



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

**STREET CLOSURE APPLICATION**

Date Received \_\_\_\_\_

**APPLICATION PROCEDURE**

- Applicant must be 18 years or older.
- Applications must be complete (see attached checklist) and be submitted a minimum of 45 days prior to the requested closure date(s).
- **EXISTING EVENT** (*events approved last calendar year for the same location, date, and time*):
  - Please complete and submit the application for approval by Town Staff and Fire Marshal.
- **NEW OR MODIFIED EVENT** (*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.
  - Once your completed application is received, Parks and Recreation Staff will provide the applicant with a notification form to be distributed to businesses and residents in the affected area.
  - Telluride’s Commission for Community Assistance, Arts, and Special Events (CCAASE) will consider the street closure request during a public hearing at a regular scheduled meeting.

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

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

Event Manager Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

Location(s) of requested street closure:  
\_\_\_\_\_

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

*Date(s)*

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

\_\_\_\_\_ until \_\_\_\_\_

\_\_\_\_\_ until \_\_\_\_\_

\_\_\_\_\_ until \_\_\_\_\_

Event description, including estimated attendance: \_\_\_\_\_

\_\_\_\_\_

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. **Map of the area to be closed**, showing locations of structures, barricades, security personnel, location of activities, emergency lane (12 foot minimum, 16 foot recommended), fencing and ingress/egress (if applicable).  
Map should be large enough scale to show activities as requested.  
\* *Approved Town of Telluride street vendors must be accommodated.*
- \_\_\_2. **A written plan for notifying the community of the street closure**, including: newspaper, KOTO, flyers to affected businesses & residents, and special event notices provided by the Marshals Dept.
- \_\_\_3. **Proof of a Telluride Business License.**
- \_\_\_4. **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.
- \_\_\_5. **Trash and sanitation plan.**
- \_\_\_6. **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 applicable 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

\_\_\_\_\_  
Fire Marshal Date

\_\_\_\_\_  
Public Works Director Date

\_\_\_\_\_  
Town Manager Date

All required items received by: _____		Max: _____	
Copy sent to: ___ Applicant	___ Fire	___ Marshals	___ Public Works
Date deposit check ripped up / sent back: _____		___ SMART	___ Montrose Disp.
___ File	___ Clerks	___ Transit	