



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 4th 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)

Event organizers may 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 Chris Faessen, Town of Frisco Event Coordinator, at ChrisF@townoffrisco.com or 970-668-9132.



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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 #: _____

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? _____

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 100ft² (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 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 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

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 details or attach site map regarding the locations of all dispensers and portable toilets.

6. Zero Waste

The Town of Frisco is committed to sustainability and producing/hosting Zero Waste events. As such, each event will be required to provide a specific plan to properly dispose of all event related waste. In general, waste will fall into one of the following categories:

1. Landfill - Any waste that can't be recycled and doesn't fit into one of the other categories.
2. Recycle - #1 plastics - beverage and food containers, clean aluminum/steel/tin cans, newspaper, paper, cardboard.
3. Compost - Food and beverage waste
4. Glass - MUST be clean and separated from all other materials to be recycled.

Please provide your detailed plans for Zero Waste efforts, including receptacle locations and how many of each (landfill, recycle, and compost) you will have. Feel free to attach any other supporting documents or maps along with this application.

All waste receptacles must be clearly labeled. For larger events (5,000+) we may require that waste stations be attended by event staff or volunteers to ensure proper disposal.

7. 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.

8. 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.

9. 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

Please provide any additional information that you might like to include with your application

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: _____