

**MINOR EVENT RESERVATION PERMIT**

**City of Glenwood Springs  
Park & Recreation  
100 Wulfsohn Rd.  
Glenwood Springs, Co. 81601  
Fax# (970) 945-4128**

Type of Activity \_\_\_\_\_ Head Count \_\_\_\_\_ (75-250)

Date(s) of Use \_\_\_\_\_ Times \_\_\_\_\_

Location Requested \_\_\_\_\_

Organization Name/Address \_\_\_\_\_

Sponsor for the Event \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ FAX \_\_\_\_\_

Address \_\_\_\_\_

Will the event include any of the following? ( <b>Indicate on site plan</b> )					
*Tents or Canopies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	**Alcohol Sold/Served	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Barriers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	** Food Sold	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Temporary Fencing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	* Amplified Music	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Inflatable's/Amusement Rides	<input type="checkbox"/> Yes	<input type="checkbox"/> No	* Open Flames or Cooking	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Street Obstruction or Street Closure <input type="checkbox"/> Yes <input type="checkbox"/> No Date Permit Received _____					

- \* May require permit contact **City Engineer Dept. 384-6435**
  - \* May require scheduled meeting (10 business days before event) with **Parks Superintendent at 384-6366**  
Tents or Canopies may require permit contact **City Fire Dept. 384-6433**
  - \*\* May require prior approval or Sales Tax Permit or Special Event Liquor Permit with **City Clerk at 384-6403**
- A minimum of one (1) officer is to be in attendance for every one hundred (100) people during event, at the sponsor's expense. Security Company \_\_\_\_\_ Number of Security Guards \_\_\_\_\_**  
 No Amplified Music that may disrupt other park users or surrounding residents unless prior approval.  
 Open Flames or Cooking may require contact with the **City Fire Dept. 384-6433**  
 The City of Glenwood Springs will require insurance coverage naming the City of Glenwood Springs as additional insured in the amount of 1 million dollars per event. The cost for such coverage ranges about \$200-\$250. Certificate received \_\_\_\_\_  
 Site Plan Attached:  Yes  No      Traffic Control Required  Yes  No

Comments \_\_\_\_\_

**I have read and do understand the terms and conditions of this reservation, and do hereby agree, on behalf of the sponsor of this event, that all persons participating in this event shall adhere to and abide by all applicable rules and regulations. I have received Rules for Park Activity Events \_\_\_\_\_**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE: Application Fee** \$ \_\_\_\_\_ **Damage Deposit** \$ \_\_\_\_\_ **Charges** \$ \_\_\_\_\_ = **Total** \$ \_\_\_\_\_

Cash \$ \_\_\_\_\_ CC \$ \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

Desk Calendar \_\_\_\_\_ Parks Calendar \_\_\_\_\_ Rec Trac \_\_\_\_\_ Payment Rec'd \_\_\_\_\_ Deposit Log \_\_\_\_\_ File \_\_\_\_\_

**City of Glenwood Springs**  
**MAJOR/MINOR EVENT RENTAL FEE SCHEDULE**

**Minor Event**

**(Those events to anticipate an attendance between 76 to 250 participants)**

1. General Rental (Required)	<u>Non-Profit/Local</u>	<u>Profit/Non-Local</u>	<u>Deposit</u>
Special Event Application Fee	\$25	\$25	NA
Groups of 76-150	\$75/Day	\$90/Day	\$500
Groups of 151-250	\$163/Day	\$196/Day	\$500
2. Additional Fees:			
Staff Fees (Parks Department)	\$20/Hour	\$20/Hour	
Field/Lights (If applicable)			
Alcohol Permit (If applicable)	\$25/City & \$25/Colorado Dept. of Revenue		
3. Additional Requirements:			
Site Plan			

**Major Event**

**(Those events to anticipate an attendance of over 251 participants)**

1. General Rental (Required)	<u>Non-Profit/Local</u>	<u>Profit/Non-Local</u>	<u>Deposit</u>
Application Fee	\$35	\$35	
Groups of 251-500	\$275/Day	\$330/Day	\$750
Groups of 501-1000	\$450/Day	\$540/Day	\$1,000
Groups of 1001-1500	\$525/Day	\$630/Day	\$1,250
Over 1501	\$525+.25/Person	\$630+.40/Person	\$1,250+.10/Person
2. Additional Fees:			
Staff Fees (Parks Department)	\$20/Hour	\$20/Hour	
Field/Lights (If applicable)			
Alcohol Permit (If applicable)	\$25/City & \$25/Colorado Dept. of Revenue		
3. Additional Requirements:			
Diagram of Licensed Premises			
Sales Tax Permit			
Parking Plan			
Port-a-Potties			
Insurance			
Security			
Site Plan			