

**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, COLORADO 81623
PHONE 970-963-2733 / FAX 970-963-9140**

**APPLICATION AND PERMIT FOR USE OF
COMMUNITY PARKS AND BEN REED GAZEBO FACILITIES**

**FOR LESS THAN 100 PARTICIPANTS
(WITHOUT ALCOHOL)**

NAME OF ORGANIZATION _____

CONTACT _____ TELEPHONE _____

ADDRESS _____

COMMUNITY FACILITY REQUESTED _____

TITLE OF EVENT IF ANY _____

DESCRIPTION OF EVENT OR ACTIVITY _____

DATES AND TIMES REQUESTED

DATE	START TIME (INCLUDING SET-UP TIME)	END TIME (INCLUDING TAKE DOWN TIME)

FEEES FOR THE PARK & GAZEBO:

_____ \$15 for events of less than 50 people

_____ \$30 for events of 50 – 100 people.

CLEAN UP/DAMAGE DEPOSIT:

_____ \$100 for events of 1 – 100 people. This amount may be increased if it is deemed necessary for a particular event or activity.

_____ **Total Amount Required** **Date Received** _____ **Cashier** _____

--- PLEASE READ RULES CAREFULLY ---

1. Events with less than 100 participants shall be reviewed and acted upon by the Town Administration.
2. All events for which there is a paid admission or donation shall be required to undergo a Use Permit review.
3. **Hours of Use: 9:30 A.M. to 1/2 Hour after Sunset.**
These hours are to be strictly observed, unless the Carbondale Board of Trustees has specifically approved an exception.
4. **NO ANIMALS OR GLASS CONTAINERS ARE ALLOWED IN THE PARK**
5. **NO AMPLIFICATION or ALCOHOL ARE ALLOWED IN THE PARK**
6. No additional structures, including tents, trailer, etc. shall be allowed at the facility unless approved in writing by the Town Administration.
7. **Vehicles will not be allowed on the grass area.** All items to be brought into the park will be hand carried.
8. Construction of sets or structures on or around the stage is prohibited unless approved in writing by Town Administration.
9. Alteration of stage structure, including hooks, nails, tarps, etc., is prohibited without specific written approval by Town Administration.
10. The user is responsible for any damage to the premises; ordinary wear and tear is accepted. The premises must be left in a clean usable and undamaged condition or appropriate cleaning and damage expenses will be deducted from the deposit and/or additional charges assessed. The Town reserves the right to charge, at its cost, for the removal of rubbish, scrap paper, lumber or other materials.

I, _____, representing _____
certify by affixing my signature hereto that I have read, understand and will conform with the foregoing statement and rules of use, and recognize that failure to comply to any of the above will cause forfeiture of the deposit. I further certify and agree that I and the group that I represent will be responsible and liable for damages and/or clean-up that exceeds the deposit and will pay the Town of Carbondale for any and all of those costs.

Signature: _____ Date: _____

Mailing Address: _____

Ph#: _____ Fax: _____