



Event Name: _____

Hosting a Special Event on Town of Gypsum property? Please complete and submit this Special Event Permit to our Public Works Department. A refundable Security Deposit and any other applicable fees are required shortly after submission and Town staff approval, and will vary depending on the scope of your event.

APPLICATIONS AND ALL REQUIRED ATTACHMENTS ARE DUE 60 DAYS PRIOR TO THE EVENT

After staff reviews your application, you will be notified if your event requires other permits, additional information, and/or a meeting with the Town of Gypsum staff. If you come across something you are not sure of, or if you have additional questions please feel free to contact our Building Maintenance Staff at dcooper@townofgypsum.com or call 970.343.6949.

AVAILABLE SPECIAL EVENT FACILITIES/AREAS & RENTAL FEES

FACILITY/AREA	Estimated # of people/attendees	General Fee	Gypsum Resident Fee	Non-Profit Fee	Government Agencies	Security Deposit (refundable)
LUNDGREN AMPHITHEATER & LAWN						
Entire Facility (inside and outside access)	1-200	\$575	\$500	\$250	Waived	\$500
	201-500+	\$850	\$750	\$375	Waived	\$2,000
Stage & Lawn Only (no inside access)	1-200	\$275	\$200	\$100	Waived	\$500
	201-500+	\$575	\$500	\$250	Waived	\$2,000
FOX DEN (kitchen and concession facility)						
	N/A	\$200	\$200	\$100	Waived	\$500
OTHER (public park or space, i.e. pickleball courts or horseshoe pits)						
	1-200	\$275	\$200	\$100	Waived	\$500
	201-500+	\$575	\$500	\$250	Waived	\$2,000

*The above rates are per day rates. If your event is multi-day, your rate will be the above fee plus \$50 (1-200 ppl) or \$100 (201-500+) per additional day.

IMPORTANT TO NOTE

The above facilities and areas are available for rental May through mid-October. Applications for a special event will not be reviewed or approved more than six months in advance of an event. Rental will not be guaranteed until the security deposit is received in full. Security deposits are refundable and will be returned without interest within 30 days of the rental date, provided there are no damages to the facility during the rental period. **All applicants, regardless of agreed fees will have to submit a (refundable) security deposit in order to reserve any facility or area, no exceptions.**

The applicant is responsible for the cleaning of the interior and/or exterior of any facility or area after rental. Applicants are also responsible for arranging and paying for sanitation services needed at their event, including porta-potties and hand washing stations. The Town does provide trash cans and removal of those cans after the event. However, if 350 or more attendees are expected at the event, the applicant will need to contract for dumpster service and labor to conduct regular trash removal from the town-provided trash cans throughout the day(s) of the event. Recycling services must also be contracted by the applicant. Proof of the service agreement for sanitation services will be required one-week in advance of the event date.

Please also note that there is no sound or special lighting equipment available at the Lundgren Theater. Applicants will need to contract for such services and equipment. The stage is equipped with overhead fluorescent lighting only. The kitchen area is modestly stocked with pots, pans, coffee maker, utensils, etc., **but any tables or chair will need to be supplied by the even host/ renter.**

If you bring any equipment or structures on to the grounds of facilities or areas, you must meet with a Public Works representative at least one-week in advance of the event to get approval and placement instructions. This is to avoid potential damage to irrigation lines and turf.

These facilities and areas are public venues therefore, smoking or vaping of tobacco or any other illegal substance, glass of any kind, and dogs or other pets are not allowed. If alcoholic beverages are to be served, the proper permits must be acquired from the Town Clerk prior to the event.



Event Name: _____

The Fox Den is a kitchen/concession facility with a commercial oven, stove, double commercial sink, commercial side-by-side refrigerator, and concession windows. This facility is available as kitchen access, serving an event on the Lundgren Lawn. This facility is not intended, nor available to rent as a commissary kitchen for events elsewhere in the County.

The Town parks/park structures, pickleball courts, and horseshoe pits are public spaces, typically available on a first come, first serve basis. These facilities may be reserved and rented for special events through this applications process. Notice of the event dates, times, and area closure to the public will be posted at the location two weeks prior to the event but please understand that some patrons may not be aware of the notice.

The Town requires applicants hosting events larger than 100 attendees to provide a certificate of insurance with a \$1,000,000 combined single coverage plan naming the Town of Gypsum, its officers, officials, and employees as additional insured, for any Town of Gypsum facility or area being rented for an event. The Town of Gypsum does offer special event insurance-pass through coverage for those unable to provide their own. Please inquire for more information on the pass-through option. If your event will be smaller than 100 attendees/guests, does not utilize the interior of any Town facility, and will not have alcohol served or involved, special event liability insurance is not required.

Last and most importantly, we understand that events and plans for events may change throughout the planning process. In the spirit of keeping everyone informed and up to date, please be sure to notify town of any changes to your event (times, equipment, attractions, etc.) as soon as possible.

APPLICANT INFORMATION

Name of Applicant/Primary Contact: _____
(this person is the event host or producer and is the responsible party who must be on-site during event)

E-mail: _____

Phone #: _____ Alternative Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Please fill in the following if different from above

Name of Organization Hosting/Producing the Event: _____

E-mail: _____ Web Address/URL: _____

Phone #: _____ Alternative Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

EVENT INFORMATION

Name of Event: _____

Date(s) of Event: _____ Hours of Event: _____

Is this Event PUBLIC () or PRIVATE ()

Requested TOG facility or area to rent:

Lundgren Amphitheater () Entire Facility () Stage & Lawn Only

Fox Den ()

Other Area/Park () Please indicate park/area name: _____



Event Name: _____

Anticipated Daily Attendance: _____ Anticipated Peak Attendance: _____

Set-up Dates and Hours: _____

Clean-up Dates and Hours: _____

Brief Description of Event: _____

Will there be an Admission or Registration Charge? () Yes () No If Yes, please provide details: _____

Will there be Live Entertainment, Amplified Sound/Music or other loud noises? () Yes () No If Yes, please describe: _____

Is there potential for this event to incur nuisance issues such as smoke, dust, dirt, odors, vibrations, etc. () Yes () No
If yes, explain: _____

Are you planning for any off-site or on-site temporary signage? () Yes () No If Yes, please provide more detail (i.e. location, material, posting methods, size, etc.): _____

EVENT SITE FEATURES & PLAN

The Town of Gypsum must approve the placement & location of ALL equipment and signage that will be brought into the rented area to avoid potential damage to irrigation lines and turf. If you bring equipment such as tents or significant signage into the space, you must submit a site plan with this application and complete a site plan walk through with the Public Works personnel at least one week prior to the event. To schedule an appointment, call the Town of Gypsum Public Works Department at (970) 343-6949.

Please attach a site plan of event activity areas. If event has multiple facility locations as part of the overall event, a site plan is required for each location. Site plan(s) should include:

- a. Areas to be used with dimensions
- b. Locations of temporary structures (i.e. tables, tents, play areas)
- c. Landmarks such as streets, buildings, etc.
- d. Parking areas for event
- e. Restricted areas such as beer gardens/sale of alcohol, security areas, etc.
- f. Temporary restroom facility areas and how these services are being provided
- g. Temporary trash receptacle facility areas and how these services are being provided
- h. Food or product vendor locations
- i. Designated access points if applicable
- j. Temporary sign locations
- k. Road closure areas and traffic control methods. Licensed traffic controllers are required for traffic direction.
- l. Location of any additional lighting equipment
- m. Amplified sound areas for music, movies, bands, etc.
- n. Temporary fencing or barriers restricting pedestrian movement

Will the event include any of the following? (please indicate any of the below on your site plan)

TENTS OR CANOPIES () Yes () No Describe (type, size, and how many): _____

OPEN FLAMES OR COOKING () Yes () No Describe: _____



Event Name: _____

TEMPORARY FENCING () Yes () No

Describe: _____

INFLATABLES/AMUSEMENT RIDES () Yes () No

Describe (type, size, and how many): _____

BARRIERS/BARRICADES () Yes () No

Describe: _____

ADDITIONAL LIGHTING/SOUND () Yes () No

Describe: _____

OTHER () Yes () No

Describe: _____

Has labor been contracted to install any of the above? () Yes () No

Explain installation plans/equipment: _____

ALCOHOL

Will alcohol be SOLD at the event? () Yes () No

Will alcohol be SERVED FREE of charge at the event? () Yes () No

Is sale of alcohol INCLUDED in the price of admission or registration for the event? () Yes () No

*If you answered Yes, to any of the above alcohol questions, please acquire and fill out a Special Event Liquor License Application. This application is available from the Town Clerk or by visiting the Town Clerk page at townofgypsum.com. **The process of being approved for and obtaining a special event liquor license can take as many as four to five weeks, so please be sure to begin this process as soon as possible.**

Are the servers of the alcohol at this event Responsible Serving/ TIPS trained? () Yes () No

Please describe your alcohol age carding and ID process: _____

Don't forget...

- You must include the alcohol sales area in the event site plan, if it is not designated, please redraw the site plan.
- A copy of your Special Event Liquor License must be provided to the Town 14 days prior to the event.
- The Town reserves the right to deny the service or sale of alcoholic beverages to any individual or group for any reason and its sole discretion.
- For questions or to obtain information regarding a Special Event Liquor License, please contact the Town Clerk at (970) 524-1732, or polly@townofgypsum.com.



Event Name: _____

FOOD & MERCHANT SALES

Will there be food sales at the event? Yes No If Yes, please describe and indicate vendor locations on site plan: _____

Will there be non-food sales (t-shirts, jewelry, crafts, etc.) at the event? Yes No If Yes, please describe and indicate vendor locations on site plan: _____

Have your food vendors secured all of the proper licensing and paperwork with both the State of Colorado Health Department and Eagle County Health Department? If you are not sure please contact Eagle County Environmental Health 970-328-9813 and visit https://www.eaglecounty.us/EnvHealth/Retail_Food/Retail_Food_at_Events/

Have your food and merchant vendors secured all sales tax related licenses? Yes No If No, please have these vendors obtain a Sales Tax License, by contacting the Town of Gypsum Sales Tax office at 970-524-1734 or angela@townofgypsum.com. A copy of their Sales Tax License must be submitted to the Town before final event approval.

SANITATION

POTTIES: The Town of Gypsum requires renters/event producers to provide portable restrooms and handwashing stations for events. Based on the chart below, how many porta-potties/ADA and handwashing stations will the event require?

# of Patrons	Regular Potties	ADA potties	Handwash Stations
50-100	1	1	1
101-250	2	1	1
251-500	3	1	2
501-1000	4	2	2

_____ Regular _____ ADA _____ HW Stations

*If alcohol will be served, add one regular potty per 500 people. **If above 1000 people, TOG will consult on quantity of potties required.

Please be sure to provide a copy of your contracted porta-potty service to the Public Works Office Coordinator to file with your application. Placement of the porta-potties must be included on your site plan and is subject to approval by Public Works during your site plan review and walk through.

TRASH: The Town of Gypsum will provide trash cans and disposal after the event. If your event attendance is expected to be above 350 and/or is multi-day, the Town requires renters/event producers to contract for an on-site dumpster and to provide for trash removal from the cans throughout the day(s) of your event. Please provide a copy of your contracted dumpster service to the Public Works Office Coordinator to file with your application. If you desire recycling services for your event, you will need to contract for that as well.

We recommend one large (residential service size) trash can per 25 attendees. How many trash cans will your event require? _____



Event Name: _____

STREETS & TRAFFIC

Will any street, sidewalk, or parking lot closures be necessary for your event? () Yes () No If Yes, please describe locations, dates, and times of closures along with a visual of locations/areas using Google Maps: _____

EMERGENCY/MEDICAL SERVICES

Are emergency services needed for this event and have you made contact with the appropriate agency(s)? It is the renter/event producer's responsibility to contact any necessary emergency services and make arrangements for their presence at the event.

Contact info for these agencies is provided below.

GYP SUM SHERIFF: 50 Lundgren Blvd., PO Box 130, Gypsum, CO 81637, 970-328-8500

GYP SUM FIRE: 511 Second Street, PO Box 243, Gypsum, CO 81637, 970-524-7101

EAGLE COUNTY PARAMEDICS: 1055 Edwards Village Blvd., PO Box 990, Edwards, CO 81632, 970-926-5270

EVENT SECURITY

Does this event require security? () Yes () No Will you be using hired security guards at your event? () Yes () No

If Yes, please describe plans for providing security for the event including the name of the company hired to provide security and the primary contact at the security company, and total # of security staff: _____

INSURANCE COVERAGE

The Town requires renters/event producers hosting events at or on Town Property to provide a certificate of special event liability insurance with a \$1,000,000 combined single coverage plan naming the Town of Gypsum, its officers, officials, and employees as additional insured. The Town of Gypsum does offer special event liability insurance pass-through coverage for those unable to provide their own. Please inquire for more information on the event insurance pass-through insurance option. If your event will be smaller than 100 attendees/guests, does not utilize the interior of any Town facility, and will not have alcohol served or involved, special event liability insurance is not required.

() Special event liability insurance is NOT required for my event because it will have fewer than 100 attendees/guests, does not utilize the interior of any Town facility, and will not have alcohol served or involved.

() Please provide me with more information about the pass-through insurance coverage offered by the Town of Gypsum.

RENTAL FEES

Please refer the chart on page one of this application to fill in the following:

I am requesting to rent _____
(insert name of facility/area requesting)

I am ___ **Not a Gypsum Resident** ___ **Gypsum Resident** ___ **Non-profit** ___ **Government Entity**



Event Name: _____

I am expecting _____ # of attended/guests per day at my event.

Therefore, the rental fee for the facility I am requesting is _____ + fee for additional days _____ = _____ TOTAL.

Based on the information above, my (refundable) security deposit amount is _____.

**Please remember, all applicants, regardless of agreed rental fees will have to submit a (refundable) security deposit in order to reserve any Town of Gypsum facility or area, no exceptions.*

Submittal of this application does not guarantee approval for the special event(s). Written notification of approval conditions or denial reasons of the permit will be provided 10-15 business days after application submittal.

Signature

Date

Print Name

***** BELOW FOR TOWN STAFF ONLY *****

DEPARTMENTAL APPROVAL

CC: VIA EMAIL - SHERIFF'S OFFICE, GYPSUM FIRE, AND COMMUNICATIONS & MARKETING.

Public Works Director

_____ Date _____

Comments:

Building Maintenance

_____ Date _____

Comments:

Public Works Administrative Specialist

_____ Date _____

Comments:



Event Name: _____

Public Works Parks Supervisor

_____ Date _____

Comments:

Public Works Streets Supervisor

_____ Date _____

Comments:

PLEASE CHECK BELOW ONCE RECEIVED

Security Deposit Received _____

Rental Fee Payment Received in Full _____

Event Site Features & Plan Received _____

Street & Traffic Closures Visual Received (*if applicable*) _____

Certificate of Liability Insurance Received (*if applicable*) _____

Special Events Liquor License obtained (*if applicable*) _____

Copy of Third-Party Contracts Received (*where applicable*)

- Sanitation: Trash _____ Potties _____
- Sound/Lighting _____
- Security _____

Copies of all Vendors Sales Tax License Received (*if applicable*) _____