

TOWN PARK CORE AREA RESERVATION REQUEST: BOOKING WINDOW #1 ONLY
General Reservation Guidelines:

- Applicant must be 18 years or older and have an account set up in [ActiveNet](#)
- Reservation Request Applications must be completed, signed and delivered to the P&R Office with a damage deposit check to be considered.
- Applications are considered on a first come first served basis, recognizing historic uses in Town Park.
- Large (50+) requests will be limited to certain dates and times and may be asked to submit a use plan including (but not limited to) the following information: setup, parking, transportation to and from the site, trash/recycling, sanitation, signage, clean up, and a detailed description of proposed use.
- Recurring or consecutive reservation requests are prohibited.

Booking Window #1 Opens January 1, 2026	Event Dates: January 1, 2026 – April 6, 2026
<i>Core Area Closed</i>	<i>April 7, 2026 – April 30, 2026</i>
Booking Window #2 Opens April 1, 2026	Event Dates: May 1, 2026 – July 31, 2026
Booking Window #3 Opens July 1, 2026	Event Dates: August 1, 2026 – October 31, 2026 *Construction impacts anticipated starting late September
<i>Core Area Closed</i>	<i>November 1, 2026 – TBD</i>

Requested Event Date (between January 1, 2026 – April 6, 2026, only): _____

Requested Event Time (4 hour maximum: includes set up and clean up): _____

To assist with determining facility availability for the requested use and date, please select the portion(s) of the Core Area that you would like to request for non-exclusive use below:

Warming Hut & Restrooms

Tent & Concrete Area

Oval (grassy area):

Event Requestor/Contact: _____

Email: _____ Day Phone #: _____

Event Name: _____

Event Description: _____

Maximum # of attendees expected? _____

Will there be music? Yes / No

Live _____ Amplified _____

Requesting permission for any temporary structures?

Yes / No

If yes, please provide set-up plan and 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.

Please read the following conditions for use and sign below.

- Area must always remain open to the public, unless a liquor license is obtained. *Permit does not guarantee that applicant will have sole use of the area; it merely helps the Parks and Recreation Dept. staff in the scheduling of other events*
- Lawful use and possession of alcohol under the Telluride Municipal Code is limited by Ordinance #1379 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 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 and trash removal. *Event organizers must bring their own trash bags and cleaning supplies*
- 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 hold 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
- Dogs are prohibited inside all Town Park buildings, including the Warming Hut and restroom facilities
- Event shall comply with Town noise ordinances
- The curfew for all events shall be 9 pm in the winter months and 10 pm in the summer months
- Applicant and all attendees shall comply with all Town of Telluride Rules, Regulations, and Ordinances

DAMAGE DEPOSIT CHECK ATTACHED

Please submit a damage deposit check payable to: Town of Telluride with your Core Area Reservation Request:

- \$50.00 for groups of 1-49 people
- \$250.00 for groups 50+

NOTE: Your damage deposit check will be shredded after your event if the requirements of this Agreement and the Terms of the reservation request are fulfilled as stated. Additionally, the P&R team will inspect the premises to confirm no damage has occurred.

I have read and fully understand all information on the Town Park Core Area Reservation Request. As the designated requestor/contact for the event, I state that this group will not hold the Town of Telluride, the Park and Recreation Department, or any Board or any Town personnel responsible for any accident or injury which may occur during use of Town Park. I further understand that the use, conditions and clean-up of this request must be followed to avoid a claim to damage deposit.

Event Requestor's Name: _____ **Date:** _____

Event Requestor's Signature: _____

STAFF ONLY:

- Tentatively scheduled in ActiveNet: Date: _____ By: _____
- Permit approved in ActiveNet: Date: _____ By: _____
- Deposit received Date: _____ Check #: _____
- Approved permit emailed: Date: _____ By: _____

Event Request Approval Status:

Approved Date: _____ By: _____
Denied Date: _____ By: _____

Staff Comments for Requestor: _____

Internal Staff Notes: _____

Post Event:

Clean-Up Inspection Checklist:

Date and Time of Clean-up Inspection: _____

Tent & Oval Area: _____ Pick up all trash _____ Empty trash containers
_____ Sweep concrete areas _____ Wipe down picnic tables

Warming Hut: _____ Empty trash _____ Sweep/mop floors
_____ Replace trash bags _____ Wipe counters, shelves
_____ Wipe walls (if needed) _____ Remove signs & decorations
_____ Windows closed & locked, cleaned (if needed)

Restrooms: _____ Empty trash _____ Clean sink & toilets
_____ Sweep/mop floors

Date deposit check shredded: _____ **by:** _____