

Today's Date		Organization Name	
Contact Name(s)			Email
Mailing Address			
Phone		Fax	Number we can reach you at during event
Date(s) of event		Name of event	

Facility desired	Date(s)	Time (including setup and clean up)

What are the public hours (if any)?		What number can we give out for more information?	
Number of people expected:		Need access to water? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be amplified music? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will anything be staked in the ground? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what and where?	
Lincoln Park Loop Events only: Will you need access to drive on to the grass? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what time will you need access to begin?	What time will you need access to end?
Will you be serving alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, see Reservation Process #8)		Is admission being charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you have food/concessions at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, see General Information #3)
Will there be non-food/beverage sales? <input type="checkbox"/> Yes <input type="checkbox"/> No		City License#	State License #

Event details (timeline-please be detailed and specific, activities planned, equipment being set up, etc):

Special requests:

Special Event Policies and Guidelines

1. RESERVATIONS: Special event permits are required for large or small events which surpass the usual park activity, such as weddings, company picnics, public events, concerts, or tournaments (General Use Fees). Park pavilions, fields, trails, the Barn, or any combination thereof may be reserved with these permits. A signature is required on all contracts. An event may be scheduled up to one year in advance. It is the responsibility of the Lessee to have the Rental Contract with them at their event.
2. NON-PROFIT FEE: A 50% reduction in fees is available ONLY for the Barn for all non-profit organizations with a 501c3 certificate, a letter from the Secretary of State, School District 51, other governmental agencies, and Colorado Mesa University. A copy of the letter or certificate is required at the time of reservation.
3. ON SITE MEETING: It is recommended that most special events conduct an on-site meeting with staff.
4. FEES, PAYMENT, AND CANCELATIONS: There is a Special Event Fee of \$250/day. Additional fees will be required based on facilities being used and/or affected. Payment in full and a completed Special Event Request form are required at the time of reservation. Adjustments may be necessary after the event is completed. Cancellations requested less than 10 days prior to the event will not receive a refund. If there are any damages or excessive cleaning, you will be billed for repairs, replacement costs, and or labor.
5. SECURITY: Security may be required based on type of event or crowd control needs, and final number of officers is based on staff discretion. Required security services will be arranged for by the lessee as dictated by Parks and Recreation requirements.
6. INSURANCE: Events deemed necessary must supply the City of Grand Junction with a proof of insurance certificate naming the City as an additional insured on the policy (and Mesa County if this is an event at Long Family Memorial Park). Coverage must be Comprehensive General Liability insurance coverage with unimpaired combined single limits of at least \$1,000,000 per occurrence and \$1,000,000 in the aggregate. The certificate must be received by no less than ten days prior to the event. The issuance of a proof of insurance certificate is a formal process on the part of the Lessee's insurance company, and must be sent directly from the insurer to the Grand Junction Parks and Recreation Department. Copies made by the Lessee are not valid.
7. SOUND REGULATIONS: Noise levels shall be maintained at a level that does not interfere with other park users and surrounding neighborhoods, per City Ordinance. Any sound or vibration produced by amplification or otherwise, must not be so loud as to unreasonably disturb any resident(s), business(es), or other park user(s). Any loud, raucous or unreasonably disturbing, jarring, or annoying sound or vibration will not be allowed and is in violation of this use agreement. Any event performance, concert or activity held in a City park or facility which causes, creates or produces such sound or vibration may be discontinued by the Director or his designee and the occupants, participants, and/or spectators, and such event may be required to leave and otherwise surrender the premises. Noncompliance with the terms of this agreement shall subject the Lessee to forfeiture of its deposit and rental fees and/or immediate termination of this use agreement and herein described.
8. SPECIAL EVENT LIQUOR PERMIT: In order to have alcoholic beverages at an event open to the public a liquor license is required. All applications for special event liquor licenses are handled through the Grand Junction City Clerk (970)244-1510. Go to www.gjcity.org, under Administration choose City Clerk, for more information. A copy of the permit is to be provided to Grand Junction Parks and Recreation.
9. SALES TAX: Go to www.gjcity.org, choose Financial Operations for more information.
10. PORTABLE RESTROOMS AND DUMPSTERS: Lessees are required to coordinate with parks staff about exact location of portable restrooms and dumpsters.

Number of People	Dumpster Requirements*	Portable Restroom Requirements*
200	one 2 yard dumpster	1-ADA and 1-regular portable restroom
300	one 2 yard dumpster	1-ADA and 2-regular portable restrooms
400	one 4 yard dumpster	1-ADA and 3-regular portable restrooms
500	one 4 yard dumpster	2-ADA and 4-regular portable restrooms

Placement of Dumpsters and Portable Restrooms Requires coordination with Parks and Recreation Staff. *Because Lincoln Park/Canyon View have additional restrooms and dumpsters, requirements will be negotiated based on anticipated participation.

General Information

1. REGULATIONS: All City of Grand Junction Parks are smoke free facilities; no glass containers are allowed; and State law permits persons of legal age to consume beverages with a maximum of 3.2% alcohol by volume. Tents requiring stakes must be approved by Parks and Recreation staff.
2. ELECTRICITY: Electrical outlets are available in several shelters and parks; however usage may not exceed 15 amps (Long Park 20 amps). If electricity is necessary for an event, customers should consider having a back-up generator. Exceeding amperage may result in loss of electrical service. Overloaded circuits may not be reset and reservation fees will not be refunded.
3. FOOD: All public events that are interested in having food or beverage at their event must use a vendor off of the approved vendor list at <http://bit.ly/GJFOOD>. County parks require advance notice of food sales, and sales are only allowed as part of a scheduled event.
4. CLEAN UP: Area must be cleaned at completion of rental with all trash being placed in trash receptacles.
5. BUSINESS USAGE: No person/group shall use any public park for business purposes. No business of any kind shall be conducted unless sanctioned and permitted by Grand Junction City Council or designee.
6. DAMAGE: Any damage to park facilities and/or property, or not abiding by the above conditions, is cause for cancelation or withdrawal of this permit, or the non-issuance of any future permits, plus restitution for any park damage.

Initial:

MARKINGS AND SIGNAGE: There are to be no markings, writing, or painting on any cement, asphalt, or park structure. Possible alternatives are cones, signs, lathe, or people. If marking on grass is necessary, and pre-approved, water-based field marking paint must be used. All signage needs to be removed at the end of your event.

Signature: _____ Date: _____