



Town of Telluride Parks & Recreation Department
 P.O. Box 397 (970) 728-2173
 Email: jwontrobski@telluride-co.gov

2018 MAIN STREET MALL RESERVATION REQUEST

- The Telluride Mall Areas, which may be reserved, include the following:
 - **Elks Park and North Oak Street Mall:** Available to special events on the C.C.A.A.S.E. calendar.
**the vendor concrete pads between the parks and Colorado Ave. must remain open for approved vendors*
 - **North and South Spruce Street Malls:** Available to nonprofit organizations and special events on the C.C.A.A.S.E. calendar.
- Applicant must be 18 years or older
- Applications must be complete (with deposit check)
- Applications are only accepted during the current year, starting each January.
- Applications are considered on a first come first served basis, recognizing historic uses.
- Recurring or consecutive reservation requests are prohibited. ***Important—please complete the below box***

Organization/Event: _____

Event Manager: _____

Mailing Address: _____

Email: _____

Which mall are you requesting? _____ North Spruce _____ North Oak (CCAASE Cal. Date _____)
 _____ South Spruce _____ Elks' Park (CCAASE Cal. Date _____)

Briefly describe your event: _____

How many people are you expecting? _____

Will there be music? Yes / No Live _____ Amplified _____

Will you erect any temporary structures? Yes / No If yes, please provide set-up plan and schedule.

Will any food, merchandise, or services be sold? Yes / No If yes, please provide a detailed description.

****NOTE: Only special events on the C.C.A.A.S.E. calendar may vend in a street mall***

Will a fee or donation be collected? Yes / No If yes, please provide a detailed description.

CLEAN-UP DEPOSIT CHECK:

Please submit a check payable to the *Town of Telluride* with your reservation form for **\$250.00**
 Note: Please include a self-addressed stamped envelope with your deposit. **If no envelope is provided, your check will be torn up after your event** if the requirements of this Agreement and the terms of the Reservation Request on the other side of this form are fulfilled as stated.

CLEAN-UP CHECKLIST:

Mall Areas: _____ Pick up trash INCLUDING CIGARETTE BUTTS! Please soft rake grassy areas.
 _____ Sweep all concrete areas
 _____ Remove signs & decorations _____ Wipe off picnic tables

Elks Building Restrooms (if Elks Park was reserved):
 _____ Empty trash _____ Clean sink & toilets _____ Sweep/mop floors

Please read the following conditions for use and sign below.

- Area must remain open to the public at all times, unless a liquor license is obtained. *Permit does not guarantee that applicant will have sole use of the area; it merely helps the Parks and Recreation Dept. staff in the scheduling of other events*
- Open containers of alcohol are not allowed (Telluride Municipal Code 10-7-10) unless a liquor license is obtained
- Glass is not permitted
- Event organizers are responsible for cleanup and trash removal. **IF YOU ARE RESERVING ELKS PARK, the public rest rooms in The Elks Building must be checked and cleaned both during and after the event.** *Event organizers must bring their own trash bags and cleaning supplies.*
- Grass/landscape protection for high traffic areas is required
- Motorized vehicles are not allowed on the grass or pathways and must park in designated areas
- Landscape or facility damage will be billed to event organizers at replacement costs plus 15%
- Signage shall comply with all applicable Town policies
- Commercial advertisements, commercial logos, web addresses, and so forth are not allowed
- Attaching signs, decorations, etc to trees is prohibited
- Tents or other temporary structures may not be placed without obtaining permission first
- Liability insurance coverage paid for by the user may be required depending on the type of reservation
- A Town of Telluride business license may be required depending on the type of reservation
- Vending shall comply with Town regulations
- No person shall use this property for business purposes or monetary gain, unless approved.
- User shall release the Town from any liability and holding the Town of Telluride harmless from any claims resulting from leased premises during the term of use
- User has inspected the premises and agrees to accept premises in such condition at the time of the use
- Wood fires are prohibited
- Pets must be on leash and not left unattended
- Pet owners are responsible for cleaning up after their pets
- Event shall comply with Town noise ordinances
- The curfew for all events shall be 9pm in the winter months and 10pm in the summer months
- Applicant and all attendees shall comply with all Town of Telluride Rules, Regulations, and Ordinances

I have read and fully understand all information on the Main Street Mall Reservation Request. As the designated individual or representative of the organization or group listed below, I state that this organization or group will not hold the Town of Telluride, the Parks & Recreation Department, or Board or any Town personnel responsible for any accident or injury which may occur during use of the Town Park. I further understand that the use conditions and clean-up checklist must be adhered to.

Event manager's name: _____ Event date: _____

Event manager's signature: _____

STAFF:

Date and Time of Clean-up Inspection: _____ Copy emailed: _____ Max: __

Deposit rec'd by: _____

Event approved by Parks & Recreation Director: _____

Staff Comments: _____

Date deposit check ripped up / sent back: _____