



Town of Bayfield
 PO Box 80; 1199 Bayfield Parkway; Bayfield, CO
 81122 970-884-9544 FAX 970-884-2195
 Email: dhayden@bayfieldgov.org
Special Event Request Form



This form must be completed and submitted no less than 30 days prior to the date of the proposed event. Proposed events with alcohol require at least 45 days advance notice, and submittal of a Special Event Liquor License application.

Date of Application: _____

Event Coordinator:		Telephone:	
Contact Email:			
Mailing Address:			
Sponsoring Organization:		Telephone:	
Mailing Address:			
Applicant Status (select all that apply):	<input type="checkbox"/> Bayfield Community/School Group <input type="checkbox"/> Private Citizen <input type="checkbox"/> Non-Profit (attach copy of certificate of good standing) <input type="checkbox"/> For Profit (provide Federal Tax ID): _____ <input type="checkbox"/> Government Agency		
Event Status:	<input type="checkbox"/> Open to Public <input type="checkbox"/> Private <input type="checkbox"/> Admission Fee Required <input type="checkbox"/> Donations Requested		

Event Details

Event Title:			
Date of Event:		Time of Event:	
Setup Start Time:		Breakdown End Time:	
Estimated Attendance:		Have you held this event previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Location of Event:			
Purpose of Event - please provide a complete description of your event. Attach maps and extra pages, if needed.			
Will there be a parade or race course?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a map of the route with this application, including staging/start area, road closures, and dispersal plan at the end of the route. If yes, please initial: <input type="checkbox"/> Neither I nor participants of this parade will throw candy, items, flyers or projectiles from any parade entry. I verify that all items distributed by parade entrants will be <u>handed out</u> to parade watchers. I am responsible for communicating this policy to my parade entrants. Failure to comply will result in the rejection of future event requests.		

Event Details – continued

<p>Town of Bayfield Facilities Requested (Parks, Old Mid School Gym, Senior Center, etc. may require completion of additional forms):</p>	
<p>*Town staff and/or material support requested (be specific and complete):</p>	<p><input type="checkbox"/> Road Closure(s), provide exact locations: _____ _____ _____</p> <p><input type="checkbox"/> Traffic Control, provide exact locations: _____ _____ _____</p> <p><input type="checkbox"/> Traffic Rated Barricades, provide quantity requested, dropoff/pickup locations and times: _____</p> <p><input type="checkbox"/> A-Frame Barricades, provide quantity requested, dropoff/pickup locations and times: _____ _____</p> <p><input type="checkbox"/> Sprinklers Shut Off, provide date/times: _____</p> <p><input type="checkbox"/> Access to Electricity</p> <p><input type="checkbox"/> Access to Municipal Water <input type="checkbox"/> Additional Restroom Supplies</p> <p><input type="checkbox"/> Town Staff Support, please explain: _____ _____</p> <p><input type="checkbox"/> Other: _____</p>
<p>Will food or taxable goods be sold or distributed at your event?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, vendors must have a Bayfield Business License, and comply with Colorado, La Plata County and Town of Bayfield sales tax collection (Form DR 0589). Please provide a list of Vendors and their business license #'s.</p> <p>Food vendors (for profit or non-profit) must have the necessary food license credentials including any required Public Health Order certifications as required by San Juan Basin Public Health.</p>
<p>Clean up/trash removal is required immediately following your event, and is the responsibility of the Event Coordinator. Please provide details of your plan:</p>	
<p>Will this event generate noise of any kind? <i>If your event will impact the surrounding neighbors, you may be required to notify them at least 14 days prior to ensure event approval.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe in detail: _____ _____ _____</p>

***The Town reserves the right to require a refundable deposit of \$500 to pay for:**

- Town staff needed before, during and after the event that was not pre-approved.
- Needed repairs to parks or facilities caused by damages incurred during the event.
- Restoration of premises to its original condition.
- Damage to town property.

Applicant Signature: _____ **Date:** _____

This application does not guarantee approval of the requested special event. A final decision on approval of the event will be communicated to the Event Coordinator by the Parks & Recreation department, no later than 2 weeks after the submittal of the application, or longer if a special event liquor license needs approval.



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Town Staff Approval – *for internal use only*

Parks & Recreation Director		
_____	_____	_____
Name	Date	Signature

Public Works Director		
_____	_____	_____
Name	Date	Signature

Town Marshal		
_____	_____	_____
Name	Date	Signature

Town Manager		
_____	_____	_____
Name	Date	Signature