



Large Shelter at Lake Estes Pavilion

1770 Big Thompson Ave, Estes Park, co 80517

Contact 970 – 480 – 1313 or pavilion@evrpd.com

LARGE SHELTER AT LAKE ESTES PAVILION | \$395 | 10-Hour Rental

The large shelter at Lake Estes Pavilion is a “Pack-In/Pack-Out” rental space. The renter is responsible for providing all event items/supplies and for set up and tear down within the designated rental time. For example: tables, chairs, cooking utensils, grill, and decorations. Prior to the rental, please request permission/information for the following: food truck, catering, power for DJ/live music.

Marina staff is responsible for the safety and operation of the Marina and its guests and will not be available to help with the set up or tear down of the event. Should you forget any items, local stores may have them available for purchase; supplies are not available at the Marina. Marina staff will empty the trash up to three times during the designative rental time and clean/sweep the large shelter floor in the morning of the rental; however, Marina staff will not be responsible for wildlife “messes” later in the day. We suggest bringing a broom just in case.

Please make sure the shelter is picked up and all belongings have been removed by the end of your designated rental time. There is an additional \$250 cleaning fee if the shelter is left dirty or belongings have not been removed. Feel free to contact us at pavilion@evrpd.com.

GENERAL RULES & GUIDELINES

- The person booking/signing the rental agreement will be responsible for all monetary damage within the designated rental time/date.
- The renter is responsible for making sure the shelter is picked up and all belongings have been removed by the end the designated rental time. There is an additional \$250 cleaning fee if the shelter is left dirty or belongings have not been removed.
- Grills are allowed. Check with Larimer County and the Town of Estes Park for current fire restrictions.
- Music is allowed. Check with Larimer County for noise ordinance restrictions. <https://www.larimer.org/policies/noise>
- Dog are allowed; owners must comply with leash laws.

LOCATION/TIME

Address 1770 Big Thompson Ave, Estes Park CO 80517 | 970.586.2011

Rental Time 11am – 9om mountain time

PAYMENT

The rental fee is \$395.00. Payment must be received to reserve a date.



Large Shelter at Lake Estes Pavilion

1770 Big Thompson Ave, Estes Park, co 80517

Contact 970 – 480 – 1313 or pavilion@evrpd.com

RESERVATION INCLUDES

- 10-hour rental
- Capacity 120
- Electricity
- Public Restrooms
- Trash emptied 3 times during rental
- 30 parking spaces – located between the highway and the back of the pavilion

WEATHER

There are no refunds for bad weather or rain. Guests will receive a full refund/credit if Lake Estes cancels a rental due to unforeseen circumstances.

ALCOHOL POLICY

Carefully read and understand the alcohol policy and make sure all guests comply. The alcohol policy is attached to confirmation email.

DECORATIONS

Decorations should be hung with tape only - no nailing, stapling, or tacking will be allowed. The renter is responsible for removing/disposing all decorations/tape at the end of the rental. **No glitter or confetti is permitted.**

PARKING

Rental fees include 30 guest parking spaces located between the highway and the back of the pavilion. Additional Marina lot parking will be \$5 per vehicle. Vehicles may not park on the grass areas. Recreational Vehicles (RVs) or Campers are not allowed without prior approval.

EMERGENCY

In the event of a life-threatening emergency, call 9-1-1 or the local emergency number. In the event of a minor injury, the Marina staff is available for assistance. You may want to bring a first aid kit just in case.

PAVILION RENTAL CANCELLATION POLICY

All cancellations must be submitted in writing - emails are accepted. **There is a \$25.00 non-refundable cancellation processing fee for all rental reservations.**

- Full Refund 30 days prior to rental reservation date
- 50% Refund 29 – 15 days prior to rental reservation date
- No refund 14 days prior to rental reservation date



Large Shelter at Lake Estes Pavilion

1770 Big Thompson Ave, Estes Park, co 80517

Contact 970 – 480 – 1313 or pavilion@evrpd.com

LARGE SHELTER AT LAKE ESTES PAVILION | SITE CHECKLIST

Please review and sign the site checklist. The day of your reservation a Marina staff representative will go through the following information. Feel free to contact us with any questions at pavilion@evrpd.com

WHAT DOCUMENTS TO REVIEW

- Complete and Sign** Rules and guidelines
- Complete and Sign** Pavilion Checklist
- Read and Understand** Alcohol policy
- Read and Understand** Noise, Fire, Dog Leash restrictions

WHAT TO BRING

- Tables, tablecloths, chairs, plates, silverware
- Food, grill, cooking utensils, trash bags, broom, towel, sewing kit, first aid kit, flashlight
- Signs, writing pens, tape, decorations – hung with tape only

WHEN YOU ARRIVE

Upon arrival, check in at the Marina store – a Marina staff representative will discuss the following:

- Site Cleanliness – expectations – Rental time 11am – 9pm
- Parking and bathroom location
- How to use electricity, water, and bearproof trash cans
- Decorations – hung with tape only

BEFORE LEAVING

- All food must be disposed of and removed from site
- Remove and dispose of all decorations and tape
- Place all trash in the bearproof cans – no trash bags permitted on the ground or unsecured (overflowing)
- Sweep and clean rental space as necessary
- Check for personal belongings
- Cleaning fee - \$250 if shelter is not cleaned according to the above specifications



Large Shelter at Lake Estes Pavilion

1770 Big Thompson Ave, Estes Park, co 80517

Contact 970 – 480 – 1313 or pavilion@evrpd.com

AGREEMENT AND SIGNATURE

I, the undersigned understand that any damage or destruction to this facility as a result of its use by the above group will cause said group to be responsible for the cost of repair, replacement, or cleaning of damaged material.

I, the undersigned agree to defend, indemnify and hold harmless the Estes Valley Recreation and Park District from any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed, or recovered against or from the Estes Valley Recreation and Park District by reason or any damage to any property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way is connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused whole or in part by the negligence of Estes Valley Recreation and Park District, or by third parties, or by their agents, servants, employees, or factors of any of them.

I, the undersigned 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.

PRINT Renter's Name _____

Renter's Signature _____

Date _____

PRINT EVRPD Staff's Name _____

EVRPD Staff's Signature _____

Date _____