

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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