



TOWN OFFICE USE ONLY		
Date Received: _____		By: _____
Fee: \$ _____		Pmt Type: _____
Approved _____	Denied _____	Date: _____
Expires: _____		By: _____

## PARK RESERVATION APPLICATION

The following application must be completed to reserve park areas in the Town of Palmer Lake. The total application fee includes a non-refundable portion of \$25.00 to hold the reservation, regardless of applicant withdrawal or event cancellation. The following must be submitted for this application to be considered:

- Completed Town Hall Reservation Application
- Applicable fees

Submission of application does not guarantee approval for reservation.

*Note: A minimum of 5 days is required to process this application.*

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### APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Group/Organization Name: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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### EVENT INFORMATION

Event Date: \_\_\_\_\_ Approximate Number of Persons Attending: \_\_\_\_\_

Description: \_\_\_\_\_

Event Hours (including setup/take-down): From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM

Will you be using the kitchen (additional fees apply-see below)?  Yes  No

Will your event include any of the following?  DJ/Live Music  Alcohol/Liquid

**Note: Contact our office if your event includes live music, a DJ or you are serving alcohol or liquor at your event. Additional fees and permits may apply.**

**FEE & RESERVATION INFORMATION**

The following are included in the park reservation. All other accommodations are the responsibility of Applicant:

- Use of park for hours reserved
- Use of existing park trash cans
- Use of park restrooms, where applicable

PARK RESERVATION FEE WORKSHEET					
		4 Hours		Full Day	
Check ONE:		Resident	Non-Resident	Resident	Non-Resident
<input type="checkbox"/>	Palmer Lake Pavilion	\$50.00	\$75.00	\$100.00	\$150.00
<input type="checkbox"/>	Village Green/Gazebo	\$50.00	\$75.00	\$100.00	\$150.00
<input type="checkbox"/>	Centennial Park/Gazebo			\$75.00	\$100.00
<input type="checkbox"/>	Glen Park/Picnic Area			\$50.00	\$75.00
<i>Note: Non-Profit Organizations are eligible for a 50% discount on park reservation fees.                      Proof of Non-Profit status is required and should be included with the application.</i>					
<b>Required:</b>					
<input checked="" type="checkbox"/>	<b>Refundable Damage Deposit</b>				<b>\$ 75.00</b>
Total*:					\$

**APPLICANT ACKNOWLEDGEMENT**

By initialing next to each line, Applicant confirms their understanding of the following:

- \_\_\_\_\_ I agree to indemnify the Town of Palmer Lake from any and all claims made against the Town by any person using the Town parks as the Applicant, the employee, family member, invitee of the Applicant, or any other person using the Town parks pursuant to the park permit issued.
- \_\_\_\_\_ I understand that the \$25.00 reservation fee is non-refundable, regardless of event cancellation.
- \_\_\_\_\_ I understand that the park must be returned to original condition before leaving. Applicant and/or organization will be held responsible for all damage, and damage deposit may be subject to forfeiture.
- \_\_\_\_\_ I understand that it is the responsibility of the Applicant and/or organization to follow and enforce park rules and regulations for the duration of this event.

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

\_\_\_\_\_

Applicant Signature
Printed Name
Date

If completing this form electronically, it may be signed either by typing your name in the Signature field or by printing the form and signing by hand. The form may be submitted electronically by saving it to your computer and attaching it to an email to [info@palmer-lake.org](mailto:info@palmer-lake.org). Applicable fees may be paid online at [www.townofpalmerlake.com/make-payment](http://www.townofpalmerlake.com/make-payment). Alternatively, forms and payments may be turned in at the Town office.

## TOWN OF PALMER LAKE PARK RULES AND REGULATIONS

The responsible organization agrees to abide by the following rules, regulations, and conditions established by the Town and pursuant to Chapter 12.05:

**Alcoholic Beverages and Illegal Drugs:** Alcohol and illegal drugs are strictly prohibited in parks at all times.

**Animals/Dogs:** Dogs are only permitted in designated areas and must be kept on leash at all times. Owners are required to clean up, remove all pet waste.

**Birds/Animals/Reptiles:** No person shall hunt, molest, harm, frighten, kill, trap, shoot, or throw missiles at any animal, reptile, or bird in any park unless such action is taken in defense of self or others. No person shall remove from a park or have in his possession in a park any wild animal, reptile, bird or young animal to include eggs or nests. No person shall disturb a designated wildlife area.

**Boating:** Only non-motorized crafts are allowed in designated areas and shall be in compliance with state law. Approved flotation devices for each person shall be required on board all watercraft, in compliance with state law.

**Camping:** Camping in any park is prohibited. No motor vehicles, movable structure or special vehicle, such as a house trailer or camper trailer, shall be permitted to remain in a park after closing.

**Closed Park Areas:** No person may enter any park area posted as closed to the public.

**Damage to Park Property:** No person may, in any manner, injure, deface, destroy, sever or remove any park property.

**Damage to Trees/Grass:** Attaching rope, wire or other device to any tree or plant in any park is strictly prohibited. Disturbing grass areas or in any other way injuring or impairing the natural beauty or usefulness of any park area is strictly prohibited.

**Firearms, Fireworks, Explosives:** Except when authorized by state law, no person may possess any firearms, air guns, fireworks or explosive devices in any park.

**Fires:** Fires of any kind are strictly prohibited in any park. Propane is allowed for grilling only.

**Fishing:** Fishing is permitted in designated fishing areas and must be in compliance with state laws.

**Indemnification:** Applicant agrees to indemnify the Town of Palmer Lake from any and all claims made against the Town by any person using the Town parks to include: the applicant, the applicants employee(s), family member(s), invitee(s) of the applicant or any other person using the Town parks pursuant to the park permit issues.

**Insurance:** Town may require liability insurance as a condition of issuance of park permit.

**Nuisance:** No person shall disturb, tend to disturb or aid in disturbing the peace of others in the park area by violent, tumultuous, offensive, or obstreperous conduct.

**Park Hours:** The park is open to the public daily 5:00 A.M. until 9:00 P.M.

**Park Permits:** Reservations for a Town Park is required when park or parks are closed to the public. Use of any park for a public gathering, entertainment, tournament, exhibition or any other activity with more than twenty (20) people in attendance requires a special event permit.

**Park Roads/Parking:** Motorized vehicles, including automobiles and motorcycles, must be licensed and remain only on designated roadway. Parking is limited to designated parking spots only. Off road use is prohibited.

**Park Waters/Pollution:** No person shall throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream or other body of water in any park, any substance, liquid or solid, which will or may result in the pollution of said waters. Tampering or climbing on the Palmer Lake fountain is prohibited.

**Picnic Areas/Trash:** No person shall leave a picnic area before all trash is placed in disposal receptacles provided.

**Refuse/Trash:** No person shall dump, deposit, or leave any bottles, glass, discarded vegetation, ashes, paper, boxes, cans, garbage, dirt, rubbish, waste, or other trash in any park. All such material or trash related to park use shall be placed in the proper receptables where provided; where such receptables are not so provided, all such materials and trash shall be carried away from the park by the person responsible for its presence.

**Sales/Concessions:** No person may exhibit or offer for sale any article or service in any park area except those granted a concession by the Town.

**Snowmobiles:** Snowmobiling is prohibited in any park except in areas designated by the Town for that purpose.

**Soliciting:** Soliciting is prohibited in any park.

**Swimming/Skating:** Swimming, bathing or wading in any Town waters is prohibited without a Permit issued by the Town. Use of the lake water or ice is at his or her own risk. Motor vehicles are prohibited.

*I hereby certify that I have read, understand, and agree to abide by the following rules, regulations, and conditions established by the Town as listed in this application and pursuant to Chapter 12.05.*

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Applicant Signature	Printed Name	Date
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**WAIVER AND RELEASE AGREEMENT**

I, the Undersigned, do freely and unconditionally waive and release the Town of Palmer Lake and any and all of its elected officials, employees, representatives and agents and their successors from all liability related to the Undersigned, his/her personal representatives, heirs, and next of kin for any and all loss or damage and resulting claims of damage due to injury or death, whether caused by the negligence of the Town of Palmer Lake or otherwise, in connection with:

\_\_\_\_\_ (Event) at \_\_\_\_\_ (Park) on \_\_\_\_\_ (Date).

This release is binding upon the undersigned's heirs, executors, administrators, agents, liability insurers, and assignees, and shall be interpreted in accordance with Colorado law.

BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY AND ADMISSIBILITY.

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