

**TOWN OF BUENA VISTA, COLORADO
APPLICATION FOR USE OF A PARK OR MUNICIPAL FACILITY**

Name of Event:		Date of Application:	
Event Start Date and Time (Including Set-up):		Event End Date and Time (Including Tear-down/Clean up):	
<i>For Seasonal or Multi-Day use, attach a complete list of dates and times being requested.</i>			
Location of Event (check all that apply)			
<input type="checkbox"/> Columbine Park – <input type="checkbox"/> All <input type="checkbox"/> Playground Area Only <input type="checkbox"/> Open Area Only <input type="checkbox"/> McPhelemy Park – <input type="checkbox"/> All <input type="checkbox"/> East Side Only <input type="checkbox"/> Forest Square Park – <input type="checkbox"/> All <input type="checkbox"/> Pavilion Area <input type="checkbox"/> Open Area <input type="checkbox"/> River Park <input type="checkbox"/> Large Pavilion <input type="checkbox"/> Personal Pavilion <input type="checkbox"/> Sand Volleyball Court <input type="checkbox"/> Basketball Court <input type="checkbox"/> Whitewater Park (non – exclusive) <input type="checkbox"/> Disk Golf Course <input type="checkbox"/> Pump Track <input type="checkbox"/> Boulder Garden <input type="checkbox"/> Entire Park <input type="checkbox"/> Two Large Boulders <input type="checkbox"/> Rocks and Ropes <input type="checkbox"/> South Main - Town Square <input type="checkbox"/> All <input type="checkbox"/> Boulder Only <input type="checkbox"/> Rodeo Grounds <input type="checkbox"/> Arena <input type="checkbox"/> Open Area, Specify _____ <input type="checkbox"/> Community Center <input type="checkbox"/> Aspen Room <input type="checkbox"/> Pinon Room <input type="checkbox"/> Kitchen Only <input type="checkbox"/> Airport <input type="checkbox"/> Large Conference Room <input type="checkbox"/> Small Conference Room <input type="checkbox"/> Other Specify _____ <input type="checkbox"/> Other Town Facility Specify _____			
Brief description of activity:			
Applicant/Name of Sponsoring Organization:			
Contact Person:		Phone:	Email:
Mailing Address:			
Estimated No. of Participants:			
Name of person in charge and on-site day of event:			
Mobile Phone:		E-Mail:	
Note that events of 200 or more people will need a Special Event Permit			
Insurance for Park Use: At least 48 hours prior to the event, the applicant must provide a Certificate of Insurance as evidence of liability coverage for at least the following amounts: \$150,000 per occurrence/\$600,000 per aggregate occurrence. The Town of Buena Vista must be named as additional insured. Insurance coverage must be in full force and effect for the entire period that the facility will be used by the Applicant. If, for any reason, the required insurance is not in full force and effect on the dates and times specified in this application, permission to use the facility may be revoked.			

By signing this application, I attest that I am duly authorized by the sponsoring organization to submit this application and agree to the following:

To keep the premises in good order and condition, including trash pick-up.

To abide by applicable local and state laws governing use of the facility.

To indemnify and hold harmless the Town of Buena Vista from and against all claims arising from or in any way connected to my/our use of the Town's parks and facilities.

That all information provided herein is true and correct to the best of my knowledge.

Authorized Signature:

Date:

Please enclose a NON-REFUNDABLE check made out to the Town of Buena Vista for the appropriate amount. (See attached Fee Schedule.)

FOR OFFICE USE ONLY

REVIEW/COMMENTS	INITIALS	DATE
Public Works Department (service & equipment requests; park permit(s); street closures; sanitation; etc.). <input type="checkbox"/> Comments/recommended permit conditions attached.		
Police Department (security plan; traffic management; emergency service requests; etc.). <input type="checkbox"/> Comments/recommended permit conditions attached.		
Fire Department (fire protection plan; service requests; emergency vehicle access; etc.). <input type="checkbox"/> Comments/recommended permit conditions attached		
Other, specify: <input type="checkbox"/> Comments/recommended permit conditions attached.		

Cash _____ **Check** _____ **Check #** _____

Received by _____

Date: _____