



## Event Permit Checklist

The City of Steamboat Springs's Special Event Coordinator will be your point of contact throughout the permit process. The success of your event relies upon a complete application with detailed information.

Complete Packet includes:

- Application
- \$150** Application Fee
- Rules and Regulations
- Event Safety Plan (if event has over 500+ attendees/participants)
- Certificate of Liability Insurance
- Operational Plan
  - Set Up and Tear Down times
  - Load in and Load out time and location for vendors, trash/recycling containers, portable toilets, tents, etc.
  - Day of Contact
  - Event Description
  - Transportation Plan (if applicable)
- List of Vendors
- Street Closure Request (if applicable)
  - Street Closure Notification to surrounding businesses
- Community Service Officer/Police Officer Request (if applicable)
- Liquor Special Events Permit application (if applicable)

Additional documents may be requested depending on the type or size of event.