Time: _____

Facility (check one): _____ Stage Only _____ Catering Facility Only _____ Both

Type of Group:

(Please check one of the following - *see attached Management Plan for fee structure*)

- Non – Profit Organization**
- Commercial / For-Profit Group**

**New or changed special events must submit an “Application for New or Changed Special Events”*

Contact Person: _____

Mailing Address: _____

Day Phone #: _____

E-mail Address: _____

How many people are you expecting? _____

Describe your requested use of the Stage and/or Catering Facility (Attach a separate sheet, if necessary):

Explain how you will mitigate the parking/traffic impacts in Town Park associated with your request:

Catering Facility Users: Colorado Food Establishment License #: _____

Certified Food Safety Manager Name(s): _____

(Note: It is a Health Department requirement that facility users display their food establishment license while catering facility is in use. To obtain a food establishment license, contact the San Miguel County Department of Health and Environment (970-728-4289) at least two weeks prior to facility use.)

Please refer to the attached Stage and Catering Facility Management Plan for information on the application process, permitted uses, and fee structure.

Stage and Catering Facility users are responsible for all clean-up and events must provide their own trash bags and cleaning supplies. All trash & recycling must be disposed of offsite.

TOWN PARK STAGE AND CATERING FACILITY RESERVATION AGREEMENT

Please submit a **check payable to the *Town of Telluride* for a clean-up deposit** with your reservation form to the Parks and Recreation Office in Town Park.

\$250.00 for events of **under 100 people.**
\$500.00 for events of **over 100 people.**

Please sign and provide information requested in box below.

I have read and fully understand all information on the Town Park Stage and Catering Facility Reservation Request and Management Plan. As the designated individual or representative of the organization or group listed below, I state that this organization or group will not hold the Town of Telluride, the Parks & Recreation Department or Board, or any Town personnel responsible for any accident or injury that may occur during use of the Town Park Stage and Catering Facility. I further understand that clean-up must be completed by the appointed date and to standards set by the Parks and Recreation Department.

Event manager's signature: _____

Note: Please include a self-addressed stamped envelope with your deposit. If no envelope is provided, we will tear up your check after your event if the requirements of this Agreement, application, and management plan are fulfilled as stated.

Person in charge of clean-up:_____ **Phone:**_____

CLEAN-UP CHECKLIST

Stage and Catering Facility:

- | | |
|--|---------------------------------|
| _____ Pick up all trash | _____ Empty trash containers |
| _____ Wipe down surfaces, sinks and counters | _____ Clean windows (if needed) |
| _____ Sweep/mop floors | _____ Wipe walls (if needed) |
| _____ Empty trash | _____ Replace trash bags |
| _____ Remove signs & decorations | |

Restrooms:

- | | | |
|-------------------|-----------------------------|------------------------|
| _____ Empty trash | _____ Clean sinks & toilets | _____ Sweep/mop floors |
|-------------------|-----------------------------|------------------------|

STAFF: Tentative in MAX: _____ Date and Time of Clean-up Inspection: _____

Reserved in MAX: _____

Deposit rec'd: _____ Set-up/Clean-up Fee rec'd: _____ Rental Fee rec'd: _____

Event approved by Parks & Recreation Director: _____

Copy emailed: _____

Staff Comments: _____

Date deposit check ripped up / sent back: _____