



TOWN OF CARBONDALE
511 COLORADO AVE
Carbondale, COLORADO 81623
PHONE: 970-963-2733 / FAX 970-963-9140

APPLICATION AND PERMIT FOR PRIVATE USE OF COMMUNITY PARK PICNIC SHADE SHELTER FACILITIES

NAME OF ORGANIZATION OR EVENT: _____

CONTACT PERSON: _____

TELEPHONE: _____ **E-MAIL:** _____

ADDRESS: _____

PARK REQUESTED: _____

DESCRIPTION OF EVENT OR ACTIVITY: _____

NUMBER OF GUESTS: _____

DATES AND TIMES REQUESTED:

DATE: _____

START TIME (INCLUDING SET-UP TIME): _____

END TIME (INCLUDING TAKE DOWN TIME): _____

FEES FOR THE PARK :

_____ \$15 for events for less than 50 people

_____ \$10 Alcohol Permit

_____ \$30 for events of 50-100 people

CLEAN UP/DAMAGE DEPOSIT:

_____ \$100 for events of 1-100 people. This amount may be increased if it is deemed necessary for a particular event or activity. Deposit will be returned to the name and address provided above.

_____ 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.
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.

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: _____

Mailing Address: _____

Phone number: _____