



Gunnison County Colorado
SPECIAL EVENT PERMIT APPLICATION
GUNNISON COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
221 N. Wisconsin St., Ste. D, Gunnison, CO 81230
Phone: (970) 641-0360
Website: <https://www.gunnisoncounty.org/144/Community-and-Economic-Development>
Email: planning@gunnisoncounty.org

SUBMIT ALL PERMIT PACKET INFORMATION TO PLANNING@GUNNISONCOUNTY.ORG

LAND USE FEES CAN BE FOUND AT <https://gunnisoncounty.org/370/Land-Use-Change-Permits>

DATE RECEIVED.: _____ / _____ / _____

APPLICANT:

MAILING ADDRESS:

PHONE: (DAY)

(EVENING):

FAX:

EMAIL ADDRESS:

PRIMARY CONTACT PERSON:

MAILING ADDRESS:

PHONE: (DAY)

(EVENING):

FAX:

EMAIL ADDRESS:

OWNER(S) OF PROPERTY ON WHICH EVENT WILL TAKE PLACE (if other than applicant):

MAILING ADDRESS:

PHONE: (DAY)

(EVENING)

FAX:

EMAIL ADDRESS:

Notarized letter from property owner attached, consenting to this special event being conducted on this property

DATE AND TIME OF EVENT:

LOCATION OF EVENT:

Legal Description. Cite lot and block or tract numbers, mining claim or homestead references; attach copy of deed and/or metes and bounds description(s).

Property Address:

Common Description (include mileage from highway or County road, or other recognized landmarks).

PRESENT LAND USE (Identify present land uses and locations and sizes of structures that exist on the property):

PREVIOUSLY-APPROVED USES (If Land Use Change Permits or subdivision approvals were previously issued on the proposal on which the special event is proposed, identify them.):

CHARACTERISTICS AND CURRENT CONDITION OF LAND (Identify physical characteristics, natural characteristics and current conditions of the parcel on which the special event is proposed, including streams, irrigation ditches, ponds, soils, roads, vegetation, geologic hazards, et.al.)

ADJACENT LAND OWNERS (List all properties that abut this property; contact the County Assessor's Office for most recent owner information.):

ADJACENT OWNER NAME	PARCEL LOCATION RELATIVE TO THE PARCEL ON WHICH THE SPECIAL EVENT WOULD BE LOCATED	CURRENT LAND USE ON ADJACENT PARCEL

TYPE OF EVENT (Describe the type of event or activity proposed.):

ESTIMATED NUMBER OF PEOPLE ATTENDING:

SALES OF FOOD AND BEVERAGES (If food and/or beverages, including liquor, will be sold or given to participants, food service licenses and liquor licenses shall be obtained as required by the Colorado Department of Public Health and Environment, Consumer Protection Division, and by the Office of the Gunnison County Clerk and Recorder, respectively, and a copy of the licenses, or of the license application, shall be submitted with the Special Event Permit application.)

FOOD WILL BE SOLD OR GIVEN TO PARTICIPANTS: Yes No

If yes, please see attached Food Service Guidance Documents from Gunnison County Health and Human Services.

Food Service Plan:

Name of Vendor(s) and Food Service License #

LIQUOR WILL BE SOLD OR GIVEN TO PARTICIPANTS: Yes No

Liquor License #

TEMPORARY STRUCTURES (If there are to be vendors as part of the event, submit a copy of each individual vendor's food service license, liquor license, business license, or of the "blanket license" covering all such activities as may be required by other applicable County or state agencies. Use of tents or other camping shelters or other temporary structures shall meet the requirements of the applicable Fire Protection District. Location of temporary structures shall be required to meet setback requirements, pursuant to *Gunnison County Land Use Resolution, Section 13-104: Setbacks from Property Lines and Rights-of-Way.*

No temporary structures
 Yes

If yes, describe what they are and how they will be used, including camping structures or vendor stands.)

ESTIMATED NUMBER OF PARTICIPANTS' VEHICLES:

DAYS AND DURATION OF EVENT (Hours during which the normal activity of an event may take place are between 7 a.m. and 11 p.m., unless otherwise specified in the Permit. **List hours of the day, and the specific days** when the proposed event is to occur. If planned for nighttime, identify what kind of lighting will be used):

UTILITIES:

- **SOURCE OF POTABLE WATER**, if potable water is required:

- **TYPE OF TOILET FACILITIES.** (Identify the facilities to be provided. A minimum of one toilet facility shall be provided to serve an anticipated attendance of each 25 people. Public or common use toilets shall comply with the federal *Americans with Disabilities Act* accessibility guidelines, which require that five percent of the total number, no fewer than one toilet facility per each cluster of toilet facilities, must be accessible to guests with disabilities.):

- **TRASH** (Identify how trash generated by the event will be confined, collected and disposed of. The applicant should contact the Gunnison County Public Works--(970) 641-0044-- Department to notify them of the proposed event and the projected amount of trash, and the proposed means and timing of deposit at the County Landfill. Separate containers shall be provided for the collection of recyclable materials. All solid waste, litter and recyclable materials shall be removed from the site within 24 hours following the event. For multiple-day events, the grounds shall be maintained during each day of the event with no accumulation on- or off-site that would create a nuisance or pose a health hazard.):

- **ELECTRICAL HOOKUPS.** (Identify source of any electrical service. Any electrical hookups shall comply with the requirements of the applicable municipality or rural electric association provider.):

EMERGENCY SERVICES (Identify how emergency services will be provided, based on the projected number of participants, the location and type of the event.):

- **SERVICES TO PROTECT PUBLIC SAFETY AND TO ADDRESS EMERGENCIES.** In consultation with the Gunnison County Sheriff, the applicable Fire District, and the applicable Emergency Services agency, the applicant may be required to develop and submit a plan for traffic circulation and control, including requirements for parking and for emergency service vehicle access before, during and after the event. The adequacy of the plan shall be determined by the consulted agencies.
- **SHERIFF'S DETERMINATION OF NEED FOR PERSONNEL.** The Sheriff's Department has the authority to estimate the anticipated number of persons in attendance, and determine if law enforcement personnel will be needed to regulate traffic associated with the event. The Sheriff shall have the authority to require that law enforcement be provided at the applicant's expense to monitor crowd control during the event and shall provide an estimated cost figure to the Community Development Department. The estimated cost of such traffic control or other activity shall be paid by the applicant at the time the permit is issued and shall not be refundable in whole or in part.

PARKING PLAN. Parking space and signs for parking shall adequately address anticipated parking demands, pursuant to the *Gunnison County Land Use Resolution, Section 13-110: Off-Road Parking and Loading*. In no case shall parking be allowed along any shoulder of any road, and vehicles shall not be parked in any manner that would create a traffic hazard as determined either by the Sheriff's Department or the Department of Public Works.

CONSTRUCTION OF TEMPORARY SEATING (Identify any grandstands, bleachers, scaffolding and platforms to be provided; any such seating is required to be constructed in compliance with the requires of the Gunnison County Building Office; when determined necessary by the Building Inspector, plans showing structural details shall be submitted for review before construction begins.):

No temporary seating

Yes

If yes, describe the type and location of temporary seating:

AMUSEMENT RIDES (Identify any amusement rides proposed as part of the event. All mechanical equipment associated with amusement rides shall conform to the applicable requirements of the U.S. consumer Product Safety Commission, and a copy of any applicable license or certification submitted with this application.):

No amusement rides

Yes

If yes, describe what they are and where they will be located:

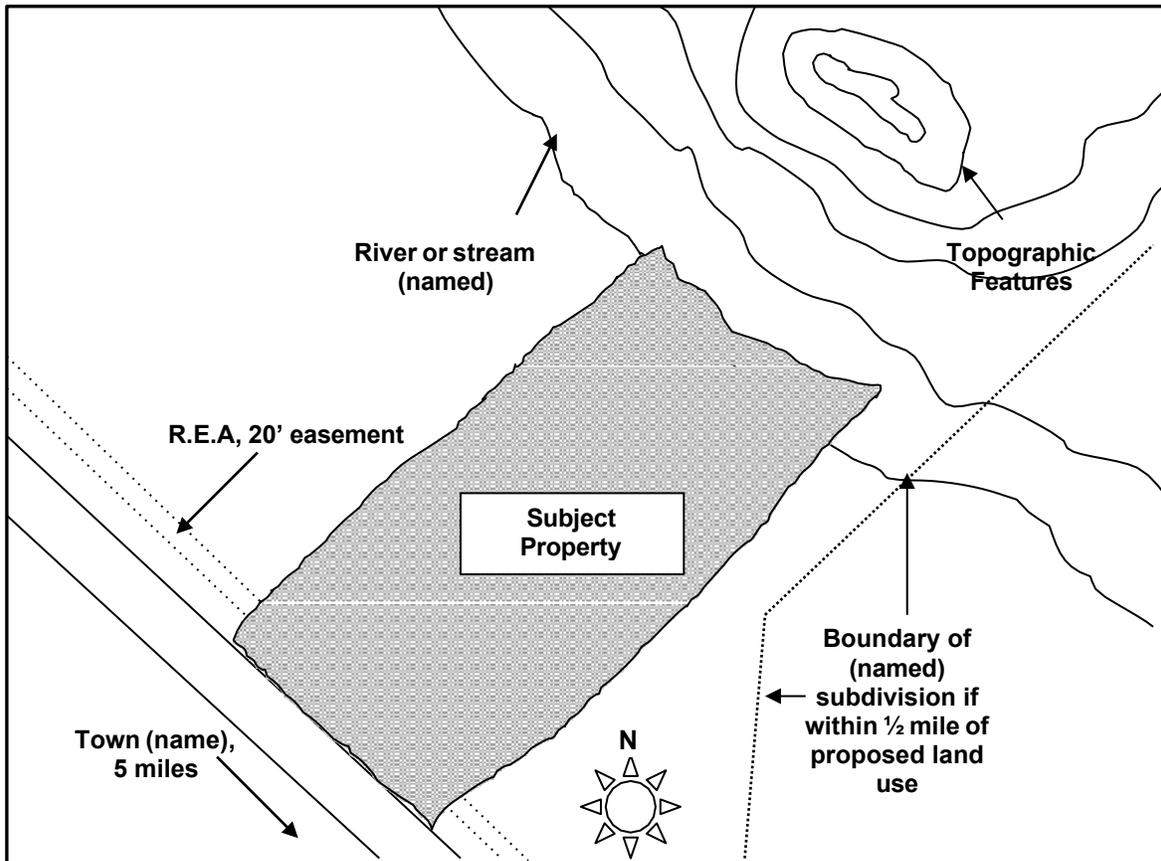
ARE PARTICIPANTS ALLOWED TO BRING ANIMALS (All domestic and exotic animals are required to be confined to the parcel on which the special event is permitted)?

Yes No

VICINITY MAP: The sample vicinity map can be used as a guide. The following are required to be included on a vicinity map:

- PROPERTY LOCATION:** Location of the property on a U.S. Geological Survey quadrangle map or on a recorded plat, if the proposed development is within an approved subdivision. Highlight the property location.
- ROADS:** Any U.S., state highway and nearest County, Forest Service or Bureau of Land Management, and/or subdivision/private roads that cross or provide access to this business.

VICINITY MAP EXAMPLE



INSURANCE. Attach copy of insurance policy. The applicant is required to demonstrate that a general liability insurance policy in an amount to be reasonably determined by the County Attorney will be in effect for the duration of the special event. The policy will name Gunnison County as an insured party to the policy.

****** shall carry and maintain, in full force and effect and at its sole cost and expense, the following insurance policies, which limits can be met with a combination of primary and excess/umbrella policies as well as special events insurance.

- (a) Comprehensive General Liability Insurance or the equivalent in the minimum amount of two million and no/100 US Dollars (\$2,000,000.00) per occurrence or as a combined single limit each occurrence and in the minimum amount of two million and no/100 US Dollars (\$2,000,000.00) in the aggregate.
- (b) Automobile Liability policy with a bodily injury and property damage combined single limit of two million and no/100 US Dollars (\$2,000,000.00) per occurrence, if applicable to event.
- (c) Worker's Compensation Insurance in accordance with Colorado and Federal law which adequately protects all labor employed by ****** during event and the term of this Agreement.
- (d) If applicable to event and not covered under Comprehensive General Liability policy, Host Liquor Liability Insurance with a bodily injury and property damage combined single limit of two million and no/100 US Dollars (\$2,000,000.00) per occurrence.

A certificate of insurance demonstrating sufficient coverage shall be provided no later than 14 days before the event, with the County of Gunnison named as an additional insured. All policies shall not be materially changed or cancelled without at least thirty (30) days advance written notice to the County.

INDEMNIFICATION AGREEMENT. The applicant is required to sign and submit, and **HAVE NOTARIZED**, the attached *Indemnification of Gunnison County*. Each blank must be completed. This requirement is not, and shall not be construed to be, a waiver by Gunnison County of governmental immunity.



NOTICE REGARDING U.S. FISH AND WILDLIFE SERVICE DETERMINATION THAT GUNNISON SAGE-GROUSE IS A THREATENED SPECIES

- The U.S. Fish and Wildlife Service has determined, effective December 22, 2014, threatened species status under the Endangered Species Act of 1973, as amended, for the Gunnison Sage-grouse.
- Gunnison County approval of this County permit is not U.S. Fish and Wildlife Service approval of any activity described or authorized by this County permit.
- Gunnison County is not and does not act as your representative with regard to consultation with the U.S. Fish and Wildlife Service or performance of U.S. Fish and Wildlife Service requirements.

Food Safety Guidelines

for Temporary Events

Preparation



Use a simple menu. Use a simple menu; they are safer and easier to prepare. Only use food from approved sources. Food must be prepared and stored in a commercial commissary kitchen.



Pre-wash all produce. All produce must be washed at an approved commissary in a food prep sink or be received pre-washed (i.e., lemons for lemonade, potatoes for fries, or apples for caramel apples).



Keep foods cold during transport. Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F. Only smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice or drinks. Containers or coolers made from Styrofoam may not be used.



Cool all foods at the commissary. Foods cooked at the commissary and then cooled must be rapidly cooled from 135°F to 70°F within 2 hours, then to 41°F within an additional 4 hours. Food prepared at room temperature must be cooled to 41°F within 4 hours in a 2-4" deep container uncovered in refrigeration; in an ice bath (stirring often), in an ice bath with an ice paddle; or in refrigeration.



Store all food, utensils and equipment away from contamination. Food, utensils, equipment, and single-use items must be protected from dust, insects, customers, and other contamination while being transported, stored, used and/or served.

Clean Up



Use sanitizer solution. Wiping cloths must be used with sanitizer solution and must be stored in the sanitizer between uses. Test kits must be provided and used. Sanitizer concentration requirements are as follows: Chlorine (bleach): 50-200 ppm / Quaternary ammonium: 200 ppm or as per label.



Do not wash dishes on-site. On-site washing in tubs/basins or 3-compartment sinks is not allowed. Extra serving utensils must be provided so that soiled utensils can be changed every four (4) hours.



Store and dispose of wastewater properly. All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank and be discharged into an approved wastewater disposal system.



Collect and dispose of garbage properly. Any solid waste, such as food debris or waste paper, must be collected and disposed of at an approved commercial establishment. A clean trash receptacle must be provided in the food booth.

Food Service



Check cooking temperatures. Use a digital food thermometer to check cooking temperatures. Measure the temperature in the thickest part of the food. Cook hamburgers and ground beef to at least 155°F, chicken or other poultry to 165°F and pork to 145°F. After the food is cooked, it must be kept hot at 135°F or more until it is served. If you're serving potentially hazardous foods you must have an accurate, probe-type, digital food thermometer onsite at all times during the event.



Reheat to 165°F. Any foods being reheated must reach 165°F within 30 minutes. Do not attempt to reheat any food in a crock-pot, chafing dish, or other hot-holding device; they take too long to reheat food, giving bacteria a chance to grow.



Keep cool foods at 41°F or less. Cold perishable foods must be kept at 41°F or less at all times.



Wash hands in running water. Handwashing facilities with running potable water, liquid soap and paper towels must be provided. You may use a portable water source that allows both hands to be placed in a stream of water simultaneously, such as a container with a pullout waterspout or a Cambro-type container and a catch basin for the dirty water.



Do not touch ready-to-eat foods with bare hands. Workers may not touch ready-to-eat foods or food contact surfaces with their bare hands. Use disposable gloves, tongs, napkins or other tools to handle food. Keep food covered at all times to protect it from insects, dust, etc. Condiments must be served from pre-approved covered containers. Animals are not allowed inside the booth.



Send sick workers home. Only healthy workers may prepare food. Anyone showing signs of illness, such as coughing, sneezing, diarrhea, vomiting, fever, etc. is not allowed in the booth. Workers must wear clean clothes. No smoking is allowed in the booth.



Use potable water only. Potable water must be available and used. A foodgrade hose must be used when connecting to a potable water supply.

For information or to ask questions, please call Nicole Stone at (970) 642-4666.

ACCEPTABLE HAND WASHING STATION FOR TEMPORARY FOOD VENDORS

Proper hand washing is critical to prevent foodborne illness. Hands must be washed before starting work, after handling raw meat, after using the restroom, and any other times hands become soiled.

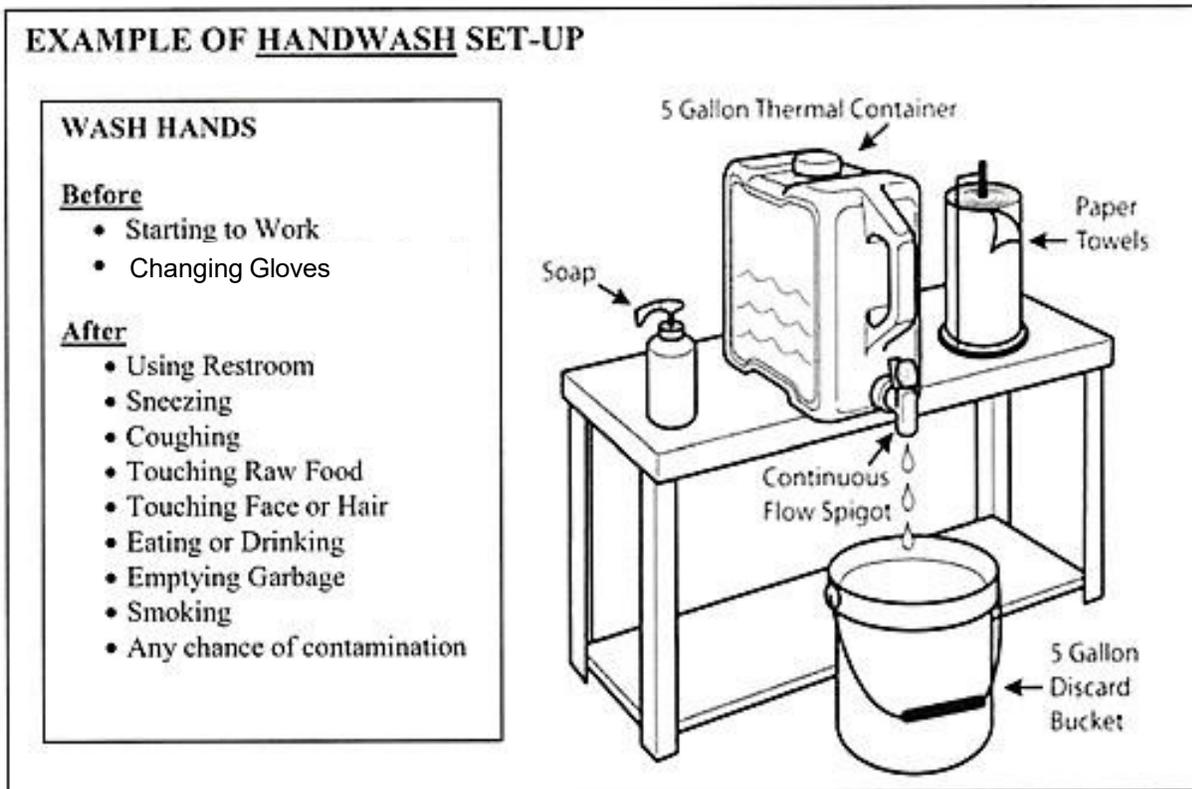
The hand wash station must be set up prior to beginning food preparation or service, and shall be located so it is easily accessible and convenient for all temporary food workers.



SET UP:

Required items:

1. A five-gallon or larger insulated container kept supplied with warm water (85°F) for hand washing delivered through a continuous-flow spigot or sprout. (No push button spigots)
2. A container for waste water retention (i.e. 5 gallon bucket), which must be disposed of into an approved sewer or wastewater system once full.
3. Hand soap and paper towels (sanitizers DO NOT replace hand washing).



INDEMNIFICATION OF GUNNISON COUNTY

I/We (applicants) _____ hereby releases Gunnison County from all damages, claims, liabilities, actions and causes of action, of whatever kind and nature, arising out of the special event to be conducted on the following dates: _____, described within the Gunnison County, Colorado Special Event Permit application for this event, and to be conducted on the property(ies) legally and specifically described within that application.

Further, I/We (applicants) _____ shall defend, indemnify, and hold harmless Gunnison County from any and all damages, claims, liabilities, actions and causes of actions as set forth above, regardless of the cause of same and regardless of any negligence on the part of Gunnison County. The obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for (applicant) _____ or Gunnison County under Worker's Compensation acts, disability benefit acts or other employee benefit acts.

/s/ _____
(Applicant)

Notarized: