

Fee Paid:

Date:

Received by:

Town of Vail: Special Event Permit Application
TEMPORARY TENT PERMIT

\$100 Non-refundable fee. Check payable to Town of Vail.

Please use this form only if you are not required to fill out a complete Special Event Permit Application. Direct questions to the Special Events Coordinator at: (970) 477-3551

EVENT: _____ **DATE TENT(S) WILL BE IN USE:** _____

LOCATION: _____ **PROPOSED OCCUPANCY:** _____

Please describe nature of the activity that is proposed to take place within the tent: _____

Event Producer: _____ **Contact Person:** _____

Phone: _____ **Cell Phone:** _____

E-mail: _____

Any tent over 10' x 12' must have a tent permit. Canopies are tents without walls, and unless of unusually large size, do not require a tent permit. Please attach a diagram (8-1/2 x 11) including the following details:

- Location
- Layout and dimensions of the tent.
- Vehicular delivery area and the emergency access area
- Exits
- Electricity, gas, heating, lighting and the fuel storage site.

Specifications of the tent: (if possible, attach photograph or manufacturers brochure)

Dimensions _____ Color _____ Style _____

Fabric Type _____ Date of last fire retardant treatment (attach certificate) _____

Interior finishes: (furniture, floor coverings, etc.) _____

Date of installation? _____ And breakdown? _____

Who will be doing the installation? _____ Phone: _____

Size of fuel storage source _____

Description of all electricity, gas, heating and lighting that is proposed: _____

FOR TENTS LOCATED ON TOWN OF VAIL PROPERTY (I.E. Public Parks and Right of Ways, etc), PLEASE NOTE THE FOLLOWING ADDITIONAL REQUIREMENTS:

- Please attach a Certificate of Insurance listing the Town of Vail as "additional insured" in the minimum liability amount of \$2,000,000
- Public Way Permit with utility locates is required unless no stakes to anchor tents down are used. You must meet with a Town of Vail representative on-site prior to installation of the tent. Call the Town of Vail Public Works, Parks Division 970-479-2158 to schedule a meeting.
- Floors are required for tents on Town of Vail property that do not have a "hard" surface. Describe the tent floor that is proposed. _____

NOTE: There is a minimum 10-day non-tent usage requirement between events requiring a tent at Ford Park. This time frame is not negotiable. Please contact the Town Clerk's office at 970-479-2136 to verify if a tent placement is acceptable for the time frame desired.

FIRE DEPARTMENT INSPECTION IS REQUIRED PRIOR TO THE EVENT

Please contact the Vail Fire Department at 970-479-2252 to set up an inspection time and date.

APPLICATION IS HEREBY APPROVED: _____ DENIED: _____

Reason for denial: _____

BY VAIL FIRE DEPARTMENT: _____ DATE: _____