



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

**MAIN STREET MALL RESERVATION REQUEST**

- The Telluride Mall Areas, which may be reserved, include the following:
  - **Elks Park and North Oak Street Mall:** Available to special events on the C.C.A.A.S.E. calendar.  
*\*the vendor concrete pads between the parks and Colorado Ave. must remain open for approved vendors*
  - **North and South Spruce Street Malls:** Available to nonprofit organizations and special events on the C.C.A.A.S.E. calendar.
- Applicant must be 18 years or older
- Applications must be complete (with deposit check)
- Applications are only accepted during the current year, starting each January.
- Applications are considered on a first come first served basis, recognizing historic uses.
- Recurring or consecutive reservation requests are prohibited. ***Important—please complete the below box***

**Organization/Event:** \_\_\_\_\_

**Event Manager:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Which mall are you requesting?** \_\_\_\_\_ North Spruce \_\_\_\_\_ North Oak (CCAASE Cal. Date \_\_\_\_\_)  
 \_\_\_\_\_ South Spruce \_\_\_\_\_ Elks' Park (CCAASE Cal. Date \_\_\_\_\_)

**Briefly describe your event:** \_\_\_\_\_  
 \_\_\_\_\_

**How many people are you expecting?** \_\_\_\_\_

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

**Will you erect any temporary structures?** Yes / No If yes, please provide set-up plan and schedule.

**Will any food, merchandise, or services be sold?** Yes / No If yes, please provide a detailed description.

***\*NOTE: Only special events on the C.C.A.A.S.E. calendar may vend in a street mall***

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

**CLEAN-UP DEPOSIT CHECK:**

Please submit a check payable to the *Town of Telluride* with your reservation form for **\$250.00**

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 and the terms of the Reservation Request on the other side of this form are fulfilled as stated.

**CLEAN-UP CHECKLIST:**

**Mall Areas:** \_\_\_\_\_ Pick up trash INCLUDING CIGARETTE BUTTS! Please soft rake grassy areas.  
 \_\_\_\_\_ Sweep all concrete areas  
 \_\_\_\_\_ Remove signs & decorations \_\_\_\_\_ Wipe off picnic tables

**Elks Building Restrooms (if Elks Park was reserved):**

\_\_\_\_\_ Empty trash \_\_\_\_\_ Clean sink & toilets \_\_\_\_\_ Sweep/mop floors

**Requested Date:**

**Time:**  
*(4 hours max)*

**Day Phone #:** \_\_\_\_\_

**Please read the following conditions for use and sign below.**

- Area must remain open to the public at all times, unless a liquor license is obtained. *Permit does not guarantee that applicant will have sole use of the area; it merely helps the Parks and Recreation Dept. staff in the scheduling of other events*
- 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. **IF YOU ARE RESERVING ELKS PARK, the public rest rooms in The Elks Building must be checked and cleaned both during and after the event.** *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
- 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
- Liability insurance coverage paid for by the user may be required depending on the type of reservation
- A Town of Telluride business license may be required depending on the type of reservation
- Vending shall comply with Town regulations
- No person shall use this property for business purposes or monetary gain, unless approved.
- User shall release the Town from any liability and holding the Town of Telluride harmless from any claims resulting from leased premises during the term of use
- 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
- The curfew for all events shall be 9pm in the winter months and 10pm in the summer months
- Applicant and all attendees shall comply with all Town of Telluride Rules, Regulations, and Ordinances

*I have read and fully understand all information on the Main Street Mall Reservation Request. 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 which may occur during use of the Town Park. I further understand that the use conditions and clean-up checklist must be adhered to.*

Event manager's name: \_\_\_\_\_ Event date: \_\_\_\_\_

Event manager's signature: \_\_\_\_\_

**STAFF:** Tentative in MAX: \_\_\_\_\_ Date and Time of Clean-up Inspection: \_\_\_\_\_

Reserved in MAX: \_\_\_\_\_ Deposit received/ Check #: \_\_\_\_\_ Copy emailed: \_\_\_\_\_

Event approved by Parks & Recreation Director: \_\_\_\_\_

Staff Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date deposit check ripped up / sent back: \_\_\_\_\_