



TOWN OF PAGOSA SPRINGS SPECIAL EVENT LICENSE APPLICATION

Please submit completed and signed form to the Town Clerk's Office.
551 Hot Springs Boulevard or mail to PO Box 1859, Pagosa Springs, Colorado 81147-1859.

Date of Application: _____ **Dates of Special Event:** _____

Name of Special Event (doing business as):	Event Contact / Coordinator Name:
Event / Business Legal Name:	Event Coordinator Mailing Address:
Dates of Event:	Event Coordinator Phone #'s:
Location / Address of Event:	Event Fax #: _____ Event E-Mail: _____
Event / Business Colorado State Sales Tax #:	Number of Vendors:

Description of Special Event.

- Are FOOD Vendors participating? Amplified Sound used (Music, PA systems) ? Beer, Wine or Liquor being served?

Type of Hosting / Coordinating Organization

- NON PROFIT Corporation (proof of 501(c)(3) Required) Corporation Sole Proprietorship Limited Liability Company
 Other _____ Partnership

Other License's Maybe Required

- Department of Environmental Health State of Colorado Sales Tax license
 Colorado Department of Revenue "Special Events Permit" (required if serving alcohol)

I understand that:

- ~ I may not operate a Special Event until a Special Events License Application is approved and issued by the Town of Pagosa Springs.
- ~ All participating Special Event Vendors are required to pay an annual \$25.00 fee for a Town of Pagosa Springs Business License, or have a valid Town of Pagosa Springs Business License.
- ~ All Vendors are required to have a valid Colorado Sales Tax License and to report revenue and pay sales tax (6.9%) or Hosting organization must report all sales revenues, collect and pay all Colorado State Sales Taxes.
- ~ All Vendors will comply with all the rules and regulations of the Town of Pagosa Springs.
- ~ As the Event Coordinator, I accept the responsibility to:
 - a) Acquire all required information from all participating vendors and supply such information to the Town Clerk.
 - b) Collect all Vendor's Business License fee's and submit fee's to the Town Clerk.
 - c) I fully understand and will comply with all the rules and regulations of the Town of Pagosa Springs.

Finally, this application is complete and correct to the best of my knowledge.

/ /

Signature of Applicant _____ Title _____ Date _____

Print Applicant Name _____

~~ OFFICE USE ONLY ~~

Special Event Vendor's License Fee _____

Total Number of Vendor's _____ x \$ 25.00 per vendor Total Fee Due \$ _____ TOTAL PAID \$ _____

Town of Pagosa Springs

SPECIAL EVENTS LICENSE # _____

Date Paid: ____/____/____

Payment Received By: _____

The following is Required for your Special Event.

1) COMPLETED AND APPROVED SPECIAL EVENTS APPLICATION.

2) LIST OF VENDORS:

- a) Event Coordinator is required to Complete a Vendors List and to collect all Vendors Business License fee's. Vendor Business License fee's are \$25.00 per vendor and are valid for 1 year. (or a current Town of Pagosa Springs business license)
- b) Event Coordinator is responsible for collecting all Information and Fee's and returning them to the Town Clerk, Prior to the event.
- c) All vendors must have or obtain a Colorado State Sales Tax License and are required to report revenues to the State Colorado Department of Revenue, or Hosting organization must report all sales revenues, collect and pay all Colorado State Sales Taxes.
- d) Map of event area with vendor locations listed by number or alphabetic letter which correspond to the sign up sheet.

3) SIGNAGE:

- a) Vendors are allowed only 10 square feet of total signage, only at their booths.
- b) A "Temporary Sign Permit Application" must be submitted with the Town for all on site and approved off site Special Event Signage.
- c) Off site Signage is Only available for non profit organizations and requires:
 - * An approved Temporary Sign Permit with fee's and deposits Paid.
 - * A design proof is required and should include the proposed text, exact colors, lettering styles, sign materials, size & shape as well as the manner in which the sign will affixed.
 - * Locations of proposed off site signage & letters of approval from property owners where off site signage will be displayed.(must be located on private property).
 - * Dates the proposed off site signage will be displayed and removed.

4) LETTER OF PERMISSION:

- a) A letter of permission from property owners where Special Event will take place is required.
- b) Letter should include address of location, Site Plan drawing where event will be on the private property & all the dates the event will be held.

5) OTHER CONSIDERATIONS:

- a) **If planning on serving Alcohol**, A Special Event Liquor Permit is Required. This is only available for non profit organizations. Plan Ahead as approval from the Town of Pagosa Springs and the State of Colorado is Required and Can Take a Couple of Months to process.
- b) Food Vendors must contact the San Juan Basin Health Department @ 247-5702
- c) Trash receptacles, collection and removal.
- d) Portable toilets, one (1) per every 150 people in a 4 hour period.
- e) Parking Plan.
- f) Noise ordinance must be followed for events with amplified sound.
- g) Town of Pagosa Springs for assistance, 264-4151 x225



Special Event Vendor List

Event Name: _____ Dates Of Event: _____

Vendor, Owner, Name (Last, First) :		Doing Business As (DBA) Name :		Business Legal Name :	
Vendor Physical Address :		Vendor Mailing Address :		Vendor Phone # :	
Event Site Map Location #	Colorado State Sales Tax #	Current Pagosa Business License #		Fees Due:	Fees Collected
Describe Nature of Business, Products & Services provided :					

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