

## **Appendix C ~ Special Event**

### **Special Event Vendors (See Attached Special Event Business License)**

All businesses/vendors in the Town of Buena Vista are required to have a Business License. Vendors are allowed to get a Special Event Business License for a single occurrence. In the occurrence a vendor has a Business License in the Town of Buena Vista they are not required to get the Special Event Business License.

#### **Sec. 6-30. Special events business license.**

(a) Any person or organization conducting or sponsoring a special business or fund-raising event must apply for and obtain a special events business license from the Town and pay the fee therefor. Applications for a license shall be made on forms provided by the Town Clerk. No special events business license for an event occurring on Town-owned property or right-of-way shall be issued without the applicant or person or organization sponsoring the event having first obtained a permit from the Town to use or occupy the Town-owned property as required by Article VI of Chapter 11 of this Code.

(b) Applications for a special events business license must be submitted not less than thirty (30) days prior to the date of the special event and must identify the name and address of each person or organization sponsoring the event. Applications must be accompanied by a written plan describing, at a minimum, the manner in which the special event shall be conducted, including, without limitation, (i) a description of all proposed activities and any booths or other structures to be constructed or utilized, (ii) a list of all transient merchants and other businesses participating in the special event, and (iii) whether a street closure will be necessary.

(c) Applications for a special event business license shall be approved or denied by the Town Administrator. No license shall be issued for an event on Town-owned property or right-of-way without written verification that the licensee has and shall continue to maintain general liability insurance sufficient to insure and indemnify the Town against any injury to person or property that might arise from or during the event. Insurance coverage shall be in amounts not less than those recovery limits set forth in the Colorado Government Immunity Act, Section 24-10-114, C.R.S., or any successor statute thereto.

(d) All licensees shall inform each person or organization intending to make, or making, any retail sale at the special event of their duty to secure a Colorado sales tax license and to collect and remit the appropriate sales taxes, unless the event sponsor or organizer elects to collect and remit such taxes under its own sales tax license, if any.

(e) Where the event sponsor or organizer elects to collect sales taxes under its own sales tax license, said sponsor or organizer shall submit to the Town Clerk within thirty (30) days after the conclusion of the special event a written financial report reflecting, at a minimum, total sales of goods and/or services generated at the special event and the total sales tax revenues collected. Compliance with the reporting requirements in this Subsection shall be in addition to any required sales tax reporting due to the Colorado Department of Revenue.

(f) Any transient merchant or business authorized by the event sponsor to participate in a licensed special event shall be exempt from having to obtain an individual business license to conduct business at such event. (Ord. 14-2002 §2)

**APPLICATION FOR A BUENA VISTA SPECIAL EVENT LICENSE**

1. Name of Business: \_\_\_\_\_
2. Owner(s) Name: \_\_\_\_\_
3. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
4. Mailing address (If different from above): \_\_\_\_\_  
\_\_\_\_\_
5. Local Address (if applicable): \_\_\_\_\_  
\_\_\_\_\_
6. Place of Business (full address): \_\_\_\_\_  
\_\_\_\_\_
7. Telephone No.: \_\_\_\_\_ 8. State Sales Tax Acct. No. \_\_\_\_\_
8. Principal Goods or Service Provided: \_\_\_\_\_  
\_\_\_\_\_
9. Does the business handle or sell food items? \_\_\_\_\_ **If yes, submit written approval from the Chaffee County Environmental Health Department.**
10. Specific dates business is to be conducted in Buena Vista: \_\_\_\_\_
11. Vehicle description and plate number: \_\_\_\_\_
12. Vehicle Identification Number: \_\_\_\_\_
13. Name and Drivers License Information of Vehicle Operator: \_\_\_\_\_  
\_\_\_\_\_
14. If you have ever been convicted of any crime, including misdemeanors and violations of municipal ordinances, other than traffic violations, please describe and include the jurisdiction and nature of the offense and penalty imposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare, under the penalty of perjury, that this application has been examined by me; that the statements made herein are made in good faith pursuant to applicable tax laws and regulations, and to the best of my knowledge and belief, are true, correct, and complete.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

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

The Buena Vista Special Event License is \$12.00. Make check payable to the "Town of Buena Vista." Thank you.

**Please mail completed application and fee to:**

Town of Buena Vista  
PO Box 2002  
Buena Vista, CO 81211

Questions? Call (719) 395-8643 ext. 10

<u>For Office Use Only</u>
License No. _____
Date mailed: _____