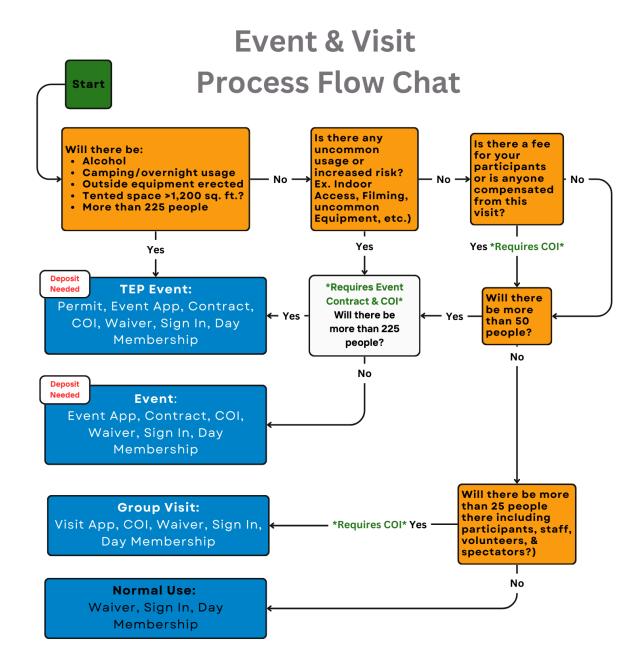


Catamount OFC Event Application





Catamount OFC Event Application **2026 Timeline**



4-6 Months Prior

Initial Communication:

Communicate your interest in hosting the event with Catamount Outdoor Family Center (Catamount OFC) staff via email. We recommend reaching out up to 6 months in advance if possible. A phone call or meeting may be arranged to discuss the details and scope of the event. If the event aligns with Catamount OFC's permitted uses, a staff member will forward the appropriate application based on your request.

3 Months Prior

Event Application

Complete and return the Catamount OFC Event Application and include a tax–exempt (S3) form if applicable.

60 Days Prior

TEP Application to Tow

COFC staff will submit a
Temporary Event Application
to the Town of Williston
should the event meet those
thresholds. No additional
steps are needed from the
Event Holder at this time.

30 Days Prior

Permits and external contracts:

Ensure that all additional permits (for food, vendors, or alcohol) and contracts (EMS, outside contractors, etc.) are in place. Submit proof of these permits and contracts to Catamount OFC staff so proper notification can be provided to the Town of Williston as per the Temporary Event Ordinance.

40 Days Prior

Certificates of Insurance

COI's must be submitted along or shortly after your application, listing Catamount OFC and the Town of Williston as additionally insured.

Deposit Payment:

Pay a non-refundable deposit to hold the event date and cover administrative costs. Choose your preferred payment method: Check or cash (mail or deliver to Hub) made payable to Catamount Outdoor Family Center.

Invoice (sent via Square).

Non-refundable at 30 day mark

30 Days Prior

Event Listing:

Ensure the event is listed on the Catamount OFC webpage with all correct information. Note that the event is non-refundable.

3 Weeks Prior

Accommodations:

Communicate any additional items that need to be ordered to Catamount OFC Event staff (EX. port-olets, event waste containers, ect.). Provide proof of parking accommodations if applicable.

3 Weeks Prior

Facilities Requests:

Communicate any additional requests (e.g., trail marking, alternative courses, mowing, grooming, ATV assistance, race setup and takedown) via email. Catamount OFC staff reserves the right to accept or decline these requests at their discretion.

30 Days After

Final Invoice

After Event Date: The final invoice will be sent out and must be paid within 30 days upon receipt.

Day Of!

Event Date

Enjoy the Event! Please make sure that all event related items are picked up/removed from the trails by the agreed apon time.

2 Weeks Prior

Final Event Contract:

Sign the Final Event
Contract with Catamount
OFC ASAP after planning is
completed.



Catamount OFC Event Application 2026 Catamount OFC Fees

Please check off all items that will or may apply to your proposed Event

Schools, nonprofits, and other groups are eligible for discounts

A single event is max 12 hours.

1. Event or Visit Type (Weddings or celebrations are not permitted at this time):		
 □ Race □ Special Event (e.g., fundraiser, community gathering, festival) □ Corporate Retreat □ Workshop/Class/Clinic/Program □ Group/Club/Team 		
2. COFC Event Deposit Fees (see our <u>flow chart</u>)		
 □ Temporary Event Permit (TEP) Level Event: \$250/event □ Non-TEP Level Event: \$125/event □ Multiple Group Visit Dates: \$100/season invoicing fee (Nov-April or May-October) □ Single Group Visit Date: No Deposit □ Indoor/HQ Access: \$300/event 		
3. Venue Rental Fees (Does not include deposit)		
 North Side Venue Field Rental: \$300/event North Side Venue Field and Trails Rental: \$500/event South Side Venue Field Rental: \$300/event South Side Venue Field and Trails Rental: \$500/event Both Sides Venue Field Rental: \$1,000/event Closed to Public Fee: \$2,000/event 		
4. Additional Venue Costs		
 □ Port-o-Let Fee (1 unit per 50 people): \$250 each (minimum 1 per event) □ Trash and Recycling Containers: \$ \$100/event □ Waste Removal Fee (if trash/waste is left onsite after the event): \$200 □ Utilities Fee (lights, electric, heat): Varies based on needs and duration □ Vendor Access Fee: \$50/vendor 5. COFC Attendee Day Membership Rates 		
☐ Summer Adult (18+): \$5/person		
Summer Youth (17 & under): \$3/person		



Catamount OFC Event Application

		Winter Ski Adult (18+): \$10/person Winter Ski Youth (17 & under): \$7/person COFC Registration Management: \$200/event
6. \$	 Staff	ing Costs
		Race Timing Service Fees: \$150/staff per hour Guides, Coaches, or Instructors: \$100/staff per hour
		Staff Parking Control: \$75/staff per hour COFC Misc. Staffing Fee: Varies based on task and skill set needed
No	te: C	pment Rentals Outside equipment of any kind must be approved by COFC event staff before being brought onto perty.
		Speaker/Announcer Equipment: \$100/event Race Course Design Support: \$100/hour Trail Marking & Take Down: \$100/hour Race Start/Finish Set Up & Take Down: \$100/hour Other ATV Assistance: \$100/hour EMS Coverage (Contracted): Varies (~\$200) Sports Rental Equipment (if applicable): Varies based on type of equipment Canopy Tent (~8'x10') Set-Up & Take Down: \$100/event Fire Pit & Wood: \$20/hour Field Games \$50/day
8. I	ron	notional Materials
		Event on COFC Website Calendar: Included COFC Facebook Event Listing: \$20 All the above and 2 social media blasts leading up to the event: \$50 All the above and 4 social media blasts leading up to the event: \$100 All the above and a highlight in COFC's newsletter: \$150 (Audience of over 6,000 in COFC newsletter)
9. I	Misc	ellaneous Fees
		Damage Fees: Varies Insurance Coverage: \$150 Other Requests (let us know what you need): \$Varies
		Signature