



Town of Telluride Parks & Recreation Department  
P.O. Box 397 (970) 728-2173 FAX: (970) 728-9645  
Email: [abaltzley@telluride-co.gov](mailto:abaltzley@telluride-co.gov)

**FILM PRODUCTION APPLICATION**

- Filming permits do not include traffic control or street closure permission.
- Applicant must be 18 years or older.
- Applications must be complete (see attached checklist) and be submitted a minimum of 30 days prior to the requested date(s).
- All Town of Telluride property must remain open to the public at all times.
- Trash must be removed immediately after event.
- Commercial advertisements, commercial logos, web addresses, and so forth, are not allowed.
- The Town reserves the right to charge a fee for the use of Town property and/or resources.

**Applicant/Organization** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Daytime phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Location(s) of requested filming:** \_\_\_\_\_

**Date(s) and time(s) of requested filming:**

*Date(s)*

*Time(s) - indicate a.m. or p.m.*

\_\_\_\_\_ **until** \_\_\_\_\_

\_\_\_\_\_ **until** \_\_\_\_\_

\_\_\_\_\_ **until** \_\_\_\_\_

**Filming description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will there be music?** Yes / No Live \_\_\_\_\_ Amplified \_\_\_\_\_

**Will any food, merchandise, or services be sold?** Yes / No If yes, please describe.

**Will a fee or donation be collected?** Yes / No If yes, please describe.

**Submit the following with your application:**

- \_\_\_1. **Location map.** Map should be large enough scale to show activities as requested.
- \_\_\_2. **Proof of a Telluride Business License.** See Town Clerks office.
- \_\_\_3. **A check payable to the Town of Telluride in the amount of \$500 for damage / clean-up / performance deposit.** 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 are fulfilled as stated.
- \_\_\_4. **A check payable to the Town of Telluride in the amount of \$100 for permit fee.**
- \_\_\_5. **Certificate of insurance** including the following:
  - A. The "Town of Telluride" named as an additional insured.
  - B. A minimum of \$1,000,000 per occurrence **primary** coverage & \$2,000,000 annual aggregate.
  - C. A minimum 30 days notice of cancellation.
  - D. Host and general liquor liability coverage (if applicable).
  - E. A minimum of \$1,000,000 personal and advertising injury coverage.
  - F. A minimum of \$50,000 fire damage.
  - G. A minimum of \$1,000,000 comprehensive auto liability (if applicable).

**Conditions for Use of Public Property**

- Area must remain open to the public at all times, unless a liquor license is obtained.
- 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. *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
- Applicant and all attendees shall comply with all Town of Telluride Rules, Regulations, and Ordinances
- 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.
- Vending shall comply with Town regulations
- No person shall use this property for business purposes or monetary gain, unless approved.
- 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

**I hereby agree to indemnify TELLURIDE, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the above event. I further understand that the above use conditions must be adhered to.**

**APPLICANT:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Parks & Rec. Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Marshal

\_\_\_\_\_  
Date

All required items received by: _____		Max: _____
Copy sent to: _____ Applicant	_____ Marshals	_____ Public Works
Date deposit check ripped up / sent back: _____	_____ Manager	_____ File