



**TOWN OF CARBONDALE
PARKS & RECREATION
567 COLORADO AVE
CARBONDALE, COLORADO 81623
PHONE: 970-510-1214**

**APPLICATION AND PERMIT FOR PRIVATE USE OF COMMUNITY PARK PICNIC SHADE
SHELTER FACILITIES (WITHOUT ALCOHOL)**

NAME OF ORGANIZATION OR EVENT: _____

CONTACT PERSON: _____ **DOB:** _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____

PARK REQUESTED: _____

DESCRIPTION OF EVENT OR ACTIVITY: _____

ESTIMATE NUMBER OF GUESTS: _____

DATES & TIMES REQUESTED: **(ALL RENTALS HAVE A MAX OF 4 HOURS)**

DATE(S)	START TIME (INCLUDING SET UP TIME)	END TIME (INCLUDING TAKE DOWN TIME)

FEES FOR THE PARK:

_____ \$15 For events under 50 people.

_____ \$30 For events of 50-100 people.

_____ \$10 Alcohol Permit **(All alcohol permits will be available for pick up at the Carbondale Recreation Center after the event has been approved and payment has been collected.)**

CLEAN UP/DAMAGE DEPOSIT:

_____ \$100 for events of 0-100 people. This amount may be increased if it is deemed necessary for a particular event or activity. Deposits will be returned by check to the name and address provided above. *Please allow up to 2 weeks for refund checks.

_____ Total Amount Required Date Received: _____ Cashier: _____

--- PLEASE READ RULES CAREFULLY ---

1. Events with less than 100 participants shall be reviewed and acted upon by the Town Administration.
2. All events for which there is a paid admission or donation shall be required to undergo a Use Permit Review.
3. **Hours of Use: 9:30 A.M. to ½ Hour after sunset. *These hours are to be strictly observed, unless the Carbondale Board of Trustees has specifically approved an exception.***
4. **NO ANIMALS OR GLASS CONTAINERS ARE ALLOWED IN THE PARK.**
5. **NO AMPLIFICATION or ALCOHOL ARE ALLOWED IN THE PARK WITHOUT A PERMIT.**
6. No additional structures, including tents, trailer, etc. shall be allowed at the facility unless approved in writing by the Town Administration.
7. **Vehicles will not be allowed on the grass area.** All items to be brought into the park will be hand carried.
8. Construction of sets or structures on or around the stage is prohibited unless approved in writing by Town Administration.
9. Use of the Ben Reed Gazebo in Sopris Park is prohibited without specific written approval by Town Administration and approval on this form.
10. Sopris Park is the only location for commercially rented bounce house use. See specific Sopris Park Bounce House Rules and Regulations, available at Town Hall, which includes a map specifying acceptable locations for the bounce house to be located, and Town of Carbondale insurance requirements from the commercial company.
11. The user is responsible for any damage to the premises; ordinary wear and tear is acceptable. The premises must be left in a clean usable and undamaged condition or appropriate cleaning and damage expenses will be deducted from the deposit and/or additional charges assessed. The Town reserves the right to charge at its costs, for the removal of rubbish, scrap paper, lumber or other materials.
12. **RENTER MUST REMOVE ALL TRASH FROM THE PREMISES AT END OF RENTAL**
Our parks crew does not work on weekends, and our trash bins are locked. You must bring your own trash bags to remove trash from the premises.

I, _____, representing _____ certify by affixing my signature hereto that I have read, understand, and will conform with the foregoing statement and rules of use, and recognize that failure to comply to any of the above will cause forfeiture of the deposit. I further certify and agree that I and the group that I represent will be responsible and liable for damages and/or clean-up that exceeds the deposit and will pay the Town of Carbondale for any and all of those costs.

Signature: _____ Date: _____