**Hinsdale County**

**SPECIAL EVENT PERMIT APPLICATION**

The purpose of this application is to obtain a special event permit from Hinsdale County to hold a special event of more than 50 people on lands, roads, or other property owned by or otherwise under the legal authority of Hinsdale County, along with any event on private property that has more than 500 people. Please attach all required documentation to this application as listed below along with the corresponding fee.

The contact person designated by the sponsor or organizer of any event must be present at the event at all times, have decision-making authority over the event, and be continuously available to Hinsdale County, including but not limited to County administration staff, law enforcement, EMS, emergency management, and any other County personnel working in conjunction with the event.

EVENT INFORMATION:

1. Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Sponsoring Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Date(s) of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Proposed location of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Hours of event(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Estimated number of participants\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Estimated number of spectators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Estimated number of event staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Roads Affected by Proposed Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Brief Description of Event: Attach additional pages as needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Potable Water. If potable water is required, identify the source. Attach copies of agreements with companies providing facilities, if applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Sanitation. Describe sewage disposal and toilet facilities to be provided. Identify location of all toilet facilities on the site plan. Attach copies of agreements with companies providing facilities, if applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Temporary Power and Exterior Lighting. Identify all temporary power requirements, proposed lighting fixtures and their locations.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Waste Disposal. Describe waste collection facilities to be provided. Attach copies of agreements with companies providing facilities, if applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUIRED DOCUMENTATION:

1. A completed application
2. Site plan or route map of the event
3. Operations plan, including (as needed) medical/emergency response plan, traffic control and parking plan, sanitation/waste disposal plan along with any other requirements referenced in the Special Event Policy or otherwise required by Hinsdale County
4. Notification plan if necessary
5. Insurance certificate that provides general liability insurance protection of at least $1 million in per occurrence and in aggregate. This insurance certificate must also name Hinsdale County, Colorado and the Board of County Commissioners of Hinsdale County, Colorado as additional insureds under the policy.
6. Events that provide alcohol must have a Special Event Liquor Permit issued by the Hinsdale County Liquor Licensing Authority.
7. Any other requirements of Hinsdale County to maintain public health, safety and welfare as contained in the Hinsdale County Special Use Permit Policy, or as otherwise required by Hinsdale County.

All event staff must be provided a copy of any special use permit issued by Hinsdale County and understand all written event instructions, conditions, rules, etc.

Permit Fees. All permit applications must be submitted with the appropriate fees as stated below. Please check those that apply to your event.

Events with attendance between 50-500 people: $150.00 🞎

Events with attendance between 500-3,000 people: $250.00 🞎

Events with attendance over 3,000 people: $500.00

I hereby certify that the above and attached information is true and accurate to the best of my knowledge. I further certify that I or we have legal authority to sign this Special Use Permit Application on behalf of the entity that is sponsoring said event requiring a Special Use Permit.

Applicant and Applicant’s underlying organization or entity hereby agrees to hold harmless, defend, and indemnify Hinsdale County, Colorado and its officers, agents, representatives, attorney and employees on account of any claim arising out of an event in which Hinsdale County granted applicant a special use permit, or otherwise was granted use of Hinsdale County property (the special event permit and/or the County property used as part of said permit shall be referred to as the “premises”). All applicants shall maintain and use the premises at all times in conformity with Hinsdale County’s Special Use Permit Policy and other applicable laws, keep said premises in a safe and clean condition, and allow no nuisance to be created by virtue of said use of the premises. If a special use permit is issued, the applicant shall remove all of their property and structures from the premises at the end of the event. Applicant shall also remove all refuse from the premises and shall be responsible for the cost of repair of any damage to Hinsdale County property and shall restore the premises to its preexisting condition or it shall be restored to its preexisting condition at the applicants’ expense.

The applicant acknowledges that he or she has reviewed the Hinsdale County Special Use Permit Policy and agrees to be subject to and abide by said Policy. Additionally, the applicant understands, acknowledges, and agrees that the issuance of a special event permit is at the sole discretion of the Hinsdale County Board of County Commissioners, and there is no guarantee of a permit regardless of whether the applicant has complied with all application requirements.

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Applicant Date

This application will not be processed without full documentation attached and the signature of applicant.