

Special Event Application (SEPA) Tool Kit: *for Tier One, Tier Two, and Tier Three Events*

Application Deadlines. An application for a special event permit needs to be received **no later than ninety days (90) before the event**. All Special Event Permit Applications require a processing fee, which differs depending on your application. An application may be submitted less than ninety days prior to the event, but a **late fee** will be included in your application processing fee.

A pre-application permit submission is required for all Tier Two and Tier Three events, A pre-application shall be filed with the Town Manager **not less than one hundred and fifty (150) days before the special event is proposed to begin**.

All applications must be accompanied by a business license application and payment, [or proof of a Town of Breckenridge business license](#).

Required attachment – **Permits require a Crisis Communication Plan.** Please complete the form below and attach it to the application with your Certificate of Insurance. [Crisis Communication Plan Contacts.pdf](#)

Required attachment – **Certificate of Insurance (COI).** All permits require a certificate of insurance (COI) naming the Town of Breckenridge (PO Box 168, Breckenridge CO, 80424) as an additional insured. The COI must demonstrate that the permittee has in effect a policy or policies of general liability insurance covering the special event with minimum combined single limits of not less than one million dollars (\$1,000,000.00). If alcoholic beverages will be served at the special event, the permittee must also provide proof of liquor liability insurance

Required attachment – **Vendor List.** A list of Vendors (including but not limited to food sales, free giveaway booths, security, port-o-let vendor, recycling, barricades, and other vendors & sponsors with employees present) must be provided to the Finance Division not later than 14 days prior to your event. Please use the [Vendor List Template](#) to attach to your application.

Material Management Requirements - On March 28, 2023, the Breckenridge Town Council took a major step toward its material management goals with the passage of Ordinance 12-23 that phases out certain single-use plastics from food service ware and beverage containers. **Beginning May 4, 2023, all events permitted through the Special Event Permit Application (SEPA) will be required to comply with new regulations prohibiting single use plastic service ware and single use plastic water bottles.**

[Material Management Checklist for Plastic Free Events in Breckenridge \(sustainablebreck.com\)](#)

All events are required adhere to the plastic pollution reduction requirements and should submit a plan describing purchasing event inventory around waste prevention.

Required attachment - Tier 2-3 events ONLY, a complete Material Management Plan including a site map with waste and recycling stations is required. The plan should also identify your waste haulers, zero waste specialists, and post-event diversion reporting. If food is being served, composting service is required.

MOBILITY

As part the Town of Breckenridge's [environmental stewardship goals](#), the Town expects all events to support our efforts to reduce carbon emissions by reducing vehicle trips and congestion community-wide. The Town has partnered with the I-70 Coalition to provide information to guest about alternative transportation options.

Required attachment – TIER 2 & 3 ONLY a **Travel Demand Management Plan** including the following messaging efforts, where applicable:

1. Share social media posts regarding how to get to the event via transit, carpool or changing their peak travel time and tag the Go170 campaign.
2. Include information on how to get to the event using transit, carpool or changing their peak travel time in pre-event communications and promotions such as e-blasts.
3. Include information on how to get to the event using transit, carpool or changing their peak travel time on the event webpage.
4. For ticketed events, include how to get to the event via transit, carpool or changing their peak travel time in ticket confirmation emails.

Mobility Tools: The Town of Breckenridge has a robust multi-purpose and multi-surface trail network, a growing electric bus fleet, a free transit system called [Free Ride](#) and strategic partnerships with [neighboring transit providers](#).

Sponsor Activities. Event producers shall ensure that event Sponsors actively participate in the permitted event, which includes, without limitation, engaging with participants in manner consistent with the permitted event activities. Sponsors may be present and active at the permitted event one half hour prior to the event start and one half hour after the event conclusion.

Town Service Fees. If an application includes a request or requirement to use any Town property or Town service in conjunction with the special event, a [Town Service Fee](#), based on a fee schedule approved annually by Town Council will be charged. Applicants are required to pay Town Services Fees at the time of the issuance of the permit.

An applicant may submit a [Fee Waiver Request](#) with its application. Fee waiver requests shall be evaluated by the SEPA Committee and the Events Committee, who will make a recommendation concerning such request to the Town Manager.

Want to serve alcohol at your event? A permit issued under the Special Events Ordinance is not a special events liquor license. [Click here to find information about how to apply for a special event liquor license](#). *Please note that you must apply for a special event liquor license at least 30 days prior to the proposed begin of the event.*

Plan to serve food at your event? Please contact [Summit County Environmental Health Dept.](#) 970.668.4070. [Click here to read about the procedures and guidelines that apply to all special events in Summit County planning to serve food.](#)

How many Portable Restrooms do you need? Depending on the size and location of your event, you may be required to provide portable restrooms. Please review the [Portable Restroom Guidance](#).

Will you be putting up a tent for your event? If you are planning to have tent/tents with an area over 200 square feet, please complete a [Tent Application](#). Tent applications must be sent to Jackie Pike with the Red, White and Blue Fire District. jpika@rwbfire.org

Need police assistance for your event? Complete the [2023 Extra Duty Contract](#) and send to Lyn Herford with the Breckenridge Police Department. lynh@townofbreckenridge.com

Want to hang a banner over Main Street to promote your event? Banner scheduling requests may be made no sooner than six months in advance by completing the [Breckenridge Main Street Banner Application.pdf](#) and submitting it to mainstbanner@townofbreckenridge.com.

[Click here for more information on Main Street Banner Permitting.](#)

If you have questions about this process, please contact Sarah Wetmore at swetmore@gobreck.com or 970-453-5048.