

Town of Westcliffe Park Usage Application

P.O. Box 406, 1000 Main Street, Westcliffe, CO. 81252, 719-783-2282

The Town of Westcliffe encourages the use of its parks for the pleasure of its citizens, and reminds applicants to consider impacts on neighbors living adjacent to these public areas so we may all continue to enjoy our parks!

PLEASE INITIAL ALL BOXES!!

Please contact the Town office should there be any questions in filling out this form. The Town office is open from 8:00 a.m. to 5:00 p. m. Tuesday through Friday.

Thank you~

Applicant Name: _____

Organization: _____

Mailing Address: _____

Telephone Number: _____

E-Mail: _____

Please describe the event: _____

#Attendees: _____

Date(s): _____ Hours: _____

Date(s): _____ Hours: _____

Which park do you want to use?

- Memorial Park – 305 Hermit Road- **Restrooms & Playground are not included**
 - Ball Field
 - East Pavilion
 - West Pavilion
- Hermit Park – 4th & Hermit Road- **Has NO Restrooms**
 - Playing Field
 - Pavilion
- Jess Price Memorial Park – 315 Main Street

Will there be vendors?

- No Yes
- A list of vendors is being provided to the Town for tax compliance.
- We have contacted the Department of Revenue to work out how taxes will be submitted for the event; either electronically or manually.
- Vendors will be notified that tax compliance will be monitored.
- Chalk or tape are permitted to define vendor boundaries on the grass.

Do you have any special requests?

- No
- Yes _____

Pricing:

- Damage Deposit** **\$ 100.00**

NOTE: Deposits are returned after the first Tuesday the month following your event.

Date Submitted _____ Amount _____

- Usage Fee – Non Refundable** **\$ 25.00**

For any size group.

Date Submitted _____ Amount _____

TOTAL FEES SUBMITTED **\$ _____**

All fees must be submitted no less than thirty (10) days before the date of the event.

ALCOHOL

No alcohol is permitted in any town park or recreation area without first obtaining express prior approval from the Town pursuant to terms, conditions, and rules established by the Town.

TOILET FACILITIES-If you do not comply with Title 7, Chapter 2, Section 3(B)you will forfeit your deposit.

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).

TENT OR TIE-DOWN STAKES DRIVING ON THE GRASS

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.

INSURANCE

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.

Other items submitted for consideration: *(On an attached piece(s) of paper)*

- Safety Plan (ie – How would you deal with a natural emergency or a tree limb falling?)
- Security Plan (ie – Vendor security, controlling alcohol, etc)

The undersigned agrees to restore the park to pre-event condition, safety standards will be observed at all times, no glass will be brought into the park and all fees submitted are non-refundable, even if the event is canceled.

Signed and submitted this _____ day of _____, 20__.

Printed Name: _____

Signature: _____

Application is deemed complete and is accepted. Employee Initials _____

Return Damage Deposit Retain _____ of Damage Deposit

Reason for retainage _____

Parks Maintenance Supervisor: _____ Date: _____