Estes Valley Recreation and Park District
Room Rental Application

660 Community Drive, Estes Park, CO, 80517

Return form to: Tonya Russell tonyar@evrpd.com, (970) 480-1322

Applicant Information	
Name/Responsible Party	
Business/Organization	
Street Address	
City, State, ZIP Code	
Phone Number	
E-mail address	
Date of Birth	
Emergency Contact (on site)	
Cell Phone	
E-Mail Address	

Event Information		
Name of Activity/Event		
Date(s)		
Event hours (30 minute set up/ tear down included in rental)	Start Time:	End Time:
Attendance	# Adults:	# Youth:
Room(s)	☐ Adams ☐ Bighorn ☐ Chiquita ☐ Multipurpose – Full ☐ Kitchen ☐ Patio ☐ Cubz Den ☐ Golf Simulator ☐ Classroom ☐ Game Room ☐ Conference Room ☐ Party Room	
Room Setup Request		

Will food be at your event?	Yes ☐	No ☐	If yes, explain:
Will you need use of the kitchen? ($90 for 4 hours or less, $130 for 5 hours+)	Yes ☐	No ☐	If yes, explain:
Will alcohol be present?	Yes ☐	No ☐	If yes, explain:
Will you need a piano? (Chiquita only, $25 fee)	Yes ☐	No ☐	If yes, explain:
Will you need audio/visual equipment?	Yes ☐	No ☐	If yes, explain:
Will there be amplified sound?	Yes ☐	No ☐	If yes, explain:
Will money be charged or exchanged at your event?	Yes ☐	No ☐	If yes, explain:
Will your event be open to the public?	Yes ☐	No ☐	If yes, explain:

Rules and Regulations Please read and initial in each box

☐ **Payments & Damage/Cleaning**

1. Full payment is due at the time of reservation.
2. Renter assumes liability for damage to the facility by the renter's hired contractors.
3. There is an additional $250 cleaning fee if the facility is left damaged, dirty, or belongings are left.

☐ **Refunds**

1. Renters may receive a full refund (minus a $25 processing fee) up to 30 days prior to the event date.
2. If event is canceled 15-29 days prior to event, a 50% refund will be given.
3. No refunds will be given within 14 days of the event date.
4. Early entry or late vacating, beyond event time, by you or your hired contractors (caterers, florist, musician) will result in additional fees.

☐ **Facility Supervision**

1. A Facility Attendant must be present during all events scheduled during non-operational hours. An additional fee of $25 per hour will be charged.

☐ **Kitchen Rental**

1. Kitchen must be cleaned prior to check out.
2. No food or beverages may be left/stored in the kitchen after your event time is complete.

☐ **Event Set-Up**

1. Tables and chairs are included in event rental and will be arranged according to the event set-upform provided by the renter.
2. Set-up must adhere to fire code and must be approved by Community Center staff.
3. Event set-up form must be received no later than 1 week prior to event. If form is not turned in, theset-up will be determined by the Community Center staff.
4. Once the set-up is completed, any changes are the responsibility of renter.

☐ **Decorations**

1. Decorations may not be nailed or stapled to any part of the walls, ceiling, or floors. Painter's tapemay be used.
2. Rice, confetti, birdseed, glitter, smoke machines, fog machines, bubble machines, etc. areprohibited in or around the premises.
3. No open flames are allowed. All candles must be contained.
4. All decorations must be removed from the facility by the end of event time.

☐ **Music/Noise Level**

1. Music/noise level must be appropriate, as to not disturb regular operations or other facility eventsand must be kept at a reasonable level as dictated by Community Center Staff.
2. Any amplified sound (live band, etc.) requires renting all three multi-purpose rooms (2,800 sq. ft.).

☐ **Alcohol**

1. Private party may have alcohol without additional permits.
2. Activities open to the public requesting alcohol at their event must receive approval from the Townof Estes Park when reservation date is confirmed.
3. Serving and consumption of alcoholic beverages and food is restricted to the room rented.
4. No alcohol is allowed in parking lots.
5. For events without pre-approval of alcohol, if alcohol is found, group will receive one warning. Iffound again, event will be shut down and no refunds given.
6. No one under 21 may consume alcohol. If being served, event will be shut down with no refunds.

☐ **Clean Up**

1. Events must be completed by 11:00 PM and the facility must be clean and vacated by 12:00 AM.
2. Must fill out Site Use Checklist at the end of event.

☐ **I agree on behalf of my agency to be:**

- Financially responsible for any costs incurred by the District for damages to District property.
- Financially responsible to reimburse the district reasonable attorney fees to enforce
- the provisions of any contract that is issued for the activity described in this application.
- Forfeit all fees and deposits as partial compensation to the District for any costs associated with the enforcement of the provisions of the application or reservation.
- Forfeit all fees and deposits if it is determined that I have provided false information on the application.
- Financially responsible for any District costs that exceed fees and deposits already collected by the District for enforcement of provisions related to this application.

☐ **I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and not a guarantee an activity/event will be allowed to commence. If a contract is issued, I agree that:**

1. If any of the information contained in the application is found to be false; or
2. Should my conduct, or the conduct of any participants or guests, not be as described in the application; or
3. Should any applicable Town, County, State or Federal rules, regulations, codes, or laws be violated, any contract issued shall automatically become null and void and any activityassociated with this reservation will immediately cease. If the activity has not yet taken place, the contract will be cancelled.

☐ **To the extent possible by law the user agrees to fully indemnify and hold harmless, the Estes Valley Recreation and Park District (EVRPD) from any claims or demands asserted by any user or third party that rises from the usage of the premise & facilities.**

Agreement & Signature

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized to submit this application on its behalf. The information contained herein is complete and accurate.

Signature:	Date: