

Park Facilities Permit Agreement

Elizabeth Park and Recreation District
 P.O. Box 434
 Elizabeth, CO 80107
 303-646-3599 / info@elizabethpr.com / www.elizabethpr.com

*Required

| | |
|--|--|
| *Today's Date: _____ | *Date(s) of Event: _____ |
| *Facility / Area(s) to be Permitted: _____ | |
| Name of Organization: _____ *Name & Address of Authorized Agent: _____ _____ _____ | *Set Up / Time In: _____ a.m p.m Event Start: _____ a.m p.m *Time Out: _____ a.m p.m *Total Time Requested: _____ hrs or All Day: <input type="checkbox"/> *Total Attendees: _____ Pavilion Only: Tables: # _____ Chairs: # _____ Tables and/or Chairs are not to be removed from the Pavilion! |
| *Phone: _____ | *Email: _____ |
| *Purpose of Event: _____ | |
| *Alcohol will be: Sold: _____ Served: _____ None: _____ N/A: _____ | |
| For EPR Office use only | |
| Total Fees \$ _____ Paid \$ _____ Date _____ Paid \$ _____ Date _____ Deposit \$ _____ Paid \$ _____ Date _____ Returned Shredded Date: _____ | |
| Notes: _____ _____ | |

Deposit/Payment/Cancelation Policy

Large Events (30+ attendees): Booking fee¹ \$50, due at time of booking. Deposit \$200, in check form, is due 15 days prior to event.

Small Events (less than 30 attendees): Booking fee¹ \$25, due at time of booking. Deposit \$100, in check form, is due 15 days prior to event.

¹Booking fee applies towards permit fees and is non-refundable.

All Events: Deposit(s) will not be returned until any issued key(s) are returned to Park Office.

Full payment must be made 15 days prior to event.

Cancelation 15+ days before event: Refund of Deposit and any payments made minus booking fee.

Cancelation within 15 days of event: Refund of Deposit

Pavilion: Max Capacity 99 people. Please arrange to pick up keys 2-3 days before your event. (Office is closed on weekends.)

Inflatables: All permits are for full day rental. 8am-8pm for summer season, 8am-6pm for winter season.

District Employee Signature: _____

Date: _____

Authorized Agent/Individual Signature: _____

Date: _____

Facilities and Fee Schedule

Casey Jones Pavilion

Address: 4189 Highway 86
Elizabeth, CO 80107

Square Footage: 1800 / plus bathrooms, bar area, and stage (16'X7')

Max Occupancy: 99

Included with Permitting of Facility

- Stage 16' x 7'
- Bar and Sinks for food/beverage serving
- 2 Refrigerators
- Microwave
- 8ft Rectangular Tables*
- 6ft Rectangular Tables*
- Chairs*

*Additional fee(s) for *Large Events* (over 30 attendees.)

General Policy and Procedures

- The Pavilion is a “self-serve” facility and as such, staff will likely not be on-site during your event . Keys will be issued to Authorized Agent a couple days prior to event at the Park Office. (Please keep in mind our office is open Monday through Friday from 9am until 5pm, and may be closed on major Holidays, so be sure to make arrangements in advance for picking up key.)
- Alcohol may be consumed on premises with District approval only. Alcohol is not to be sold without proper permits. Please contact office for more information on alcohol sales.
- If you must hang anything it must be done without tacks, staples, or anything that will puncture or damage the walls, banisters, rafters or any other surface inside or outside the building. You may use tape, Command Strips or other non-marking materials and must be sure to remove after event.
- No open fires or camp fires at any time. Propane grills used outdoors are acceptable.
- Snow removal is provided for Casey Jones Pavilion during winter months.

Cleaning and Procedures

- Cleaning supplies are located under first cabinet behind bar area. If area is not cleaned properly Deposit will be forfeited.
- All counters and tables must be wiped down. All floors must be swept and mopped.
- Trash is to be removed from all areas and all trash cans. Deposit trash into dumpster behind Pavilion.
- During the Winter season, turn thermostat down to “10” – thermostat is set to Celsius
- Lock all doors and secure all “windows” before leaving premises.

Large events (over 30 people) There is a small fee for tables and chairs for large events. Larger events have a greater impact on these items. These funds are set aside for future replacement of these items so that we may continue to offer the use of quality chairs and tables to users of the Pavilion.

Rodeo Grounds

Address: 4189 Highway 86
Elizabeth, CO 80107
Located behind Pavilion by Ball fields

Outdoor Arena: 150' x 240'

Stadium: 2300 Seating Capacity / 4500 Seating and Standing Capacity

Included with Permitting of Facility

- Rodeo Arena
- 17 Livestock holding pens of various sizes
- 3 small holding pens
- Restrooms (Closed during Winter Season)
- Concessions stand (to be booked with permit if needed, no outside food vendors unless approved by District)
- Arena lights available for night time use*

*Additional fees apply

General Policy and Procedures

- Keys will be issued as needed. Please pick up keys a couple days prior to event (keep in mind office is closed on weekends.) Any keys issued must be returned immediately after event (drop box located across the street at Park Office). If issued keys are not returned, Deposit may be forfeited.
- No open fires or camp fires at any time. Propane grills used outdoors are acceptable. Picnic grill on premises may be used if no fire ban is in place.
- Any entrances to Parks and/or Parking areas are not to be obstructed at any time.
- Casey Jones Park is generally not plowed during winter. Please contact the office with any questions or to inquire if plowing may be possible.
- Alcohol may be consumed on premises with District approval only. Alcohol is not to be sold without proper permits. Please contact office for more information on alcohol sales.

Cleaning and Procedures

- All areas permitted and used must be cleaned before leaving. All trash is to be removed from area/trash cans and deposited into dumpster at south end of arena.
- All animal waste is to be removed and disposed of properly. If area is not cleaned Deposit may be forfeited.
- Please turn off all lights and switches before vacating the premises.
- Gates are to be closed and latched upon exit.

Casey Jones Park Athletic Fields

Address: 4189 Highway 86
Elizabeth, CO 80107
Located behind Pavilion by Rodeo Grounds

Included with Permitting of Facility

- 1 or 2 Baseball Fields
- Optional Base lengths: 60', 70'
- Pitching Rubber
- Restrooms (closed during Winter Season)
- Concessions stand (to be booked with permit if needed, no outside food vendors unless approved by District)
- Lights available for night time use*
- Drag and Line Field*

*Additional fees apply

General Policy and Procedures

- Keys will be issued as needed. Please pick up keys a couple days prior to event (keep in mind office is closed on weekends.) Any keys issued must be returned immediately after event (drop box located across the street at Park Office). If issued keys are not returned, Deposit may be forfeited.
- No open fires or camp fires at any time. Propane grills used outdoors are acceptable. Picnic grill on premises may be used if no fire ban is in place.
- Any entrances to Parks and/or Parking areas are not to be obstructed at any time.
- Alcohol may be consumed on premises with District approval only. Alcohol is not to be sold without proper permits. Please contact office for more information on alcohol sales.

Cleaning and Procedures

- All areas permitted and used must be cleaned before leaving. All trash is to be removed from area and placed in dumpster at south end of bathrooms before vacating premises.
- All animal waste is to be removed and disposed of properly. If area is not cleaned Deposit may be forfeited.
- Please turn off all lights and switches before vacating the premises.
- Gates are to be closed and latched upon exit.

Evans Park Athletic Fields

Address: 34201 County Road 17
Elizabeth, CO 80107

Included with Permitting of Facility

- 1 or 2 Baseball Fields

And/or

- 1 or 2 Multi-Use Fields
- Optional Base lengths¹: 60', 70'
- Pitching Rubber¹
- Scoreboard*
- Restrooms
- Concessions stand (to be booked with permit if needed, no outside food vendors unless approved by District)
- Lights available for night time use^{1*}
- Drag and Line Field^{1*}

¹Baseball Fields

*Additional fees apply

General Policy and Procedures

- Keys will be issued as needed. Please pick up keys a couple days prior to event (keep in mind office is closed on weekends.) Any keys issued must be returned immediately after event (drop box located across the street at Park Office). If issued keys are not returned, Deposit may be forfeited.
- No open fires or camp fires at any time. Propane grills used outdoors are acceptable. Picnic grill on premises may be used if no fire ban is in place.
- Any entrances to Parks and/or Parking areas are not to be obstructed at any time.
- Alcohol may be consumed on premises with District approval only. Alcohol is not to be sold without proper permits. Please contact office for more information on alcohol sales.

Cleaning and Procedures

- All areas permitted and used must be cleaned before leaving. All trash is to be removed from area and placed in dumpster at north park exit before vacating premises.
- All animal waste is to be removed and disposed of properly. If area is not cleaned Deposit may be forfeited.
- Please turn off all lights and switches before vacating the premises.
- Gates are to be closed and latched upon exit.

Wild Pointe Park Fields

Address: 1935 Legacy Cir
Elizabeth, CO 80107

Included with Permitting of Facility

- 1 Baseball Field
or
- 1 Multi-Use Field
- Optional Base lengths¹: 60', 70'
- Pitching Rubber¹
- Drag and Line Field*

¹Baseball Field

*Additional fees apply

General Policy and Procedures

- Keys will be issued as needed. Please pick up keys a couple days prior to event (keep in mind office is closed on weekends.) Any keys issued must be returned immediately after event (drop box located across the street at Park Office). If issued keys are not returned, Deposit may be forfeited.
- No open fires or camp fires at any time. Propane grills used outdoors are acceptable.
- Any entrances to Parks and/or Parking areas are not to be obstructed at any time.
- No alcohol allowed

Cleaning and Procedures

- All areas permitted and used must be cleaned before leaving. All trash is to be removed from area and placed in trash cans on site.
- All animal waste is to be removed and disposed of properly. If area is not cleaned Deposit may be forfeited.

Open Areas & Shelters

Included with Permitting of Facility

One of the following facilities:

- Evans Park Patio
- 1 or 2 Evans Park Pavilion(s)
- Casey Jones Picnic
- Casey Jones Prairie Lawn
- Cimarron Open Space

General Policy and Procedures

- Keys will be issued as needed. Please pick up keys a couple days prior to event (keep in mind office is closed on weekends.) Any keys issued must be returned immediately after event (drop box located across the street at Park Office). If issued keys are not returned, Deposit may be forfeited.
- No open fires or camp fires at any time. Propane grills used outdoors are acceptable.
- Any entrances to Parks and/or Parking areas are not to be obstructed at any time.
-

Cleaning and Procedures

- All areas permitted and used must be cleaned before leaving. All trash is to be removed from area and placed in trash cans on site.
- All animal waste is to be removed and disposed of properly.
- Alcohol may be consumed on premises with District approval only. Alcohol is not to be sold without proper permits. Please contact office for more information on alcohol sales.
-

Bounce Houses

Equipment to be Permitted

- 1 Bounce House: (Fees may vary depending on choice)
 - 5 in 1 inflatable
 - Jungle Bounce
 - Gladiator arena
- Generator*
- Attendant*

*Additional fees apply

General Policies and Procedures

- Bounce Houses are only available for permit by residents of the Elizabeth Park and Recreation District.
- All permits are for full day rental. 8am-8pm for summer season (May-Oct), 8am-6pm for winter season (Nov-April.)
- Cancellation within 24hrs no refunds. Cancellation same day due to inclement weather, all fees may be placed on account as credit to use for future rental.
- Please call the Main Office to make arrangements for pick up and drop off of Inflatable from office. Elizabeth Park and Rec District is able to drop off and pick up for an additional fee (See fee schedule.)
- Bounce houses may not be set up or operated in inclement weather such as lightening, rain, and/or snow.
- Bounce houses may not be used or operated during high wind conditions above 15 mph. If these conditions exist, please unload all occupants and deflate bouncy house.
- Bounce houses may not be used or operated in temperatures below 40°F.
- No silly string is to be used within or around the bouncy house. This is very difficult to clean off. (May forfeit deposit)
- No food and/or drink permitted inside of inflatables.
- If the bouncy house gets spilled in/on for any reason, please clean with water and wipe dry with towel immediately! Solvents can damage vinyl, do not use anything other than water to clean up spills.

Fees and Charges Schedule - 2018

The *Fees and Charges Schedule* below shows the fees and charges for standard permits (less than 100 attendees). Any individual or party interested in permitting District facilities / park spaces / amenities for non-standard events (100+ attendees) must complete and submit a *Special Event Request Form*. District staff will then review the request and provide the individual or party with the fees and charges that will be assessed for issuing the permit. Fees and Charges are determined by the impact(s) to District facilities / park spaces / amenities.

*Weekdays: Mon-Thur. Weekends: Fri-Sun

Casey Jones Pavilion

| | Weekday per Hour | Weekday per Day | Weekend per Hour | Weekend per Day | Deposit |
|---------------------------------------|---------------------|--------------------|---------------------|--------------------|---------|
| Private or Commercial Use | \$15 | \$120 | \$25 | \$200 | \$100 |
| Government, Funeral/Wake | \$10 | \$80 | \$15 | \$120 | \$100 |
| Large Events | 30+ Participants | | | | \$200 |
| Set-up Fee (Optional) | \$50 | | | | |
| 8' Rectangular Tables (Max 10) | \$3 | Each | | | |
| 6' Rectangular Tables (Max 3) | \$3 | Each | | | |
| Chairs (Max 99) | \$0.50 | Each | | | |

Rodeo Grounds

| | Weekday per Hour | Weekday per Day | Weekend per Hour | Weekend per Day | Deposit |
|----------------------------------|---------------------|--------------------|---------------------|--------------------|---------|
| Private or Commercial Use | \$25 | \$200 | \$30 | \$240 | \$100 |
| Government | \$15 | \$120 | \$18 | \$145 | \$100 |
| Flood Lights (Optional) | \$35 per Hour | | | | |
| Large Events | 30+ Participants | | | | \$200 |
| Overnight Boarding | Arena Pens | | \$5 Per Head | | |

Evans Park

| | Commercial Use | | Resident | | Deposit |
|--------------------------------|----------------------|---------|----------------------|---------|---------|
| | Per Hour | Per Day | Per Hour | Per Day | |
| Multi-Use South Field | \$20 | \$160 | \$15 | \$120 | N/A |
| Multi-Use West Field | \$20 | \$160 | \$15 | \$120 | |
| Baseball Fields | \$30 | \$240 | \$20 | \$160 | |
| Flood Lights (Optional) | \$35 per Hour | | | | |
| Drag and Line | \$30 Per Drag & Line | | \$30 Per Drag & Line | | |
| Scoreboard | \$5 | \$40 | \$5 | \$40 | \$100 |
| Batting Cage* | Per ½ Hour | | Per ½ hour | | \$100 |
| | \$20 | | \$15 | | |

* Fees only applicable if District pitching machine is used

Casey Jones Park

| | Commercial | | Residential | | Deposit |
|----------------------------------|----------------------|---------|----------------------|---------|---------|
| | Per Hour | Per Day | Per Hour | Per Day | |
| Baseball / Softball Field | \$15 | \$120 | \$10 | \$80 | N/A |
| Flood Lights (Optional) | \$35 per Hour | | | | |
| Drag and Line | \$30 Per Drag & Line | | \$30 Per Drag & Line | | |

Wild Pointe Park

| | Commercial Use | | Resident | | Deposit |
|------------------------|----------------------|---------|----------------------|---------|---------|
| | Per Hour | Per Day | Per Hour | Per Day | |
| Multi-Use Field | \$20 | \$160 | \$15 | \$120 | N/A |
| Baseball Fields | \$15 | \$120 | \$10 | \$80 | |
| Drag and Line | \$30 Per Drag & Line | | \$30 Per Drag & Line | | |

Open Areas / Shelters

| | Commercial | | Residential | | Deposit |
|--|------------|---------|-------------|---------|---------|
| | Per Hour | Per Day | Per Hour | Per Day | |
| Cimarron Park | \$10 | \$80 | \$5 | \$40 | N/A |
| Evans Park Patio Or CJ Picnic | \$20 | \$160 | \$15 | \$120 | |
| Picnic Shelters | \$20 | \$160 | \$10 | \$80 | |
| Casey Jones Prairie Lawn | \$20 | \$160 | \$15 | \$120 | |

Bouncy Houses

| | Jungle Bounce | 5 in 1 Super Combo | Gladiator Arena | Attendant | Generator | Delivery Fee | Deposit |
|----------------------------------|---------------|--------------------|-----------------|-----------|-----------|--------------|---------|
| Private or Commercial Use | \$185 | \$200 | \$240 | \$20/hour | \$70 | \$100 | \$500 |
| Government | \$150 | \$165 | \$195 | | | | |