



Town of Platteville
 400 Grand Avenue
 Platteville, CO 80651
 (970) 785-2245 Phone (970)785-2476 Fax
www.plattevillegov.org

PARK SHELTER RENTAL FORM

Park Shelters are available to rent Sunday-Saturday from 6:00am until 10:00pm, subject to availability. The deposit and rental charges need to be paid in full at the time of reservation.

Lincoln Park <input type="checkbox"/>	Riverview Park <input type="checkbox"/>	Rogers Farm Park <input type="checkbox"/>
30' X 60' Shelter	20' X 30' Shelter	12' X 12' Shelter
8 picnic tables	4 picnic tables	1 picnic table
4 grills	1 grill	1 grill
Electricity available	Electricity available BUT NOT close to shelter	

PLEASE PRINT

Name of Organization: _____

Primary Contact: _____
Last First MI

Mailing Address: _____

Home Phone:(____) _____ Work Phone:(____) _____ Cell Phone:(____) _____

Email: _____

Emergency Contact: _____ Phone: _____
Last First

Date Requested: _____ **Time:** _____ am/pm - _____ am/pm

Nature of Event: _____

Number of Participants*: _____ **Please note:** If more than 25 participants, a \$100.00 damage deposit is required.

(Please Check Which Applies)

Public Facilities Alcohol Permit: YES NO

Contact	Phone Number
Public Works Dept Pager	(970) 304-2534

Official Use Only

Damage Deposit	Date Paid:	\$100.00
Rental Fees	Half Day Rental - \$15.00	
	6 am - 2 pm 2 pm - 10 pm	
	Full Day Rental - \$30.00	
Electrical Fee	\$10.00	
Total Fee	Date Paid:	
Deposit	Date Returned:	

PARK SHELTER AGREEMENT

Alcohol:

Possession/Consumption of alcohol is prohibited in any public park without an Public Facility Alcohol Permit obtained by the Town of Platteville. In addition, participation in these unpermitted activities will result in termination of the event, forfeiture of damage deposit and/or possible criminal charges.

Cleaning:

Applicant is responsible for set up and tear down of any equipment used. Trash needs to be bagged and placed in or by the trash cans or be taken to your residence to be picked up.

Payment Policy:

Full payment is due at the time at reservation.

Cancellation Policy/Changes:

Refund of rental fees will be granted for events cancelled five (5) working days prior to the event. Events cancelled a minimum of forty-eight (48) hours prior to the event, will be refunded 50% of the rental fee. Rental fees will not be refunded if the event is cancelled less than forty-eight (48) hours in advance. It is not always possible to accommodate changes at the last minute. Please contact Town Hall at least five (5) days in advance for changes, additions, etc. If the rental goes beyond the scheduled ending time, an additional fee will apply.

Additional Fee

Any calls for the Public Works Department or Town contact will result in a \$25.00 per hour fee (minimum of 1 hour).

Playground

The playground is NOT included in the rental. It cannot be reserved and is open to the general public.

Responsible Party:

The responsible party must be eighteen (18) years of age at the time of booking/ twenty-one (21) years of age if filed in conjunction with at Public Facility Alcohol Permit.

The applicant and sponsoring organization agrees to use the Lincoln Park Shelter according to Town policy and administrative regulations provided for community use of the facility and further agrees to pay for repair or replacement at the Town's discretion to damage to the facility and/or equipment damage found.

The applicant and sponsoring organization hereby agrees to indemnify and hold harmless the Town of Platteville, its officials and employees for damage or loss of property within the premises. The applicant also agrees to release the Town of Platteville from any liability for injury or death of any person arising from the utilization of the premises under this agreement. The applicant agrees to be legally responsible for the conduct and control of both patrons and participants and agrees to be financially responsible for any damages or injuries incurred arising from the utilization of the premises under this policy and agreement.

I have read, understand, and agree to all the terms and conditions set forth above.

Signature

Date