



Town of Telluride Parks & Recreation Department  
 P.O. Box 397 (970) 728-2173 FAX: (970) 728-9645  
 Email: [rmcgovern@telluride-co.gov](mailto:rmcgovern@telluride-co.gov)

**2019 TOWN PARK FIELD RESERVATION REQUEST**

- **Rental Rate: \$15.00/hour per field**
- **Reservations may take place in the non-winter months between the hours of 8:00am – Dark**
- **Availability based on P&R Department staff and all Town Park facilities schedules**
- Applicant must be 18 years or older
- Applications must be complete (includes field rental form, fee, and deposit check)
- Applications are only accepted during the current year
- Applications are considered on a first come first served basis, recognizing historic uses in Town Park
- Large (50+) organizations or individuals will be limited to certain dates and times and may be asked to submit a use plan including the following information: setup, parking, transportation to and from the site, trash/recycling, sanitation, signage, clean up, and a detailed description of proposed use

**Field:** \_\_\_\_\_ (Options: Warner, Bear Creek, Festival, and/or Little League)

**Date Requested:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Start Time:** \_\_\_\_\_ AM / PM - **End Time:** \_\_\_\_\_ AM / PM

**Organization (if applicable):** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Briefly describe your event:** \_\_\_\_\_

**How many people are you expecting?** \_\_\_\_\_

**Will there be music?** Yes / No Live \_\_\_\_\_ Amplified \_\_\_\_\_

**Will you erect any temporary structures?** Yes / No If yes, please provide set-up plan & schedule.

**Will any food, merchandise, or services be sold?** Yes / No If yes, please provide a detailed description.

**Will a fee or donation be collected?** Yes / No If yes, please provide a detailed description.

**Detailed Descriptions (if applicable for the above questions):** \_\_\_\_\_

**CLEAN-UP DEPOSIT CHECK:**

Please submit a check payable to “Town of Telluride” with your reservation form for:

**\$50.00 for groups under 50 people OR \$250.00 for more than 50 people**

Note: Please include a self-addressed stamped envelope with your deposit. **If no envelope is provided, your check will be torn up after your event** if the requirements of this Agreement and the terms of the Reservation Request on the other side of this form are fulfilled as stated.

**CLEAN-UP CHECKLIST:**

- \_\_\_\_\_ Pick up all trash
- \_\_\_\_\_ Remove signs & decorations
- \_\_\_\_\_ Replace all equipment in original location

**Please read the following conditions for use and sign below.**

- Pathways must remain open to the public at all times
- Lawful use and possession of alcohol under the Telluride Municipal Code is limited by Section 10-7-10 to between 10:00 am & 10:00 pm, if the person is:
  - Attending a private function scheduled with the permission of the Town, or
  - Attending a special event which is scheduled with the permission of the Town and has obtained a Special Event Permit through the State of Colorado and/or the local liquor licensing authority
- Use and possession of alcohol is prohibited anytime at the Skatepark, the Town Park Pool, and within any structure in Town Park (excluding the Town Park Pavilion)
- Glass is not permitted
- Event organizers are responsible for cleanup
- Grass/landscape protection for high traffic areas is required
- Motorized vehicles are not allowed on the grass or pathways and must park in designated areas
- Landscape or facility damage will be billed to event organizers at replacement costs plus 15%
- Signage shall comply with all applicable Town policies
- Commercial advertisements, commercial logos, web addresses, and so forth are not allowed
- Attaching signs, decorations, etc to trees is prohibited
- Tents or other temporary structures may not be placed without obtaining permission first
- Liability insurance coverage paid for by the user may be required depending on the type of reservation
- A Town of Telluride business license may be required depending on the type of reservation
- Vending shall comply with Town regulations
- No person shall use this property for business purposes or monetary gain, unless approved
- User shall release the Town from any liability and holding the Town of Telluride harmless from any claims resulting from leased premises during the term of use
- User has inspected the premises and agrees to accept premises in such condition at the time of the use
- Wood fires are prohibited
- Pets must be on leash and not left unattended
- Pet owners are responsible for cleaning up after their pets
- The curfew for all events shall be dark
- Event shall comply with Town noise ordinances
- Applicant and all attendees shall comply with all Town of Telluride Rules, Regulations, and Ordinances

*I have read and fully understand all information on the Town Park Field Reservation Request. As the designated individual or representative of the organization or group listed below, I state that this organization or group will not hold the Town of Telluride, the Parks & Recreation Department, or Board or any Town personnel responsible for any accident or injury which may occur during use of the Town Park. I further understand that the use conditions and clean-up checklist must be adhered to.*

**Applicants Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_

**STAFF:** Tentative in MAX: \_\_\_\_\_ Date and Time of Clean-up Inspection: \_\_\_\_\_

Reserved in MAX: \_\_\_\_\_ Deposit rec'd: \_\_\_\_\_ Rental Fee rec'd: \_\_\_\_\_

Event approved by Parks & Recreation Director: \_\_\_\_\_

Copy emailed: \_\_\_\_\_

**Staff Comments:** \_\_\_\_\_

Date deposit check ripped up / sent back: \_\_\_\_\_