



CROWN MOUNTAIN
PARK & RECREATION DISTRICT

Community Events/Private Rentals (200pp-500pp)

Name of Applicant _____
Name of Event Organizer/Producer _____
Street Address or P.O. Box _____
City _____ State _____ Zip Code _____
Phone # _____ E-mail _____

NUMBER OF EVENT ATTENDEES _____

The parties do hereby agree to the following:

1. EVENT INFO & FEES:

Event Name: _____

Describe Event Details:

Actual Event Times (not setup/takedown)

Date & Day: _____ Start Time: _____ End Time: _____

Date & Day: _____ Start Time: _____ End Time: _____

Setup

Date & Day: _____ Start Time: _____ End Time: _____

Takedown

Date & Day: _____ Start Time: _____ End Time: _____

Shade Shelters

Pavilion & Center Circle	\$30/hr	Date: _____	Time: _____	Cost: _____
Hexagon Shade Shelter	\$20/hr	Date: _____	Time: _____	Cost: _____
Playground Structure	\$20/hr	Date: _____	Time: _____	Cost: _____
Volleyball Shelter	\$20/hr	Date: _____	Time: _____	Cost: _____
Bike Park Shelter	\$20/hr	Date: _____	Time: _____	Cost: _____
Clubhouse (1 ST FLOOR)	\$100/hr	Date: _____	Time: _____	Cost: _____
Clubhouse (2 ND FLOOR)	\$100/hr	Date: _____	Time: _____	Cost: _____

ADDITIONAL FEES (OFFICE USE ONLY)

Cleaning Fee (one deep clean per day for all pavilion and clubhouse rentals over 75pp)

Pavilion \$100/day # Days: _____ Cost: _____

Clubhouse \$150/day # Days: _____ Cost: _____

Deposit (50%): _____

Total Cost: _____

2.

EVENT LOGISTICS:

A) ALCOHOL SERVICE: Are you selling alcohol at your event?

No _____ Yes _____ Serving Hours: _____

- If yes, renter must attach alcohol permit to the application.

B) FOOD & NON-ALCOHOLIC BEVERAGES

Are you requesting to sell food & or beverages? No _____ Yes _____

*All food vendors with open flames must have a fire extinguisher.

*Eagle county food licensing applies.

C) MERCHANDISE

Are you requesting to sell merchandise? No _____ Yes _____

D) AMPLIFIED SOUND

Amplified sound must be directed away from residence and NO amplification before 8:00am or after 10pm.

No _____ Yes _____ Hours of Amplified Sound _____ to _____

Power Needs: _____

E) TENTS & CANOPIES

No _____ Yes _____

Number of Tents _____ Tent/Canopy Sizes _____

*Tents over 200 sqft require a permit through Basalt & Rural Fire District additional fees may apply.

F) STAGES/PLATFORMS

All stages/platforms must be removed within 48 hours of the event. The location must be approved by CMPRD.

No _____ Yes _____ Description of Location _____

G) FENCING

Fencing types must be approved by CMPRD. No stakes of any kind should go deeper than 10 inches. If irrigation lines are broken renter is responsible for fixing irrigation. Include fencing location on site map.

No _____ Yes _____

Description of Type of Fencing _____

H) OTHER STRUCTURES (eg. tents, bounce houses)

Will your event include any other structures not identified? The location must be approved by CMPRD.

No _____ Yes _____ Description of Location _____

Description of Structure _____

ADDITIONAL SERVICES NEEDED (*Office use only*)

A) SECURITY OFFICERS

No _____ Yes _____ # of officers _____ Start Time _____ End Time _____

Company Citadel Security Phone Number 970.625.4301

B) PARKING

Estimated # of Cars needed to be parked. _____

Pavilion #1 _____ Pavilion #2 _____ Eagle County Lot _____

Forest Service Parking Lot (A) _____ Forest Service Parking Lot (B) _____

Number of Parking Attendants _____

Company Citadel Security Phone Number 970.625.4301

ADDITIONAL SERVICES NEEDED (Office use only)

C) TRAFFIC CONTROL PLAN

No _____ Yes _____

Attach A1 traffic control plan

D) TOILETS

All portable toilets must be removed within 48 hours of the event. The location must be approved by CMPRD.

No _____ Yes _____ Description of Location

Number of Toilets _____ (office use only, 1 toilet/50pp)

Company Redi Services Phone Number 970.456.7786

E) DUMPSTER & RECYCLING

Location of dumpsters & recycling must be approved.

No _____ Yes _____ Description of Location

Size Dumpster _____ (office use only, 1 toilet/50pp)

Company Redi Services Phone Number 970.456.7786

- Renter is responsible for contracting all services requested by Crown Mountain Park above.
- Renter must apply for all special permits for their event.

3. **EVENT MAP:**

A) **SITE MAP (required)** of Event location that shows locations where everything is taking place. The site map should indicate the relative location of the following; all sources of amplified music and direction of sound; tents and canopies with sizes, stages, vehicles, inflatables, toilet locations, dumpsters, fencing, barricades, and other structures; proposed driving paths for all equipment, location of vehicles you wish to retain, location of alcohol fenced off areas, food and merchandise vendors, parking plan with emergency access.

4. **INSURANCE:** applicable to events open to the public, n/a for private, invitation only events.

(RENTER) shall obtain general liability insurance coverage in an amount and form acceptable to the Crown Mountain Park as an additional insured and insuring Crown Mountain District and its officers, agents and employees against any and all liability and damages which may arise out of or directly or indirectly result from the conduct of the EVENT. The **minimum** limits and requirements of the coverage shall include:

- * \$1,000,000 per occurrence primary coverage, and \$2,000,000 annual aggregate
- * Host and general liquor liability insurance in the same amounts listed above
- * \$1,000,000 personal and advertising injury coverage; and
- * \$50,000 fire damage.

Certificates of insurance shall be provided to Crown Mountain District 1 week prior to the event.

5. **PROPERTY DAMAGE:**

- *Renter shall be responsible for paying for all property, equipment, and facility damage on Crown Mountain Park premises as a result of hosting this event/Field Rental. If damage deposit funds held by Crown Mountain Park are insufficient to cover damage, (RENTER) shall be required to pay any additional repair costs.*

7. **LICENSES, PERMITS, AND FEES:**

(RENTER) shall adhere to all local and state requirements regarding business licenses, taxes, vending, and special event permits and policies.

8. **INDEMNIFICATION:**

(RENTER) agrees to indemnify Crown Mountain Park & Recreation District and its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the EVENT.

9. **CANCELLATION OF EVENT:**

The EVENT may be cancelled by Crown Mountain Park, the Executive Director, or his/her designee, if the terms of this Agreement are not substantially fulfilled in a timely manner, or in the event of an unforeseen catastrophic event or act of God. In the event of such cancellation, Crown Mountain District shall remit to (RENTER) all damage deposits minus any expenditures incurred by Crown Mountain District. Neither party shall be liable to the other for any lost profits, lost revenues or consequential damages in the event of such cancellation. The renter will forfeit 100% of reservation deposit, which is 50% of the park rental fee if they fail to cancel rental within one week (7 days) of the event. If the rental is cancelled 7 days or more in advance the renter will lose 10% of their reservation deposit as a booking fee due to our inability up until that time to rent the space and potential lost revenue.

10. **RELEASE OF LIABILITY:**

Crown Mountain Park assumes no responsibility whatsoever, for any non-municipal property used within Crown Mountain Park is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to any person or property of (RENTER), its employees, agents and concessionaires, or of any performer or spectator that may be sustained by reason of the occupancy of Crown Mountain PREMISES under this Agreement.

12. **ATTORNEY'S FEES:**

In the event that suit is brought (or arbitration instituted) or any attorney is employed or retained by any party to this Agreement to enforce the terms of this Agreement, to collect any money due thereunder, or to collect any money damages for breach thereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorney's fees and costs incurred in connection therewith, including the reasonable value of salaried attorney's time.

EVENT REQUIREMENTS APPROVED:

Manager Signature: _____ Print Name: _____ Date _____

Renter Signature: _____ Print Name: _____ Date _____