



Town of Telluride Parks & Recreation Department
P.O. Box 397 (970) 728-2173 FAX: (970) 728-9645
Email: rmcgovern@telluride-co.gov

2018 TOWN PARK FIELD RESERVATION REQUEST

- **Rental Rate: \$15.00/hour per field**
- **Reservations may take place between the hours of 8:00am – Dark**
- **Availability based on the schedule of park staff and all Town Park facilities**
- Applicant must be 18 years or older
- Applications must be complete (includes field rental form, fee, and deposit check)
- Applications are only accepted during the current year
- Applications are considered on a first come first served basis, recognizing historic uses in Town Park
- Large (50+) organizations or individuals will be limited to certain dates and times and may be asked to submit a use plan including the following information: setup, parking, transportation to and from the site, trash/recycling, sanitation, signage, clean up, and a detailed description of proposed use

Field: _____ (Options: Warner, Bear Creek, Festival, and/or Little League)

Date Requested: ____/____/____ **Start Time:** _____ AM / PM - **End Time:** _____ AM / PM

Organization (if applicable): _____ **Applicant:** _____

Mailing Address: _____ **Email:** _____

Home Phone #: _____ **Cell Phone #:** _____

Briefly describe your event: _____

How many people are you expecting? _____

Will there be music? Yes / No Live _____ Amplified _____

Will you erect any temporary structures? Yes / No If yes, please provide set-up plan & schedule.

Will any food, merchandise, or services be sold? Yes / No If yes, please provide a detailed description.

Will a fee or donation be collected? Yes / No If yes, please provide a detailed description.

Detailed Descriptions (if applicable for the above questions): _____

CLEAN-UP DEPOSIT CHECK:

Please submit a check payable to “Town of Telluride” with your reservation form for:

\$50.00 for groups under 50 people OR \$250.00 for more than 50 people

Note: Please include a self-addressed stamped envelope with your deposit. **If no envelope is provided, your check will be torn up after your event** if the requirements of this Agreement and the terms of the Reservation Request on the other side of this form are fulfilled as stated.

CLEAN-UP CHECKLIST:

- _____ Pick up all trash
- _____ Remove signs & decorations
- _____ Replace all equipment in original location

Please read the following conditions for use and sign below.

- Pathways must remain open to the public at all times
- Lawful use and possession of alcohol under the Telluride Municipal Code is limited by Section 10-7-10 to between 10:00 am & 10:00 pm, if the person is:
 - Attending a private function scheduled with the permission of the Town, or
 - Attending a special event which is scheduled with the permission of the Town and has obtained a Special Event Permit through the State of Colorado and/or the local liquor licensing authority
- Use and possession of alcohol is prohibited anytime at the Skatepark, the Town Park Pool, and within any structure in Town Park (excluding the Town Park Pavilion)
- Glass is not permitted
- Event organizers are responsible for cleanup
- Grass/landscape protection for high traffic areas is required
- Motorized vehicles are not allowed on the grass or pathways and must park in designated areas
- Landscape or facility damage will be billed to event organizers at replacement costs plus 15%
- Signage shall comply with all applicable Town policies
- Commercial advertisements, commercial logos, web addresses, and so forth are not allowed
- Attaching signs, decorations, etc to trees is prohibited
- Tents or other temporary structures may not be placed without obtaining permission first
- Liability insurance coverage paid for by the user may be required depending on the type of reservation
- A Town of Telluride business license may be required depending on the type of reservation
- Vending shall comply with Town regulations
- No person shall use this property for business purposes or monetary gain, unless approved
- User shall release the Town from any liability and holding the Town of Telluride harmless from any claims resulting from leased premises during the term of use
- User has inspected the premises and agrees to accept premises in such condition at the time of the use
- Wood fires are prohibited
- Pets must be on leash and not left unattended
- Pet owners are responsible for cleaning up after their pets
- The curfew for all events shall be dark
- Event shall comply with Town noise ordinances
- Applicant and all attendees shall comply with all Town of Telluride Rules, Regulations, and Ordinances

I have read and fully understand all information on the Town Park Field Reservation Request. As the designated individual or representative of the organization or group listed below, I state that this organization or group will not hold the Town of Telluride, the Parks & Recreation Department, or Board or any Town personnel responsible for any accident or injury which may occur during use of the Town Park. I further understand that the use conditions and clean-up checklist must be adhered to.

Applicants Name: _____ **Date:** _____

Applicants Signature: _____

STAFF:

Date and Time of Clean-up Inspection: _____ **Deposit rec'd by:** _____

Rental Fee Amt: _____ **Fee rec'd by:** _____ **Max:** _____

Event approved by Parks & Recreation Director: _____ **Copy emailed:** _____

Staff Comments: _____

Date deposit check ripped up / sent back: _____