

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: _____	*Set Up / Time In: _____ a.m p.m
*Name & Address of Authorized Agent: _____	Event Start: _____ a.m p.m
_____	*Time Out: _____ a.m p.m
_____	*Total Time Requested: _____ hrs or All Day: <input type="checkbox"/>
_____	*Total Attendees: _____
*Phone: _____	*Email: _____
*Purpose of Event: _____	
*Alcohol will be: Sold: _____ Served: _____ None: _____ N/A: _____	
For EPR Office use only	
Total Fees \$ _____	Paid \$ _____ Date _____
Deposit \$ _____	Paid \$ _____ Date _____ Returned Shredded Date: _____
Notes: _____	

Tables and/or Chairs are not to be removed from the Pavilion!

Deposit/Payment/Cancelation Policy

Large Events (30+ attendees): Booking fee¹ \$75.00, due at time of booking. Deposit \$400, in CC form, is due 15 days prior to event.

Small Events (less than 30 attendees): Booking fee¹ \$25, due at time of booking. Deposit \$400, in CC 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: _____