

City of Gunnison Parks & Facility Rental

Date of Event: _____ Facility Rented: _____
Type of Event: _____ Time: _____
Description of Event: _____

CONTACT PERSON INFORMATION

SPECIAL EVENTS PERMIT NEEDED?

YES

NO

What is a "Special Event"

A Special Event is an organized formation, parade, procession or assembly of persons who wish to assemble or travel in unison on any street that does not comply with normal traffic regulation or gatherings of persons for a common purpose

Name: _____

Email: _____ Address _____

Home Phone: _____ Cell: _____

FEE: _____

Employee Initial: _____

PAID: Check Number: _____ Cash: _____ Credit Card: _____

*** GIVE COPY TO TAWNYA OR TRISH***

General Facility Rules/Regulations

- ◆ Clean up ALL trash generated by your event
- ◆ Turn off ALL lights at end of event
- ◆ **NO DRIVING ON GRASSY AREAS** unless approved by Parks Foreman
 - * No one associated with your event has the right to drive on public park property without permission.
- ◆ Jorgensen Small Pavilion:
 - * If electricity for lights is needed in small pavilion, a key to the breaker box may be picked up at the P&R office. Please turn off lights at the end of your event and lock the breaker box.
- ◆ ANY damage incurred to a park during your event is subject to reimbursement by renter to City of Gunnison.

IDEMNIFICATION & RELEASE PROVISIONS

USE OF CITY OF GUNNISON FACILITIES

In consideration for being permitted to use/rent the facilities of the City of Gunnison, (hereinafter "city") _____
Insert name of person/entity seeking permission to use facilities (hereinafter "applicant") hereby expressly exempts and releases the City, its officers, employees, insurers and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

Please answer the following Questions

Will you need electricity: **Yes** **No**

If electricity is needed please describe: _____

Will you need Water: **Yes** **No**

If water is needed please describe _____

Will you or anyone associated with your even be setting up canopies or tents: **Yes** **No**

If YES, you must contact the City of Gunnison Parks Foreman @ 970.596.9837 one week prior to your event for instructions.

Will the event be catered or include any other outside vendor and/or provider: **Yes** **No**

If YES, please describe _____

Handbills or Signs: **Yes** **No**

If YES, you must contact community development at 970.641.8051, Monday-Friday 8am-5pm for information and permission to post.

Alcohol **Yes** **No**

Consumption— Please see **Private Party Alcohol Requirements attached**—**MUST READ AND SIGN**

Sale—if alcohol is to be sold, or any charge made to attend, the party reserving the facility must obtain a special events liquor license from the City Clerk’s office in City Hall 970.641.8140. Obtaining a special events liquor license requires approximately 45 days.

RENTAL OF PAVILION DOES NOT INCLUDE EXCLUSIVE USE OF SURROUNDING PARK AREAS.
Special Note: If renting the large covered pavilion in Jorgensen and wheelchair accessibility is needed please notify Recreation Department.

City of Gunnison, Colorado
Private Party Alcohol Requirements
For Alcohol Consumption in Rented Park/Recreation Facility

To Serve alcohol during a private party in a rented parks/recreation facility in the City of Gunnison, the following guidelines must be followed:

⇒ Attendees at the party must be pre-invited guests.

*Invitations should be issued before the party and attendees cannot be added to the guest list as they show up at the party

* A guest list is a predetermined list of attendees.

* A guest list must be made available to any Law Enforcement, Colorado Liquor Enforcement or City Liquor Licensing Official. If a guest list is not available when requested, alcohol consumption Will not be allowed.

* Alcohol can NOT be served to uninvited guests

⇒ **A GUEST LIST MUST BE ATTACHED TO THIS APPLICATION**

⇒ The Party cannot be advertised via posters, flyers, email or social media as a come-one-come-all type of event . Again, a private party has a predetermined guest list

⇒ The party host is responsible to serve alcohol only to of-age, 21 years and older guests.

⇒ The party host is responsible to ensure the alcohol served at the party is not served to intoxicated guests

⇒ The party host is responsible to ensure the alcohol served at the party is not taken by party guests outside the rented area

⇒ Alcohol must be served/consumed from non-glass containers

⇒ The party host is responsible for clean-up of the rented facility after the conclusion of the event

⇒ In other words, the private party host **IS ULTIMATELY RESPONSIBLE**

I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS

Printed Name
