



Town of Kremmling

200 Eagle Ave. | P.O. Box 538

Kremmling, CO 80459-0538

Office 970.724.3249

<https://townofkremmling.colorado.gov/>

Community Event Permit Application

Location: _____

*Park hours are from 6:00 a.m. to 10:00 p.m.

Event Name: _____

Date(s) of Event: _____

Name of Contact Person: _____

(Contact person must be at the event at all times and available by mobile phone.)

Phone: _____ Mobile Phone: _____ Email: _____

- Type of Event: ☐ Concert ☐ Sporting Event/Race ☐ Fair/Festival

☐ Other _____

- Event Description: _____

- Event time (Start to end including set up and break down): _____

- Expected number of participants: _____ Number of Staff: _____

- Will there be animals or vehicles in the event? ☐ Yes ☐ No If yes, explain including how many:

- Will this event require any road closures? ☐ Yes ☐ No

If yes, please provide which streets and a map for the closure.

- Will there be any tents for this event? ☐ Yes ☐ No

If yes, please include amount of tents and dimensions: _____

- Describe plan for trash and clean-up (All events are required to have a plan for handling trash during the event and removal/clean-up after the event): _____

- Will Applicant provide portable restrooms for the event? Yes ☐ No ☐

Where will they be located at? _____

- Please include a site plan of your event. Include any required staging areas, parking, and road closures.

- Will you require electricity? ☐ Yes ☐ No

- Alcohol in the Park requires a Special Event Permit through the liquor licensing authority. Special Event Permits must be submitted at least 60 days in advance. Special Event Permits require an additional fee.
Do you plan to have alcohol: ☐ Yes ☐ No
- The Organization is: Profit ☐ Non-profit ☐, Attach Copy of Certificate on incorporation with Non-profit status if same in not already on file with Town Clerk.
 - Are you requesting to waive fees for Non-profit? ☐ Yes ☐ No
- Will this event require any Town Staff? ☐ Yes ☐ No *Please see Town Fee Schedule for Pricing.
 - Will this event require Town of Kremmling Police? ☐ Yes ☐ No
If yes, please provide specifics: _____

 - Will this event require Town of Kremmling Public Works? ☐ Yes ☐ No
If yes, please provide specifics: _____

- Will the applicant provide medical coverage for the event? ☐ Yes ☐ No
If yes, specify what level of medical expertise and where they will be located at: _____

- Will there be any fees for this event? ☐ Yes ☐ No If yes, please explain: _____

- Will this event be open to the public? ☐ Yes ☐ No
- Application fee is \$200. Paid: ☐ \$250 refundable security deposit required for all events. Paid: ☐
Address to return deposit to: _____
- Applicants for a community event permit shall carry and maintain/general liability insurance with a minimum of one million dollars (\$1,000,000.00) per occurrence and one million dollar (\$1,000,000.00) aggregate limit. At least fourteen (14) days prior to the community event, the applicant shall provide the Town a certificate of insurance evidencing the existence of a valid and effective policy. The policy shall name the Town of Kremmling and its officials and employees as additional insureds.

The event shall be conducted in accordance with applicable state, local, and federal laws, rules, and regulations.

1. Adequate event boundaries, crowd control, ingress and egress control, noise control, restroom facilities, waste disposal, and space for the anticipated number of participants is required.
2. Clean-up and trash removal is the responsibility of the Event Organizer.
3. The Event Organizer shall, upon conclusion of the event, return the site to its pre-event condition immediately following the event. This includes the removal of all markings and signage and waste.
4. Spray paint may not be used for event markings or to mark vendor space.
5. The Event Organizer will be held fully responsible for any clean-up, waste removal, or repair costs incurred by the Town arising out of the event.
6. All vendors at the event are required to have a Colorado Sales Tax License and are responsible for collection and remittance of all applicable sales tax for items sold at the event.
7. All food vendors are required to have a Colorado Sales Tax License, a valid fire inspection, a Grand County Health Department Certificate, and all other licenses and certificates required by applicable federal, state, and local laws and regulations.
8. The Event Organizer must comply with all regulations and requirements issued by Grand County Public Health.
9. The event must be held in compliance with all Town, county, and state public health orders and requirements in effect at the time of the event.
10. The Town of Kremmling cannot issue permits or approve activities for or on behalf of private property owners. It is the responsibility of the Event Organizer to secure any and all necessary approvals and permissions from the owners of private property included within the event area.
11. The Town may cancel an event at any time and for any reason it deems necessary to protect the public health, safety, and welfare.
12. By signing this permit the applicant agrees to defend, indemnify, and hold harmless the Town, its officers, employees, and agents, from and against all liability, claims, suits, judgments, and expenses, including attorney fees, on account of any injury, loss, or damage, arising from or in any matter connected with this rental agreement, or if such injury, loss, or damage is caused in whole or part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the applicant or the applicant's family, employees, service personnel, guests, or agents with respect to the use or occupancy of the facility, its amenities, parking lot, and the surrounding park area. Vehicles are not permitted on grass.
13. Additional conditions may be placed on a community event permit as the Town deems reasonable and necessary to protect and preserve public property, and to protect the public health, safety, and welfare.
14. I have accurately and completely described the event in this application and supporting materials. I understand that no additional vendors, contractors, activities, or events will be authorized.
15. A copy of the community event permit shall be kept on site during the event.

I, _____, have read, understand, and agree to the conditions above.

Applicant Signature: _____ Date: _____

Town Manager: _____ Date: _____

Police Chief: _____ Date: _____

Public Works Director: _____ Date: _____