

VTSV SPECIAL EVENT PERMIT APPLICATION

Name of Special Event _____

Event Sponsor _____

Contact Name _____

Phone numbers (prefer 2) _____

Mailing Address _____

Event Location _____

Date(s) & Time(s) From _____ am/pm DATE _____

To _____ am/pm DATE _____

Applicant Signature

Date

Administrative Use Only

- Copy of Ordinance 10-35 given to applicant _____ (date/initials)
- Completed application received _____ (date/initials)
- \$10 application fee received _____ (date/initials)

Application reviewed and approved by:

- Director of Public Safety _____ (date/initials)
- VTSV Administrator/Staff _____ (date/initials)
- Permit Approved** **Permit NOT approved**
- Additional conditions attached. No additional conditions required.

Event Permit Administrator

Date

**Village of Taos Ski Valley
SPECIAL EVENT PERMIT APPLICATION**

General Purpose and Description of the Event

(Describe activities. Include entertainment description and hours.)

Crowd Size (participants &/or spectators) _____

Location of Event

(Attach the following:)

___ Diagram of the premises showing the location of activities and emergency access

___ Written consent of private property owner(s)

Signage

___ No signage will be used

___ Approved sign permit application attached

Liability Insurance

___ Copy of comprehensive public liability insurance attached
(public liability of not less than \$1,000,000 with VTSV named insured)

___ Copy of waiver issued by VTSV Administrator attached

Alcoholic Beverages

Note: Liquor sales require a Picnic License

Food, water, and nonalcoholic beverages must be available

- ___ Alcoholic beverages will not be available
- ___ Private event – alcohol available to guests only (no sales)
- ___ Private event – alcohol available to guests only (supplied by business)
Copy of Picnic License attached
- ___ Alcoholic beverages will be available for purchase to public
Copy of Picnic License attached

Public Safety and Welfare

(Attach the following:)

- ***Emergency Medical Services***

Names and phone numbers of qualified persons (volunteer or contracted) who have agreed to cover this event.

- ***Security***

Names and phone numbers of on-site security personnel who have agreed to cover the event.

- ***Sanitary Facilities*** - Description, Location, and Maintenance

- ***Waste Receptacles*** - Description, Location and Maintenance

- ***Clean Up*** - (Deposit may be required)

List of personnel assigned to clean up