

Town of Westcliffe
Application/Approval for use of Public Park

Date of Application _____

Event Date _____

SECTION 1.	Name/Organization _____ Contact Name: _____ Day Phone#: _____ Alt. Phone#: _____ Address: _____ City: _____ State: _____ Zip: _____																
SECTION 2.	<p>Please check applicable box:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; text-align: center;"> Memorial Park 305 Hermit Rd </th> <th style="width: 25%; text-align: center;"> Hermit Park 4th & Hermit </th> <th style="width: 25%; text-align: center;"> Jess Price Memorial Park 315 Main </th> <th style="width: 25%; text-align: center;"> Event Site Main & Adams Blvd. </th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Ball Field</td> <td><input type="checkbox"/> Playing Field</td> <td><input type="checkbox"/> Jess Price Memorial Park</td> <td><input type="checkbox"/> Event Site (\$500.00 per day)</td> </tr> <tr> <td><input type="checkbox"/> East Pavilion</td> <td><input type="checkbox"/> Pavilion</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> West Pavilion</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Prior arrangement needed (please check applicable box): <input type="checkbox"/> Water <input type="checkbox"/> Electric <input type="checkbox"/> Tents</p>	Memorial Park 305 Hermit Rd	Hermit Park 4 th & Hermit	Jess Price Memorial Park 315 Main	Event Site Main & Adams Blvd.	<input type="checkbox"/> Ball Field	<input type="checkbox"/> Playing Field	<input type="checkbox"/> Jess Price Memorial Park	<input type="checkbox"/> Event Site (\$500.00 per day)	<input type="checkbox"/> East Pavilion	<input type="checkbox"/> Pavilion			<input type="checkbox"/> West Pavilion			
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SECTION 3.	Date(s) of use: _____ Time(s) of use: _____ #Attendees _____ Purpose of use: _____ The Park may be used by the Applicant only on the date(s) and time(s) specified for the specific purpose(s) indicated.																
SECTION 4.	<p>DEPOSIT</p> <p>A permit is required for any size group if applicant wishes to reserve space for a certain date and time.</p> <p>All events, parties or gatherings with expected attendance of forty (40) or more persons must acquire a permit no less than ten (10) days prior to the event and make a damage deposit of one hundred dollars (\$100.00) to be held by the Town Clerk. The deposit will be held by the Clerk until an inspection is conducted by the Parks Maintenance Supervisor, the Parks and Recreation Committee Chairperson or their designee, or the Town Manager within seventy two (72) hours of the conclusion of the event. If in the opinion of the inspector there is no damage or excessive trash left in the park the Town Clerk will refund the deposit. If, however, there is damage or excessive trash all or a portion of the deposit may be held by the town. In the event the amount of any damage and/or the cost of trash removal exceed the one hundred dollar (\$100.00) deposit the applicant will be charged for the excess.</p>																
SECTION 5.	<p>TOILET FACILITIES</p> <p>Two (2) portable chemical toilets shall be obtained, at applicant's expense, for events with expected attendance of between one hundred (100) and two hundred (200). Four (4) toilets shall be provided if attendance is to be between two hundred (200) and four hundred (400) and one (1) additional toilet per one hundred (100) in attendance above four hundred (400).</p>																
SECTION 6.	<p>TENT OR TIE-DOWN STAKES DRIVING ON THE GRASS</p> <p>ABSOLUTELY NO STAKES OR OTHER HARDWARE ARE TO BE DRIVEN INTO THE GROUND OR VEHICLES DRIVEN OR PARKED ON THE GRASS without the presence or by direction of the Parks Maintenance Supervisor or his designee. Damages resulting from such actions will be charged to the permit holder or the host of the event, party or gathering at which the damage took place. If need arises to move tables or trash barrels they must be moved back to their original positions.</p> <p style="text-align: center; background-color: yellow;">NOTE: A TENT REQUIRES TEN (10) DAYS NOTICE PRIOR TO THE EVENT.</p>																

SECTION 7.	<p>ALCOHOL</p> <p>No alcohol is permitted in any town park or recreation area without first obtaining express prior approval from the Town Manager pursuant to terms, conditions, and rules established by the Town Manager.</p>
SECTION 8.	<p>SPECIAL CONDITIONS</p> <p>All permit holders and casual users are required to adhere to all other applicable ordinances, statutes and regulations. If the permit applicant is hosting an event that will result in financial gain state and local sales tax licensing and collection will apply, the applicant will also furnish proof that liability insurance is in place naming the Town of Westcliffe as a covered party and to further indemnify the Town of Westcliffe from any civil actions and any liability for damages, claims, or causes of action of any nature whatsoever.</p>
SECTION 9.	<p>I/We have read and agree to the above guidelines and Ordinance #6-2008.</p> <p>Signature(s) _____ Date: _____</p>
<p>Approved by _____ Damage Deposit Received _____</p> <p><i>Please make check payable to Town of Westcliffe and provide a self addressed stamped envelope so we may return your check to you.</i></p>	