



Town of Telluride Parks & Recreation Department  
P.O. Box 397, Telluride, CO 81435 (970) 728-2173  
Email: [abaltzley@telluride-co.gov](mailto:abaltzley@telluride-co.gov)

**TRAFFIC CONTROL PERMIT**

- Traffic control permits are required for film crews, parades, and so forth.
- Applicant must be 18 years or older.
- Applications must be complete (see attached checklist) and be submitted a minimum of 15 days prior to the requested date(s).
- If it is determined that law enforcement personnel are required, the applicant will be required to pay off-duty officers for their services.
- Approval of applications for traffic control are subject to availability of personnel, street maintenance (summer and winter), time of day, and other events scheduled.
- Trash must be removed immediately after event.
- Commercial advertisements, commercial logos, web addresses, and so forth, are not allowed.

**Applicant/Organization** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Daytime phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Location(s) of requested event:** \_\_\_\_\_

**Date(s) and time(s) of requested street closure:**

*Date(s)*

*Time(s) - indicate a.m or p.m.*

\_\_\_\_\_ **until** \_\_\_\_\_

\_\_\_\_\_ **until** \_\_\_\_\_

\_\_\_\_\_ **until** \_\_\_\_\_

**Event description:** \_\_\_\_\_

**Will there be music?** Yes / No Live \_\_\_\_\_ Amplified \_\_\_\_\_

**Will any food, merchandise, or services be sold?** Yes / No If yes, please describe.

**Will a fee or donation be collected?** Yes / No If yes, please describe.

**Submit the following with your application:**

- \_\_\_1. **Location map** (show locations of the area, barricades, security personnel and vehicles, equipment, activities, etc). Map should be large enough scale to show activities as requested.
- \_\_\_2. **Proof of a Telluride Business License.** See Town Clerks office.
- \_\_\_3. **A check payable to the Town of Telluride in the amount of \$250 for damage / clean-up / performance deposit.** Note: Please include a self-addressed stamped envelope with your deposit. If no envelope is provided, your check will be torn up after your event if the requirements of this Agreement are fulfilled as stated.
- \_\_\_4. **Certificate of insurance** including the following:
  - A. The "Town of Telluride" named as an additional insured.
  - B. A minimum of \$1,000,000 per occurrence **primary** coverage & \$2,000,000 annual aggregate.
  - C. A minimum 30 days notice of cancellation.
  - D. Host and general liquor liability coverage (if applicable).
  - E. A minimum of \$1,000,000 personal and advertising injury coverage.
  - F. A minimum of \$50,000 fire damage.
  - G. A minimum of \$1,000,000 comprehensive auto liability (if applicable).

**Conditions for Use of Public Property**

- Area must remain open to the public at all times, unless a liquor license is obtained.
- Open containers of alcohol are not allowed (Telluride Municipal Code 10-7-10) unless a liquor license is obtained
- Glass is not permitted
- Event organizers are responsible for cleanup and trash removal. *Event organizers must bring their own trash bags and cleaning supplies*
- Grass/landscape protection for high traffic areas is required
- Motorized vehicles are not allowed on the grass or pathways and must park in designated areas.
- Landscape or facility damage will be billed to event organizers at replacement costs plus 15%
- Signage shall comply with all Town policies
- Applicant and all attendees shall comply with all Town of Telluride Rules, Regulations, and Ordinances
- Commercial advertisements, commercial logos, web addresses, and so forth are not allowed
- Attaching signs, decorations, etc to trees is prohibited
- Tents or other temporary structures may not be placed without obtaining permission first.
- Vending shall comply with Town regulations
- No person shall use this property for business purposes or monetary gain, unless approved.
- User has inspected the premises and agrees to accept premises in such condition at the time of the use
- Wood fires are prohibited
- Pets must be on leash and not left unattended
- Pet owners are responsible for cleaning up after their pets
- Event shall comply with Town noise ordinances

**I hereby agree to indemnify TELLURIDE, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the above event. I further understand that the above use conditions must be adhered to.**

**APPLICANT:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Parks & Rec. Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Marshal

\_\_\_\_\_  
Date

All required items received by: _____		Max: _____
Copy sent to: _____ Applicant	_____ Fire	_____ Marshals
Date deposit check ripped up / sent back: _____		_____ Public Works
		_____ File