



## Does your event require a Special Event Permit?

In general, any event or activity involving the use of the following may require a special event permit:

- Public property or facilities
- Town Parks and/or Trails
- Sidewalks, roads, and public right of way
- Temporary use of private property that varies from its current land use.
- Town resources or staff assistance
- Public parking lots
- Impacts on the site or surrounding area will occur (including but not limited to visual, noise, or environmental impacts)
- Extending multiple days
- Many attendees requiring or impacting public transit and/or public parking
- Distributing or providing alcohol

The Town recognizes that each event is different and dynamic. None of the items above alone will necessarily generate the need for a special event permit. To determine if an event requires a complete application and operational plan, a pre-application must be submitted to the Town at least 60 days in advance. The pre-application will be reviewed 5-10 business days after submittal. The applicant must then complete all plan details and submit at least 30 days in advance of the event.

Apply online:

[www.tosv.com/specialevents](http://www.tosv.com/specialevents)

## Special Event Principles and Policies:

The principles and policies below represent our overarching requirements for the approval and management of special events. In addition to these principles and policies, each agency reviewing special events has more specific requirements applicants must meet. Together, the policies and the department requirements help assure events are managed in a way that is in conformance with community values and goals.

### Principles

Special events held in the Town of Snowmass Village will make a positive community contribution.

Events will:

- Take precautions to protect the health and safety of participants, residents, businesses and visitors.
- Not adversely affect the long-term viability of permanent businesses.
- Avoid disruptions to other community events and activities held at the same time.
- Build upon and support existing Snowmass Village community assets when possible.

- Seek to minimize adverse impacts on neighborhoods and essential public services.
- Be good stewards of the environment, and follow the Town's [Green Events Guide](#) where practicable.
- Create a positive experience for visitors and residents.
- Be consistent with community needs and priorities.

#### Policies:

1. An event must be found to be in the best interest of the Snowmass Village community.
2. The Town requires special event applicants to demonstrate they have the capacity and experience necessary to successfully carry out the event they propose. Applicants must have a proven track record of successfully hosting special events, or must be able to otherwise demonstrate their capability to host a successful special event.
3. The Town requires special events applicants to demonstrate they have taken steps to mitigate potential harm, negative impacts on essential public services and liability associated with their event. To that end, applicants must:
  - a. Provide adequate insurance and indemnification for their events.
  - b. Provide adequate event design, security services, emergency services, transportation services and other services and precautions necessary to support a safe event with minimal negative impacts upon the community and the environment.
  - c. Adhere to and obtain all of the necessary Town, Pitkin County, USFS, and any other necessary permit approvals.
  - d. Obtain and provide proof of permission to use private property.
4. The Town requires special event applicants to provide a deposit prior to their event. This deposit may, in the Town's sole discretion, be withheld after an event that violates the conditions of approval within a special event permit application.
5. The Town requires all event producers to be in "good standing." Event producers or their applicants that violate the conditions of approval with a special event permit application will no longer be considered in "good standing."