

Special Event Permit Checklist

Thank you for considering historic Green Mountain Falls for your upcoming event. Any short-term activity that has the potential to impact public property or services must be permitted. Applications can be submitted up to twelve (12) months prior to an event, **but no later than sixty (90) days prior to the special event date. Updated liability insurance and final fees are due thirty (30) days prior to event.**

1. Completed Special Event Permit Application [Form](#), signed and dated
 2. Consent and General Release [Form](#), signed and dated
 3. Event details
 - a. Security (not provided by GMF)
 - b. Trash plan
 - c. Traffic plan
 4. Certificate of Liability Insurance
 5. Site plan sketch showing the proposed location of the following:
 - a. Street closures and barricades
 - b. Parking
 - c. Trash/recycling bins
 - d. Restrooms
 - e. Food, beverage, retail vendors
 - f. Signage
 - g. Audio/visual equipment
 6. State of Colorado Special Event Liquor License Application with required documents
 7. Applicable [fees](#)
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The undersigned representative of _____ (organization) in consideration of privileges granted to him/her for use of the public properties of the Town of Green Mountain Falls for _____ (event title/date of event), does hereby release, discharge, and agree to hold free and harmless the Town of Green Mountain Falls from any and all actions, and causes of action arising out of or relating to any loss, damage, or injury including death of any participant or spectator, while in or on the premises of any public property within the Town of Green Mountain Falls for any purpose related to the above mentioned event.

By signing the foregoing release, the undersigned hereby acknowledges understanding that

- all participants and spectators must obey all regulations, laws, and ordinances of the Town of Green Mountain Falls, including but not limited to §7-54; §7-103; 10-273; §11-97
- he/she has read the foregoing release, and the attached statement for conducting a special event in the Town of Green Mountain Falls
- understands both documents and signs this agreement voluntarily.

Signature of Applicant: _____ Date: _____