

Palmer Lake Rockin' the Rails Disc Golf Course

“Special Event” Use Request

*PALMER LAKE DISC GOLF COURSE USERS MUST COMPLY WITH ALL TOWN ORDINANCES RULES AND REGULATIONS.

Today's Date: _____

Applications and fees must be submitted not later than 30 days prior to the event to: Town Clerk, Town of Palmer Lake, P.O. Box 208, Palmer Lake, CO, 80133.

**Fees: \$150 per day of course being closed to the public for special event.
Refundable Damage/Cleanup Deposit: \$250, which will be refunded upon inspection of course at end of event. Checks made payable to Town of Palmer Lake, with Parks” in memo line.**

***These fees may be waived upon recommendation by vote of the Parks Commission for certain events, such a charity event or town sponsored event.**

A course closure sign for tournament/event must be posted by Event Coordinator at Tee #1 a minimum of 14 days prior to any event.

***Amplified sound is not allowed.**

Date(s) Requested: _____ Times: _____

Event Name: _____

Event Coordinator Information:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

Email: _____

Approximate Number Attending: _____

Palmer Lake Disc Golf Park Reservation Requirements, Procedures, Guidelines, Rules, & Fees

To assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing not later than 30 days prior to event on the proper forms to Town Clerk, Town of Palmer Lake, P.O. Box 208, Palmer Lake, CO. 80133

Facility Requests:

1. To reserve Palmer Lake Rockin' the Rails Disc Golf Course a completed application must be submitted a minimum of 30 days prior to event.
2. A fee of \$150 per day must accompany the application for exclusive use of Palmer Lake Disc Golf Course. Checks should be made out to **Town of Palmer Lake, with "Parks" in the memo line** and attached to the Course Use Application.
3. A Security/Damage Deposit of \$250 dollars must also accompany the application. This deposit, or any portion thereof, may be retained by Town of Palmer Lake to pay for any damage or clean-up to the park or park property or for any costs incurred due to the use of the park by the group. The event coordinator is responsible for assuring cleanup of scheduled facilities and surrounding areas. This includes parking lots, surrounding turf areas, and the facility itself. Failure to thoroughly clean any one of these areas will result in forfeit of the security deposit.
4. Any multi-day event must be sanctioned by, and conducted according to, the Professional Disc Golf Association. (PDGA) A Release of Liability statement and proof of insurance may be required. The Town of Palmer Lake will not be held liable for any injuries incurred by participants and guests during the event.
5. If any user wishes to cancel their request for facility use, they must contact the Town Clerk a minimum of seven (7) days prior to the requested date(s) and their fees will be returned. Failure to comply with this procedure will result in the user paying for original permit.
6. It will be the responsibility of the Event Co-Ordinator to provide signs and information that the Course is closed to the public for the event; and be posted at tee #1 a **minimum of 14 days** prior to event.
7. The Event Co-Ordinator, and all persons attending the event, must observe all Town of Palmer Lake park rules and regulations. Any violation of such rules or regulations may result in the denial of future event permits. A copy of these regulations may be requested from Palmer Lake Town Office.
8. The Town of Palmer Lake prohibits public use of marijuana, in any form, in their Parks.

Players in violation are subject to disqualification per PDGA Player Misconduct rules

9. The Town of Palmer Lake prohibits the possession and consumption of alcoholic beverages in their Parks. Players in violation are subject to disqualification per PDGA rules.
10. The Event Coordinator may be required to attend a Town Council meeting to present this application and answer questions about the Event.

I, the undersigned, have read and received the above “Palmer Lake Disc Golf Park Reservation Requirements, Procedures, Guidelines, Rules and Fees” and as Event Coordinator, agree to adhere to all requirements. I affirm that all information provided in this Permit Application is true and accurate to the best of my knowledge

Event Coordinator Signature_____

Signature Date_____

Approved: Town Clerk, Town of Palmer Lake

Signature_____

Date Approved_____