



Town of Parker Parks and Recreation

Park Shelter Rental Request

- Picnic shelter permits are required for any planned event of 15, or more, participants at any shelter/pavilion.
- Organizations/businesses must obtain a permit prior to using shelters.
- Depending on the scope and attendance of the activity, a community events permit may be required.
- Rental requests will be accepted Dec. 1 for the next year.
- Payment is due at the time of reservation.

Park Shelter reservation requirements:

Contact Name: _____ DOB: _____ Phone: _____ Date: _____

Address: _____ Email: _____

Organization: _____ 501(c)3 Status: Yes: _____ No: _____

Purpose: _____ Projected Attendance: _____ Items for Sale, if any: _____

Add Ons (i.e. Bounce House, Tents): _____

ADDITIONAL NEEDS? COMMENTS: _____

Rental Request:					
(2-hour min. for all shelter rentals. The time listed below should include move-in/move-out time)					
Facility: _____	Date: _____	Start Time: _____	End Time: _____	Office Use:	<input type="checkbox"/> In Active
Facility: _____	Date: _____	Start Time: _____	End Time: _____	Office Use:	<input type="checkbox"/> In Active

CONCESSIONS: Unless otherwise indicated, all concession rights will be retained by the Town.

ALCOHOL: Consumption, sale and possession is strictly prohibited.

Facility Information-Hourly Rates Listed:	
<i>Rates apply for the following designations: Non-Profit (NP), General Public (GP) and For-Profit (FP)</i>	
Auburn Hills (11682 Bradbury Ranch Rd.) <input type="checkbox"/> Pavilion (\$12/NP, \$15/GP, \$20/FP)	O'Brien Park (10795 Victorian Dr.) <input type="checkbox"/> Gazebo (\$15/NP, \$18/GP, \$25/FP)
Bar CCC Park (10951 S. Twenty Mile Rd.) <input type="checkbox"/> Pavilion (\$15/NP, \$18/GP, \$25/FP)	Railbender Skate and Tennis Park (10533 Twenty Mile Rd.) <input type="checkbox"/> Park Pavilion (\$12/NP, \$15/GP, \$20/FP)
Discovery Park (20115 E. Mainstreet) <input type="checkbox"/> Plaza (\$30/All Users) <input type="checkbox"/> Stage (\$40/All Users)	Salisbury Equestrian Park (11920 Motsenbocker Rd.) <input type="checkbox"/> West Pavilion (\$12/NP, \$15/GP, \$20/FP) <input type="checkbox"/> East Pavilion (\$12/NP, \$15/GP, \$20/FP)
McCabe Meadows (19700 Indian Pipe Ln.) <input type="checkbox"/> Pavilion (\$12/NP, \$15/GP, \$20/FP)	Tallman Meadows (12335 Canterbury Parkway) <input type="checkbox"/> Pavilion (\$15/NP, \$18/GP, \$25/FP) <input type="checkbox"/> Electricity - \$5

Once approved, remit Payment/Insurance to:	Office Use Only	
Town of Parker Parks, Recreation & Open Space CO/Bob Bullock 18700 E Plaza Drive Parker, CO 80134	Payment Information: Amount: _____ Payment Method: _____ Date Paid: _____	Insurance/Release of Liability Insurance is: <i>Not Necessary</i> : _____ <i>Necessary</i> : _____ <i>Received</i> : _____

Contact Bob Bullock at 303.805.6311 or BBullock@parkeronline.org for questions.

The Renter Agrees:

1. To use the fields for only the agreed upon dates, times and renters. Transfer of this agreement is not allowed.
2. To use the fields for only the agreed upon purpose.
3. To notify the Town of Parker (Town) of any activities that would be outside of typical venue usage.
4. That failure to use the requested field(s) could result in a loss of further reservations.
5. The Town reserves the right to adjust space assignment in order to accommodate the greatest number of organizations.
6. To be responsible for the behavior of participants and guests. Activities deemed unsafe or behavior deemed inappropriate by the Town will be discontinued immediately and the Renter will surrender the premise forthwith upon demand of the Town.
7. To collect and remove all trash, litter, debris, etc. from the park area assigned following each use. Should clean-up of the facility be required, additional charges may be incurred as outlined in the Parks and Field Use Policy.
8. All un-rented portions of the park shall be kept unobstructed by the Renter and will not be used for any purpose other than ingress/egress to/from the premises.
9. Unless the entire Parker facility is rented, the Town may schedule other productions or events in other parts of the facility not included in the rental agreement.
10. Not to use any field/shelter if there is a danger that the surface will be damaged by playing on or after bad weather or other conditions have affected the field.

REMOVAL OF SNOW IS PROHIBITED

11. The organization will be responsible for the repair and/or cost to repair any damage caused to the sprinkler system, turf, fences, or other areas of the park.
12. Equipment and furnishings in the Parker facility shall not be removed from the premises for any reason.
13. The Town of Parker reserves the right to employ security measures as the Town deems appropriate, at the renter's expense. Parker Police officers are available to contract for your event through the Parker Police department and can be reached at (303) 841-9800.
14. The Town reserves the right to require additional staff to be on duty when the rental group is in the facility. There will be a fee assessed if extra staff is required.
15. The Town of Parker is not responsible for any belongings of persons using the facility. Any property left on premises by the Renter shall, after a period of 14 days, be deemed abandoned and become the property of the Town of Parker. The Town of Parker shall not be liable for any loss or damage to such property.
16. To follow proper procedures and licensing ordinance if concessions of any kind will be sold. Sale of food or concession items *without* prior written consent of the Town is prohibited.
17. That during the use of the park, Renter will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, or national origin.
18. To obey all Town of Parker Municipal Codes (not limited to): 12.02.200 Unlawful consumption of alcohol beverages; 12.02.040-12.02.060 Vandalism, litter and

glass containers prohibited; 12.02.100 Motor vehicles prohibited on park lands; 12.02.110 Illegal parking
 Any material misrepresentation, as determined by the Town of Parker whether written or oral, by the renter, where the Town relied on such misrepresentation in allowing the rental, shall be grounds for the Town's immediate denial, termination or revocation of rental, and applicant may be prohibited from any future use of Town Recreation Facilities.

Failure to comply with any of the guidelines set forth on this page may result in being prohibited from renting any of the Town of Parker's facilities in the future.

Payment and Cancellations:

- The Town reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause, or failure to comply with the Town's policies or guidelines.
 - The Town reserves the right to cancel this agreement upon a 48 hour notice to the renter, or with as much notice as possible in case of an emergency. The renter will receive a full refund.
 - *Limited Use Rentals:* Cancellation of permit must be made 7 business days prior to the scheduled rental. A \$5 cancellation fee will be applied to the refund.
 - *Ongoing Rentals:* Once a renter has reserved fields and a permit has been issued by the Town, no cancellations or refunds will be given. The renter is responsible for all fees associated with the permit, even in the event the field/park is not used. **EXCEPTION:** Weather cancellations are refundable as described below.
 - Refunds *will* be issued due to inclement weather. Weather cancellations must be communicated to the Town within 48 hours after the scheduled rental. No refunds will be issued once a rental has begun, even if the game/event was cancelled later that day due to weather.
 - When a check is presented as payment to the Town, you are authorizing the Town to either use information from your check to make a one-time electronic fund transfer (EFT) from your account or to process the payment as a check transaction. When the Town uses information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day the Town receives your payment, and you will not receive your check back from your financial institution. You may opt out of the electronic fund transfer conversion by writing -opt out- in the top left corner on the front of your check.
- *I have, read, understand, and will communicate to the individual renters, all Parker Recreation Parks and Field Use Policies including the Park Rules and Regulations.
 *I have read and fully agree with and accept all responsibility for the terms and conditions of this agreement.
 *I hereby release and agree to hold harmless the Town and its representatives from all claims of liability for damages and/or injuries incurred in connection with any event or activity.
 *Acceptance of the permit, and the holding of the event, denotes your acceptance of the terms and conditions of this agreement in lieu of a signed document

Signature _____ Date _____