



TOWN OF BUENA VISTA COLORADO
Application Form for Street Closure

A diagram of the proposed Parade Route/Street Closure is required. *(Diagram should be presented on a separate page and submitted with this request.)*

\$50.00 for Town Streets \$75.00 for State Highways
Payable to "Town of Buena Vista"

Date of Event: _____
Start Time of Event: _____
End Time of Event: _____

Date of Request: _____

Name of Applicant/Contact Person: _____

Name of Group or Organization: _____

Address of Applicant: _____

City, State, Zip Code: _____

Phone: _____ E-Mail: _____

Purpose of the Request: _____

Name of Town Street(s) requested for closure: _____

Adjoining Cross Streets (if applicable): _____

Please indicate if you will be requiring assistance from the following departments.

Public Works: 755 Gregg Drive, 719-395-6898

What type of assistance? _____
(Street barricades, posts, poles, cones, etc.)

Buena Vista Police Department: 123 Linderman Avenue, 719-395-8654

What type of assistance? _____
(Traffic control, etc.)

IMPORTANT

**If your street closure/parade route will cross a state highway such as US Highway 24, the Town of Buena Vista, on your behalf, must obtain written approval from the *Colorado Department of Transportation (CDOT)* prior to presenting your request to the Town of Buena Vista Board of Trustees for approval.

****Please allow for this approval process and submit you requests in a timely manner.**

Request is: Approved Denied by the Colorado Department of Transportation (CDOT)

Date of Approval/Denial: _____ (CDOT Letter Attached)

1. **Familiarity with the Law:** Applicant acknowledges that it has been provided with a copy of Section 11-111 of the Buena Vista Municipal Code entitled "Use of Public Places" (See Page 3) and that Applicant has read and become familiar with such law. Further, by signing this Agreement, Applicant agrees to become bound by the terms, provisions and requirements of the said Section 11-112 of the Buena Vista Municipal Code.
2. **Payment of Costs:** The Applicant hereby agrees to pay to the Town upon request, or within 30 days thereafter, the actual costs incurred by the Town in providing any additional municipal services that may be required as a result or which shall arise from Applicant's use of the street(s). Such costs may include any regular or overtime salaries for Town personnel, and the use of Town equipment and fuel for such equipment.
3. **Insurance:** The Applicant shall pay for and provide public liability and spectator's insurance in the amounts of \$150,000/per occurrence and \$600,000/general aggregate. Such coverage must be in full force and effect throughout the entire time Applicant uses the street(s). If, for any reason, the required insurance is not in full force and effect on the dates and times specified in Paragraph 1 of this Agreement, the Town's permission to use the street(s) shall be deemed to have been revoked and Applicant shall not be permitted to use the street(s). Evidence of the required insurance shall be submitted with the application.
4. **Conduct of Applicant:** Applicant shall see that all members, guests, participants, spectators and others shall act in a responsible manner at all times while using the street(s). The special event(s) sponsored by the Applicant shall be held in such a manner so as to cause the least amount of disturbance to those persons residing near the street(s) and to minimize the damage to public property.
5. **Damages:** Applicant hereby assumes financial responsibility for all damage done to public property during the time Applicant uses the street(s) and Applicant agrees to pay for any damage to public property during such usage.
6. **Revocation of Permit:** This permit may be revoked at any time by the Town.
7. **Authority:** The undersigned person represents and warrants to the Town that he/she is fully authorized to execute this Permit on behalf of the Applicant.
8. **Attendance:** If attendance at this event is expected to exceed 200 or more people, a Special Events Permit is required in addition to this permit.

REQUIREMENT: A diagram of the proposed Parade Route/Street Closure is required. (*Diagram should be presented on a separate page and submitted with this request.*)

APPLICANT:

By: _____ Phone Number: _____

FOR THE TOWN OF BUENA VISTA

Approved by: _____ Date of Approval: _____
Town Administrator

Approved by: _____ Date of Approval: _____
Chief of Police

Approved by: _____ Date of Approval: _____
Fire Chief

Approved by: _____ Date of Approval: _____
Public Works Director

Date Paid: _____ Amount/Payment Method: _____ Received By: _____

Section 11-113. Use of public parks and recreation areas

Town parks and recreation areas may be reserved and used for special events by groups, associations, or similar organizations, by permit issued by the Town Administrator upon compliance with the following terms and conditions:

- (1) Written application for a permit shall be submitted to the Town Administrator containing such information as the Town Administrator deems necessary to evaluate the proposed special event.
- (2) The applicant shall pay an application fee and agrees to pay upon request the actual costs to the Town in providing any additional municipal services as may be required in connection with the special event. Additional services shall include any regular or overtime salaries of Town personnel, equipment usage and fuel.
- (3) The applicant agrees to pay for and provide proof of liability insurance in an amount and for such coverage as may be required by the Town Administrator to protect the Town from any liability for any injuries or damages of any kind which may arise out of the holding of the special event.
- (4) The special event shall be conducted in a manner that creates the least amount of disturbance to those persons residing near the park or recreation area and minimizes damage to public property. The applicant shall compensate the Town for all damage done to public property during the special event. (Prior code 12.28.030; Ord. 5-1998, §1)

Comments:
