



Town of Telluride Parks & Recreation Department
P.O. Box 397 (970) 728-2173
Email: jwontrobski@telluride-co.gov

APPLICATION FOR NEW OR CHANGED SPECIAL EVENTS

Date Received by Staff: _____

- Completion and submittal of this application is required for any *new events or events requesting changes in location, date, and/or time.*
- Please contact the Parks and Recreation Department to discuss your application and get a verbal approval to proceed with the application requirements.
- Applicant must be 18 years or older.
- Applications must be complete.
- Application process may include meetings with the Parks and Recreation Commission, Commission for Community Assistance, Arts and Special Events (CCAASE), and Town Council.

Event: _____

Organization / Company: _____

Event Manager: _____

Mailing Address: _____ Email: _____

Day Phone #: _____ Fax #: _____

APPLICATION CHECKLIST (All Applicants)

Please use the following list to guide you in developing your event application.

I. Event Information

- Event Description:** Describe your event.
- Event Location(s):** Include all proposed Town facilities.
- Event Schedule (Dates & Times):** [mm/dd/yyyy] [hh:mm (am or pm)]

Set-up Schedule:

Event Start (include schedule for gates, music, etc):

Event End:

Load-out Schedule:

- Is the event open to the public?** Yes / No

- Expected attendance numbers each day:** Include ticket sales, complimentary tickets (staff, volunteers, artists, vendors, etc) for total proposed crowd size.
 - Will a fee(s) be charged to participants?** Yes / No If yes, please list fee(s).
 - Amplified sound or music:** Yes / No If yes, please describe and provide music times.
 - Park Setup:** Describe basic setup plan, including proposed locations for tents, trailers, cooking, vending, etc.
 - Will any food, merchandise, or services be sold?** Yes / No
 - Will alcohol be served or sold?** Yes / No If yes, please circle: Beer Wine Liquor
Provide name of non-profit organization that will apply for the special event liquor license.
 - Coordination with other scheduled events:** If applicable, describe how events will be coordinated in terms of venues, resources, crowds, etc.
2. **Value of Event to the Community.** Address your event's value to the community in terms of the following aspects:
- Cultural**
 - Economic**
 - Environmental**
3. **Event Impact Mitigation.** Describe how you will provide the following needs for your event and address the following impacts on the community and public resources:
- Parking, Traffic, and Transportation**
 - Camping**
 - Crowd Management**
 - Trash, Recycle, and Compost**
 - Sanitation**
 - Impacts on the neighborhood (noise, light, etc)**

APPLICATION CHECKLIST

(New Applicants Only)

Please use the following list to guide you in developing your event application.

- Resume**
- References**
- Proof of ability to organize event:** Provide examples of similar events and include venue contact information.
- State the reason for choosing Telluride as a location**
- Description of target audience:** Include demographics from previous venues.