

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

Type of Activity/Brief Description \_\_\_\_\_

Head Count \_\_\_\_\_ (75-250) Date(s) of Use \_\_\_\_\_

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

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

Person Responsible for the Activity \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Sponsor for event Name/Address \_\_\_\_\_

Address \_\_\_\_\_

Will the event include any of the following? **(Indicate on site plan) Site Plan Attached: ( ) Yes ( ) No**

Tents or Canopies? ( ) Yes ( ) No If yes contact <b>City Fire Department (970) 384-6433</b>			
Barriers ( ) Yes ( ) No Temporary Fencing ( ) Yes ( ) No Traffic Control Required ( ) Yes ( ) No If barriers are needed contact: <b>Street Department (970) 384-384-6350</b>			
Inflatable's/Amusement Rides ( ) Yes ( ) No <b>Inflatable's are allowed in the City Parks only in designated areas approved by Parks Superintendent and required insurance coverage.</b>			
One (1) portable toilet is required per two hundred (200) people # Required _____		Company _____	
Will require scheduled meeting 10 business days prior to event for location and placement for any items above, contact: <b>Parks Superintendent (970) 384-6366</b>			
Street obstruction or street closure ( ) Yes ( ) No If yes will require permit contact: <b>City Engineer Department (970) 384-6435</b> Date permit received _____			
Electrical questions please contact: <b>City Electric Department (970) 384-6353</b>			
Alcohol Sold ( ) Yes ( ) No		Alcohol served only ( ) Yes ( ) No	
If sold Special Event Liquor Permit is required contact: <b>City Clerk (970) 384-6403</b> Date permit approved _____			
Food Sold ( ) Yes ( ) No		Food Served only ( ) Yes ( ) No	
List of Vendors: _____		Items sold ( ) Yes ( ) No	
_____			
Any items/food sold will require Sales Tax Permit contact: <b>Finance Department (970) 384-6420</b>			
Open Flames or Cooking ( ) Yes ( ) No If yes will require contact with <b>City Fire Department (970) 384-6433</b>			
Amplified Music ( ) Yes ( ) No <b>No amplified music/noise that may disrupt other park users or surrounding residents, no amplified music/noise after 10 pm, unless prior approval.</b>			
<b>Security guards will be required for events when alcohol is being served or 100 people attending 1 security guard per 50 attending with a minimum of 2 guards per event, at the sponsor's expense.</b>			
<b>Security Company</b> _____		<b>Number of Guards</b> _____	
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. Certificate received _____			
<b>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 participating in this event shall adhere to and abide by all applicable rules and regulations. I have received Rules for Park Activity Events</b>			
<b>Comments/Requests</b> _____			
<b>Signature</b> _____		<b>Date</b> _____	
<b>Approval Date</b> _____		<b>Staff Signature</b> _____	
_____			
<b>Office Use: Application Fee \$</b> _____		<b>Damage Deposit \$</b> _____	
_____		<b>Charges \$</b> _____	
_____		<b>= Total \$</b> _____	