## Town of Westcliffe Application/Approval for use of Public Park

Event Date \_\_\_\_\_

Date of Application\_\_\_\_\_

SECTION 1.	Name/Organization Contact Name:				
SECTION 1.	Address:				
	Please check applicable box:				
SECTION 2.	Memorial Park 305 Hermit Rd	Hermit Park 4 <sup>th</sup> & Hermit	Jess Price Memorial Park 315 Main	Event Site Main & Adams Blvd.	
	□ Ball Field	☐ Playing Field	☐ Jess Price Memorial Park	☐ Event Site (\$500.00 per day)	
	☐ East Pavilion	□ Pavilion			
	☐ West Pavilion				
	Prior arrangement no	eeded (please check ap	pplicable box):   Water	□ Electric □ Tents	
SECTION 3.	Date(s) of use:	Ti	me(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.	Apermit is required for any size group if applicant wishes to reserve space for a certain date and time.  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.				
SECTION 5.	TOILET FACILITIES  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).				
SECTION 6.	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.  NOTE: A TENT REQUIRES TEN (10) DAYS NOTICE PRIOR TO THE EVENT.				

SECTION 7.	ALCOHOL  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.		
	SPECIAL CONDITIONS		
SECTION 8.	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.		
SECTION 9.	I/We have read and agree to the above guidelines and Ordinance #6-2008.  Signature(s)		
	Damage Deposit Receivedck payable to Town of Westcliffe and provide a self addressed stamped envelope so we may return your check to you.		