



## Town of Frisco Special Event Permitting Process

The Town of Frisco requires a special event permit for any event that is open to the general public and held on public property.

The “Special Event Permit Application” must be submitted to the Town of Frisco’s Special Events Coordinator no less than forty-five (45) days prior to the event. Applications are reviewed the 4<sup>th</sup> Tuesday of every month by a committee consisting of members of the Town’s Marketing and Special Events Department, Recreation and Cultural Department, Police Department, Public Works Department, the Town Clerk, and other individuals and agencies as appropriate. A Town representative will notify the event promoter of the committee’s decision and concerns in a timely manner following the meeting.

Please note that all events that occur on Town of Frisco property need to submit proof of liability insurance to the Town of Frisco, naming the Town of Frisco as additionally insured for one million dollars (\$1,000,000). This proof of liability insurance must be forwarded to the Town no later than 45 days prior to your event.

Prior to planning your event, the Town of Frisco asks that you respectfully consider issues and concerns related to your event site, emergency response and access, noise, street closures, impacts to businesses, etc. Please feel free to contact the Town’s Event Coordinator or the site manager prior to submitting your application.

Please note that there are other jurisdictions within Summit County that have their own permitting processes and may require additional applications as appropriate. Those jurisdictions include:

- Colorado Department of Transportation (CDOT)
- Colorado State Patrol (CSP)
- Dillon Reservoir Recreation Committee (DRReC)
- Environmental Health Department when providing food and/or beverages
- Lake Dillon Fire and Rescue Department when utilizing tent structures, any open flames or any fireworks
- Summit County Government
- Towns of Breckenridge, Dillon and Silverthorne
- United States Forest Service (USFS)

All event organizers will be required to fill out a “*Post Event Evaluation*” form that will be emailed to you directly following your event.

*For additional questions or concerns, please contact Lea Chandonnet, Town of Frisco Event Coordinator, at [leac@townoffrisco.com](mailto:leac@townoffrisco.com) or 970-668-5276.*



## **Town of Frisco Special Event Permit Application**

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### **EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Time: from: \_\_\_\_\_ to: \_\_\_\_\_

Date of Set-Up: \_\_\_\_\_ Date of Tear Down: \_\_\_\_\_

Estimated Number of People Attending the Event (spectators/attendees/participants): \_\_\_\_\_

Event Website: \_\_\_\_\_

Event Description:

Please describe your event's target audience:

Proposed Event Location (please attach a site map detailing out all aspects of the event):

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Business / Organization: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact *on-call* during the event: \_\_\_\_\_

Contact's Cell #: \_\_\_\_\_

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**EVENT TIMELINE**

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

What time will set-up begin for the event? \_\_\_\_\_

What time will tear-down be complete for the event? \_\_\_\_\_

How many of your event staff will be present for the event? \_\_\_\_\_

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**REQUESTED SUPPORT FROM THE TOWN OF FRISCO**

The Town of Frisco often supports events that meet Frisco's goals and objectives. Requests for support should outline the requested services from any and all departments within the Town including (Police, Public Works, Events Staff, etc.), equipment, marketing/advertising and any desired fee waivers. Please be sure to include a benefit sheet outlining how this support will be recognized. Requests for support should be submitted to the Marketing Department or included in this application at least 60 days prior to your event. Requests for cash or considerable support/partnership should be submitted between August and October of the prior year, in alignment with the Town's budget cycle. Please attach additional pages as needed.

**GENERAL INFORMATION / QUESTIONS**

The following questions are designed to identify all aspects of your special event. Depending on the event, some items may not apply. Please attach additional pages if necessary to complete the information. It is your responsibility as the event organizer to contact the appropriate entities for additional permits, licenses and permissions.

**1. Tents and Fire**

*If you intend on having tents, canopies or membrane structures for your event, or any type of open burning, flames or fireworks, please contact the Lake Dillon Fire and Rescue Department at 970-262-5100 no less than 30 days prior to your event to determine if an inspection will be required.*

- a. Will your event involve open burning? Yes \_\_\_\_ No \_\_\_\_
- b. Will your event involve fireworks? Yes \_\_\_\_ No \_\_\_\_
- c. Will your event involve any open flame cooking? Yes \_\_\_\_ No \_\_\_\_
- d. Will your event involve the use of a tent or canopy equal to or over 100ft<sup>2</sup> (10'x10')? Yes \_\_\_\_ No \_\_\_\_

If yes, how many tents or canopies will be at the event? \_\_\_\_\_

If yes, please provide a site map detailing where these tents or canopies will be located and how they will be secured to the site.

**2. Food Service**

*If you intend on selling or serving any food to the public, please contact the Environmental Health Department at 970-668-4072 at least 30 days prior to your event to attain all necessary permits and applications.*

- a. Will any food service be present at the event? Yes \_\_\_\_ No \_\_\_\_
  - i. If yes, please describe:

**3. Goods and Services**

*Anyone conducting business in the Town of Frisco must have a Frisco Business License. Applications can be obtained from the Town Clerk, 970-668-5276. Applications can also be obtained online at [www.frisco.gov](http://www.frisco.gov) or in-person at Town Hall at the corner of Main Street and First Avenue.*

a. Will goods or services be sold at the event? Yes \_\_\_\_ No \_\_\_\_

i. If yes, please describe such goods or services.

ii. If yes, do you have a Frisco business license? Yes \_\_\_\_ No \_\_\_\_

**4. Alcohol**

*A liquor license is required in order to serve alcohol at any public event. Liquor license applications must be submitted to the Town Clerk, 970-668-5276, at least 45 days prior to the event. Applications can be obtained online at [www.frisco.gov](http://www.frisco.gov) or in-person at Town Hall at the corner of Main Street and First Avenue.*

a. Will alcohol be served to the attendees/spectators? Yes \_\_\_\_ No \_\_\_\_

i. If yes, have you applied for a liquor license? Yes \_\_\_\_ No \_\_\_\_

## **5. Sanitation**

*The Town of Frisco practices environmental stewardship and sustainability. As such, the Town expects that all event organizers leave the site clean and free of debris and trash from the event.*

Please describe your trash, recycling and composting plan for the event including number of dispensers, locations, disposal, etc. Please describe your sanitation plan for bathrooms / portable toilets including locations, number with provider contact information, etc. State law requires the following minimum number of sanitation facilities per people:

- 51-100 people = 4 facilities
- 101-200 people = 6 facilities
- 201-400 people = 8 facilities
- 401+ people = 12 facilities

Please include a site map detailing the locations of all dispensers and portable toilets.

## **6. Medical Coverage / Safety**

*Any organized athletic or competitive event involving more than 1000 people in motion must have standby ambulance coverage on site.*

- a. Please describe your medical plan for the event including first aid stations, staffing, emergency response plan, phone numbers, etc.

- b. Has security been hired for the event? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide us the name of the security company, contact information and your proposed security plan. If additional Town of Frisco Police Officers are needed for this event, please contact the Frisco Police Department at 970-668-3579. Please note that you may be charged for such additional services.

- c. Please provide a description and location of any recording equipment or sound amplification equipment.

## **7. Parking Plan**

- a. Please describe your parking plan for the event including vehicle parking, bike parking, overflow parking, transportation to and from overflow parking to the event, etc.

## **8. Electricity**

- a. Will your event require electricity? Yes \_\_\_\_\_ No \_\_\_\_\_  
i. If yes, for what purpose?

**MARKETING and ADVERTISING**

*All uses of the Town of Frisco name and logo must be in compliance with Town standards. Please contact the Town of Frisco Director of Marketing and Communications, 970-668-5276, for details on these standards and permissions.*

1. Please list all advertising mediums where this event will be published and distributed. Please include event signage and banner details.

**ADDITIONAL INFORMATION**

Is there any additional information you would like to include in this application at this time?

*I acknowledge that the information contained in this application is true and complete to the best of my knowledge.*

Applicant's Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received by TOF staff: \_\_\_\_\_