



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: _____

Event Fee: \$50

Damage Deposit (max 100 people): \$100

Please make checks payable to Ridgway Community Garden. Reimbursements will be remitted within 10 days of event.

Applicant Signature

Date

[Type here]

Submit Form & Questions To: Chris Lance chrissylance@gmail.com

[Type here]

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 garden spigots. Water should be used with conservation in mind. No water play allowed.

Electricity

Not available.

Sanitation

Not available.

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.

Sound Amplification

Not allowed.

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.

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