



Town of Telluride Parks & Recreation Department
P.O. Box 397, Telluride, CO 81435 (970) 728-2173
Email: asamuelson@telluride-co.gov

2019 TOWN PARK CORE AREA RESERVATION REQUEST

- Applicant must be 18 years or older
- Applications must be complete (with deposit check)
- Applications are only accepted during the current year, starting each January.
- 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.
- Recurring or consecutive reservation requests are prohibited. ***Important—please complete the below box***

Organization/Event: _____

Event Manager: _____

Mailing Address: _____

Email: _____ Day 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 and 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.

<p>Requested Date:</p> <p>Time: (4 hours max)</p>

CLEAN-UP DEPOSIT CHECK:

Please submit a check payable to the *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:

Tent & Oval Area:	_____ Pick up all trash	_____ Empty trash containers
	_____ Sweep concrete areas	_____ Wipe down picnic tables

Warming Hut:	_____ Empty trash	_____ Sweep/mop floors
	_____ Replace trash bags	_____ Wipe counters, shelves
	_____ Wipe walls (if needed)	_____ Remove signs & decorations
	_____ Windows closed & locked, cleaned (if needed)	

Restrooms:	_____ Empty trash	_____ Clean sink & toilets
	_____ Sweep/mop floors	

Please read the following conditions for use and sign below.

- Area must remain open to the public at all times, unless a liquor license is obtained. *Permit does not guarantee that applicant will have sole use of the area; it merely helps the Parks and Recreation Dept. staff in the scheduling of other events*
- Lawful use and possession of alcohol under the Telluride Municipal Code is limited by Ordinance #1379 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 and trash removal. *Event organizers must bring their own trash bags and cleaning supplies*
- 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
- Dogs are prohibited inside all Town Park buildings, including the Warming Hut and restroom facilities.
- Event shall comply with Town noise ordinances
- The curfew for all events shall be 9 pm in the winter months and 10 pm in the summer months
- 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 Core Area 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.

Event manager's name: _____ **Event Date:** _____

Event manager's signature: _____

STAFF: Tentative in MAX: _____ Date and Time of Clean-up Inspection: _____

Reserved in MAX: _____ Deposit received/ Check #: _____ Copy emailed: _____

Event approved by Parks & Recreation Director: _____

Staff Comments: _____

Date deposit check shred / sent back: _____