



**TOWN OF CRESTED BUTTE  
Big Mine Ice Arena  
Summer Event Information**



The Big Mine Ice Arena is a unique venue within the town limits of Crested Butte. Located at Big Mine Park in the southwest corner of Town, the venue is large enough to accommodate up to 499 people. Big Mine Ice Arena is located on the free Mountain Express Town Shuttle route and is within walking distance of downtown amenities and lodging.

Full information and forms are available at [www.townofcrestedbutte.com](http://www.townofcrestedbutte.com). Pictures of the Big Mine Ice Arena are also available on the website. This packet serves as a synopsis of the rules and regulations managing the summer use of Big Mine Ice Arena for private reservations and Special Events.

#### **Amenities Available**

- Big Mine Ice Arena is a 26,000 square foot, covered outdoor facility.
- Electricity is available throughout the facility with weatherproof GFIs at each building column.
- One 50 Amp outlet is available at the electrical panel in the southeast corner of the building.
- One potable water hose bib located on the north side of the Nordic Center Warming House..
- Paved parking area at Big Mine Park has 48 head-in spaces including two (2) ADA spaces.
- The use of the interior of the Nordic Center Warming House is not included in the Big Mine Ice Arena facility reservation.
- The hockey dasher boards will remain inside the facility throughout the summer. Four (4) separate, eight (8) foot ingress/egress points will be available per the Big Mine Ice Arena Special Event site plan

#### **Rules for Use**

1. Retail sales or trading of goods are not allowed aside from food and beverages on a limited basis.
2. All open flames are prohibited under the ice rink cover including cooking, grilling, smoking, candles, pyrotechnics and portable gas heaters.
3. All food preparation must be located *outside* of the covered facility.
4. Portable toilets and lavatories must be located *outside* of the covered facility.
5. Use of portable temporary membrane structures and tents shall comply with Chapter 24 of the International Fire Code.
6. Event occupancy numbers include all patrons, staff and performers.
7. For events with 300 to 499 people, two (2) fire watch personal and two (2) crowd control managers are required. See items # 11 and 12 below for more information on fire watch and crowd control personnel.



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8. For events with 300 to 499 people, the event organizer must list the Crested Butte Fire Protection District as well as the Town of Crested Butte as “Additional Insured” as specified in the Town of Crested Butte Special Event Application.
9. The Event shall provide a site diagram for Town Staff review at least 45 days prior to the requested event date on a scaled site plan as depicted in **Exhibit A** detailing all of the following:
  - a) A seating diagram showing proposed table seating, row seating, aisles, cross aisles, handicapped accessibility, stage location and type of construction, and any proposed incidental equipment locations. Please see **Exhibit B** for sample seating configurations.
  - b) Assembly style seating for more than 200 people will require seats to be attached together in groups of three (3).
  - c) The proposed location of all required portable toilets: One (1) per every 40 people is required including one (1) ADA style unit.
  - d) The location of all required hand washing stations based on one (1) per 200 each sex, or a total of two (2) per 300 occupants.
  - e) The proposed location of all trash and recycling containers and the provisions for bulk refuse consolidation. Any overnight trash storage must be in approved wildlife resistant containers.
  - f) The proposed location and type of all event security fencing, gate locations and widths and proposed event security personnel.
  - g) The proposed location of any outdoor cooking areas (outside of rink cover), food and beverage serving areas.
  - h) For events requiring a special event liquor permit, the extent of the licensed premises must be indicated on the site plan.
  - i) A description of decorations and any flammable materials to be used in the rink.
6. The Event shall provide a parking and transportation plan if the occupancy will exceed 140 people
7. If there will be amplified sound during the event then the rules and requirements of Crested Butte Municipal Code Section 10-9-50 (noise ordinance) must be followed, including a Special Event notification of amplified sound within a 250 foot radius of the venue.
8. The Event shall provide a clean-up plan demonstrating that the facility will be left in a presentable condition subsequent to the conclusion of the event and prior to the following morning to secure the release of the deposit.
  - a) All decorations and fixtures used to hang decorations must be removed. Tape is very difficult to remove from rink glass and boards due to the residue it leaves. Alternatives to tape are strongly recommended.
9. Event organizers are responsible for providing all trash and recycling for the event. Please provide a trash and recycling plan that emphasizes *a reduction in trash generation and an increase in recycling*.
10. Alcohol consumption shall be in accordance with the liquor code of Colorado, including a Special Event Liquor License when applicable.
11. Fire watch personnel provide by the event organizer must meet with the Crested Butte Fire Protection District (CBFPD) Fire Division and complete a Fire Extinguisher training at least seven (7) days prior to the event. Any fees associated with this training will be determined by the Crested Butte Fire Protection District.
  - a) Duties of the fire watch personnel are detailed in **Exhibits C, D and E**.



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12. Crowd control managers provided by the event organizer must attend training via the International Code Council's (ICC) crowd manager training website <https://www.crowdmanagers.com/>. Crowd control manager training is to be completed at the event organizer's expense. Once completed, the crowd control managers must present the Town with a certificate from the ICC.
  - a) Duties of the crowd control managers are detailed in **Exhibit F**.

### Vendor Rules

The renter must submit a list of all vendors and/or service providers with their application.

- Sales tax must be collected in accordance with Town of Crested Butte sales tax code. View [Sales Tax](#) Information online or contact Tina Curvin at 970-349-5338.
- All vendors and/or service providers must have a current Town of Crested Butte business license. View [Business License](#) information online or contact Diane Theaker at 970-349-5338.
- All vendors and/or service providers must have current liability insurance.

### Reservations

Reservations for facilities are not confirmed until the completed Big Mine Ice Arena Summer Event Rental Form or Special Event Application and all payments have been received and approved.

### Rental Fees and Times

Rental times are for the *full use* of the area, not just the time of the event area at Big Mine Ice Arena. Large tents or stages may be set up the day prior to the event and taken down the day after the event. Tables and chairs may be set up the day prior to the event only if you book a Three-Day Rental.

For Special Events with a Maximum Occupancy less than 300 people (including patrons, staff and performers)

- One-Day Rental
  - Fee \$300 + Deposit \$150 (refundable) Total = \$450
  - You may book a one day rental if you do not plan on using any tents larger than a 10' x 10' "Pop-Up" style tent and all supplies (chairs etc.) will be at the site for the day of the event only. For example, a wedding ceremony only.
- Three-Day (Weekend) Rental
  - Fee \$750 + Deposit \$375 (refundable) Total = \$1125
  - This rental is for large events typically held on a Saturday. The use of the facility begins on Friday with tent, tables, and chairs being dropped off and/or set up. The facility use concludes on Sunday with final items being picked up in the morning.

For Special Events with a Maximum Occupancy of 300-499 (including patrons, staff and performers)

- One-Day Rental
  - Fee \$500 + Deposit \$250 (refundable) Total = \$750



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- You may book a one day rental if you do not plan on using any tents larger than a 10' x 10' "Pop-Up" style tent and all supplies (chairs etc.) will be at the site for the day of the event only. For example, a wedding ceremony only.
- Three-Day (Weekend) Rental
  - Fee \$1200 + Deposit \$600 (refundable) Total = \$1800
  - This rental is for large events typically held on a Saturday. The use of the facility begins on Friday with tent, tables, and chairs being dropped off and/or set up. The facility use concludes on Sunday with final items being picked up in the morning.

Full payment of both the fee and refundable deposit are required prior to confirmation of the reservation. Note that half of the rental fee is non-refundable.

For a Special Event (an event open to the public), an application fee will apply. Special Event permit fees will be replaced with the facility rental fee when applicable.

### Cancellation Policy

- *90 days prior to reservation:* A refund will be issued for the deposit and half of the facility rental amounts.
- *Less than 90 days prior to reservation:* Facility rental fee will not be refunded. Deposit will be refunded.
- *Post Reservation:* If the facility is reserved and not used, no refund for the facility rental fee will be issued. Deposit will be refunded.

### Things to Consider

- The skatepark, Green Lake Trail and disc golf course are adjacent to the Big Mine Ice Arena. Public use of these facilities will occur during daylight hours.
- Parking is limited. Riding the bus, biking, carpooling, and walking to the site are recommended modes of transportation for guests.



**Town of Crested Butte**  
**Big Mine Ice Arena**

**Special Event Checklist**

- Please check this box if you have read and understand the Big Mine Ice Arena Summer Event Information

Please complete the attached site plan detailing the following:

- Tents
- Vendors
- Security
- Portable Toilets and Lavatories
- Food Preparation and Serving
- Seating and Tables
- Trash and Recycling
- Signage
- Fencing
- Booths
- Ingress and Egress

EXHIBIT A  
**BIG MINE ICE ARENA - SPECIAL EVENT SITE PLAN**

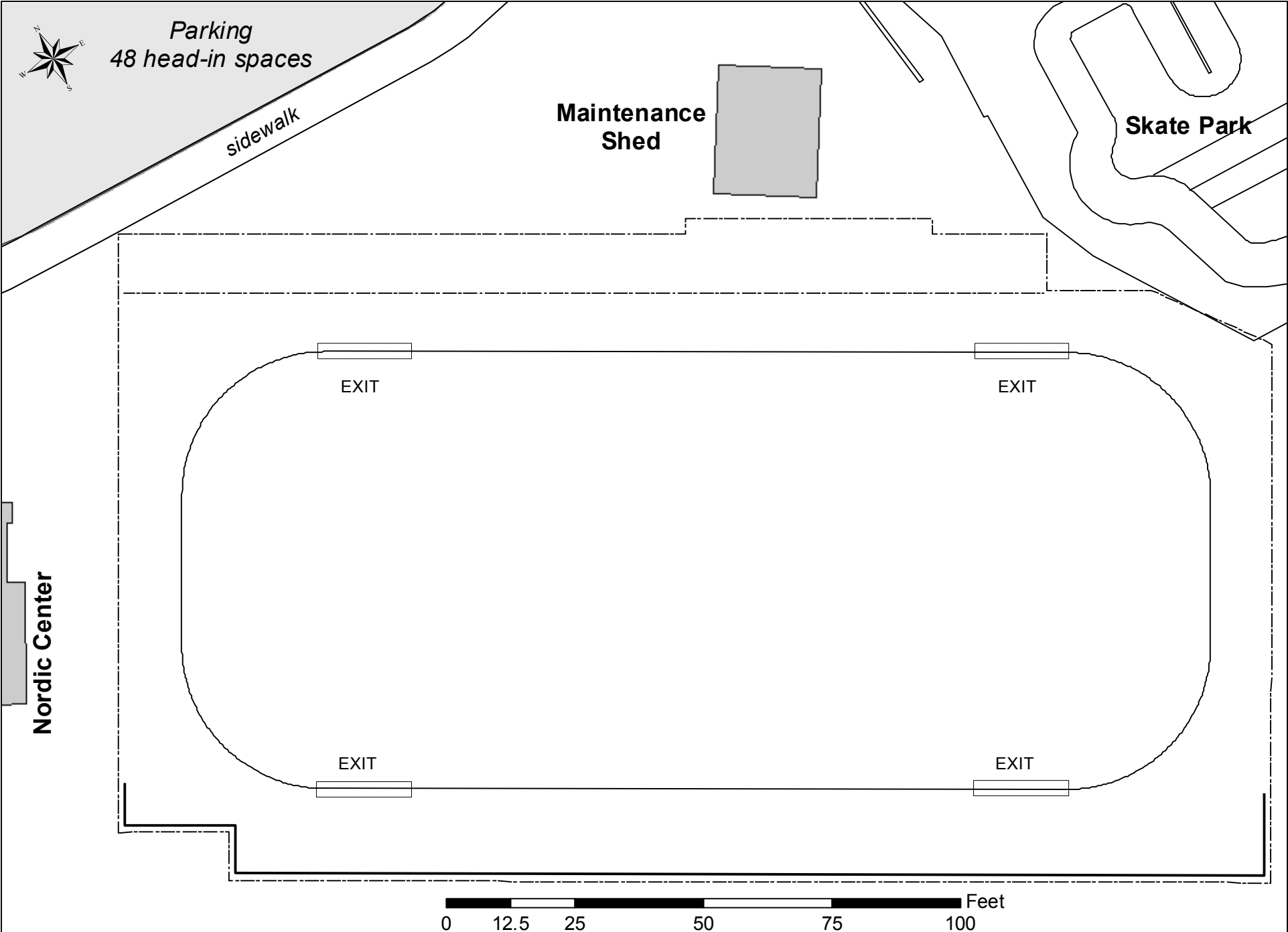
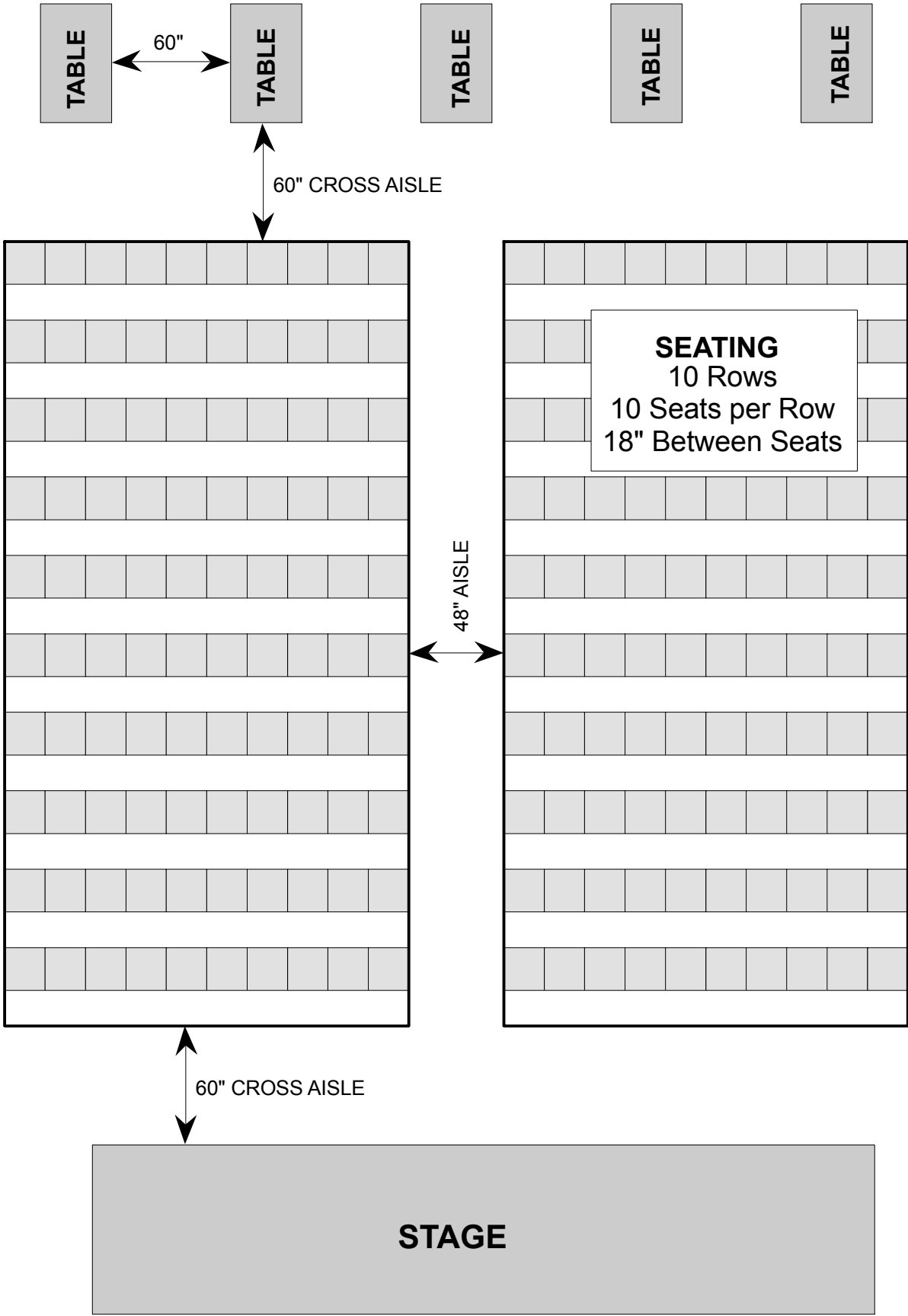


EXHIBIT B  
BIG MINE ICE ARENA - SPECIAL EVENT SEATING DIAGRAM



## Exhibit C

### **Fire Watch and Crowd Control for Big Mine Ice Arena Special Events**

#### **Requirements:**

When assembly occupancy events are taking place at the Big Mine Ice Arena with an occupant load in excess of 299 persons up to a maximum of 499 persons, two (2) crowd control managers and two (2) fire watch personnel are required to be present during the duration of the event.

#### **Qualifications and equipment**

- 1) Crowd Control Managers Crowd control managers are required to have the following qualifications:
  - Be at least 18 years old.
  - Be familiar with the Big Mine Ice Arena.
  - Have a functioning cellular telephone able to contact emergency services.
  - Be familiar with the use of portable occupant notification systems such as a bullhorn.
  - Be familiar with the use of a portable light source such as a flashlight.
  - Be trained in the use of a fire extinguisher, have completed a certified online training course (<https://www.crowdmanagers.com/>) and be registered with the Crested Butte Fire Protection District (CBFPD) at least seven days prior to the event for which they will be acting as a crowd control manager.
- 2) Fire Watch Personnel: Fire Watch Personnel are required to have the following qualifications:
  - Be at least 18 years old.
  - Be familiar with the Big Mine Ice Arena.
  - Have a functioning cellular telephone able to contact emergency services.
  - Be familiar with the use of a portable light source such as a flashlight.
  - Be trained in the use of a fire extinguisher and be registered with the CBFPD at least seven days prior to the event for which they will be acting as fire watch personnel.
  - Fire watch personnel shall not be assigned any other duties during the event

#### **Responsibilities and Duties**

##### 1) Crowd Control Managers

Crowd Control Managers shall conduct pre-event inspections to identify problems with exits and egress paths, identify any potential obstructions or hazards, remove them/ correct them and maintain the egress system in a safe condition. The pre-event checklist (**Exhibit F**) will be provided to the Town one (1) hour prior to the start of the event. Know how to use a portable fire extinguisher. Have the ability to notify, coordinate and guide the crowd in an emergency. Recognize when to use protection strategies, including defend-in-place, evacuation or partial evacuation. React to deteriorating weather conditions. Coordinate with emergency responders.



2) Fire Watch Personnel

Fire Watch Personnel shall conduct pre-event inspections to identify problems with exits and egress paths, and assure fire extinguishers are operational. They shall continually patrol the facility for evidence of smoke, fire, or any abnormal conditions. Whenever a life-threatening situation is discovered, the fire watch personnel must immediately contact emergency personnel, rectify the situation, alert the occupants and assist in the orderly evacuation of the facility. Fire Watch personnel shall patrol every 30 minutes by walking throughout the entire building or affected area, looking for evidence of smoke, fire, or any abnormal conditions. The specific route shall be laid out so that the Fire Watch person is required to pass through the entire area to be covered. Where special circumstances exist, such as the presence of exceptional hazards or large areas, additional patrols may be required by the Fire Marshal. Individuals selected shall know the location and operation of all portable fire extinguishers on site. Fire Watch Personnel must be present for the event set-up and clean-up in addition to the duration of the event.

Applicants for the Crowd Control Manager and Fire Watch Personnel positions shall fill out **Exhibit D** and submit it to the Town of Crested Butte.

Fire watch personnel must record a log of their activity. The log is attached to this document as **Exhibit E** and must be submitted to the Town immediately following the event.

Exhibit D

**Fire Watch /Crowd Control Application**

Name/Address of Building: **Big Mine Ice Arena**

Reason for Fire Watch: **Special event with occupancy greater than 299 people**

(circle one of the following)

**Fire Watch**

**Crowd Control**

Name: \_\_\_\_\_ At Least 18 Years Old (circle one): Y/N

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

Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Date of completion fire extinguisher course: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date of completion of NASFM crowd manager online training course (applicable for crowd manager applicants): \_\_\_\_\_

I certify that I have read and understand this document, have completed the required training for this position and can fulfill the above outlined responsibilities and duties.

Signed: \_\_\_\_\_

Date Submitted to the Town of Crested Butte: \_\_\_\_\_

(When completed, please provide this form to the Town of Crested Butte)

Exhibit E

**Fire Watch Log**

Name/Address of Building: **Big Mine Ice Arena**

Reason for Fire Watch: **Special event with occupancy greater than 299 people**

Person Performing Fire Watch: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ AM PM Area Patrolled: \_\_\_\_\_ Status: \_\_\_\_\_

Signature of Fire Watch Personnel: \_\_\_\_\_

Date Submitted to the Town of Crested Butte: \_\_\_\_\_

Exhibit F

**Pre-Event Checklist for Crowd Control Managers (One per Event)**

Name/Address of Building: **Big Mine Ice Arena**

Date: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_

Occupant Load: \_\_\_\_\_ Number of Crowd Managers on Duty: \_\_\_\_\_

<b>EXITS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<i>Is there a clear path from the exit door to a public way i.e. no storage or parking blocking egress routes?</i>			
<i>Are all exit signs visible and illuminated?</i>			
<i>Is emergency lighting functional?</i>			
<i>Are all exit ways, aisles, corridors, stairways, etc. clear of any obstructions?</i>			
<b>PORTABLE FIRE EXTINGUISHERS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<i>Are fire extinguishers available, visible and ready to use?</i>			
<i>Have fire extinguishers been inspected by a licensed contractor in the last 12 months? (current tags)</i>			
<b>SPECIAL CONDITIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<i>Are all decorations flame resistant or treated with an approved flame retardant?</i>			
<b>NOTES AND COMMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>

<b>NAME OF CROWD MANAGERS ON DUTY</b>	<b>CERTIFICATION EXP. DATE</b>		

Name of person completing report (print): \_\_\_\_\_

Signature: \_\_\_\_\_