



**EVENT APPLICATION & GUIDELINES**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Event Time: \_\_\_\_\_

Describe in detail the proposed use and activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any special requirements or potential impacts of the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Use Fee (if more than 12 people): \$25

Damage Deposit (additional, refundable fee if group size is 13-50 max people): \$50

*Please make checks payable to Ridgway Community Garden, PO Box 635, Ridgway CO, 81432.  
Reimbursements will be remitted within 10 days of the event.*

\_\_\_\_\_  
Applicant Signature Date

## USE GUIDELINES

The Ridgway Community Garden (RCG) is located on public Town of Ridgway property: Green Street Park. Thus, per RCG's lease agreement and liability considerations, we comply with Town's use guidelines of public spaces and right of ways.

### **Water**

Potable water is available at the wash station. Water should be used with conservation in mind. No water play allowed.

### **Sanitation**

Not available.

### **Electricity**

Not available.

### **Sound Amplification**

Not allowed.

### **Alcohol Use**

**NO alcoholic beverages may be possessed**, consumed or provided on any public property unless the event organizer has been issued a Town of Ridgway Special Event Liquor License. All provisions of the Colorado Liquor Code and local law related to liquor apply. Contact the Town Clerk at 970-626-5308 Ext 211 to obtain a license.

**Selling of alcoholic beverages** requires an application for a State of Colorado Special Events Liquor License. Application must be made with the Town Clerk, and the license received prior to holding the event.

### **Parking**

Parking is available in the gravel lot immediately south of the garden. Please do not park in the grass or wood chipped areas. Additional parking is available on Green Street.

### **Refuse Collection**

Leave no trace: please provide your own receptacles and remove all trash.

### **Food Service & Merchandise Vendors.**

Names of vendors if present: \_\_\_\_\_

*An application for a Special Event Vendor License must be submitted to the Town, along with a detailed list of all vendors must be provided 15 days prior to the event. The Town will prepare sales tax remittance forms and it will be the responsibility of the event organizer to collect all sales tax remittances and ensure they are remitted to the Town within 30 days after the event.*