



## The Eagle “Be Our Guest” Program

*We’re rolling out the red carpet...*

### BOG Special Event Permit Application Process

- 1) Fill out “Be Our Guest” special event permit application online at [townofeagle.org](http://townofeagle.org) and submit to Town of Eagle Special Event Department.
  - a. Permit App to include ...
    - i. business owner contact info
    - ii. Operational description pertaining to your request
    - iii. Area you are requesting to possess from TOE – patio, sidewalk, parking spaces or street?
    - iv. Site plan indicating area you are requesting to possess and how it will be set-up.
    - v. Specific action or procedures you will use to mitigate/adhere to current Eagle County Health Code Orders
    - vi. Liability insurance information
    - vii. And other information to be determined
- 2) BOG Permit Application is reviewed by TOE Special Events (TOE-SE).
  - a. If permit has complete information, the business owner is informed that their permit application has been accepted for review. Permit application is then passed on by TOE-SE to the other TOE departments for review. (EPD, EPW, GEFPD)
  - b. If more information is needed on the permit application, it will be sent back to the business owner for additional information and clarification by TOE-SE. Once permit application is complete is sent on to the other TOE departments for review.
- 3) BOG Permit application is reviewed and commented on by other TOE departments (EPD, EPW, GEFPD)
  - a. If permit application is approved without questions by these departments, business owner is notified that their special event permit is approved, they must sign a Limited Use Agreement with the Town and they may go ahead with their activation under the program’s guidelines.
  - b. If these departments have questions or concerns with the permit application, these questions and concerns are communicated by TOE-SE to the business owner for clarification or adjustments. Once all TOE departments approve the permit application, the business owner is notified that their special event permit is approved, they must sign a Limited Use Agreement with the Town and they may go ahead with their activation under the program’s guideline.
- 4) Once the business’s event is fully approved – the business owner will be notified and their business moved into the TOE-SE ‘s promotional plan for program.

*\*Approximate time of approval process is 48 to 72 hours during business hours.*

For more information contact Brian Hall, TOE Special Events Manager

*Contact information below*

*(5/15/20)*

Town of Eagle – Special Events Department

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