



CITY & COUNTY OF BROOMFIELD PARK SHELTER RESERVATION REQUEST



Please Submit by Fax: 303-410-3825 or Scan & Email to: ParkRental@broomfield.org
13201 Lowell Blvd. ~ Broomfield, CO 80020 ~ 303-460-6900

Requests are processed in the order they are received and booked based on availability.

Reservation is not final until you have paid in full and received confirmation from Broomfield Recreation Services.

You will be contacted within 2 business days after receipt. Responsible party must be present at the park for entire event.

Today's Date: _____

Name: _____

Organization: (if applicable) _____

Email: _____

Address: _____

City: _____ Zip: _____ County: _____

Phone (day): _____ Phone (eve): _____

Requested Date: _____ **Times:** (start & end) _____

Alternative Date: _____ Alt. Times: (start & end) _____

Number of People Attending: _____ Age Group: _____

Event Function: _____
Please be specific. (i.e. Wedding, Family Reunion, Birthday Party, Company Picnic, etc.)

Hourly Rate (\$18/hr)	X # of Hours 2 hrs	Alcohol Permit? + \$10	Grand TOTAL \$46

(1st choice) Park Shelter: _____

(2nd choice) Park Shelter: _____

Alcohol Permit Alcohol Permit needs to be submitted separately. See Additional Attachment.

Yes No \$10 non-refundable fee for an Alcohol Permit. Fee will be added to your rental.

Payment:
 (AE, Discover, Visa, MC) _____ Exp. Date: _____

Please Mark: **Pay 50% Deposit Only (OR)** **Pay in FULL now**

- I have read and agree to the terms and conditions of the change/cancellation policy.
- I understand that the Parks Department will monitor the number of people at my event. I will be charged appropriately if my number exceeds my reservation/permit.

Signature: _____ **Date:** _____

Special Requests: Athletic Fields (Baseball/Softball/Soccer)-Additional Fees Apply. Fields may not be available.

Please see Parks Rental Agreement for additional information. You May Supply: Inflatable Live Music

Water Access- Deposit and/or Water Key may be required. State Reason: _____

Additional Information/Notes – Please explain: _____

For Office Use Only	BCC / PDRRC Received-	Date:		Time:		Staff Initial:	
Admin Clerk-Status:		Date:		Time:		Admin Initial:	



City & County of Broomfield Parks & Shelters Rental AGREEMENT



Please read and initial each item, sign the bottom, and submit with your reservation request.
Scan & Email to ParkRental@broomfield.org (or) Fax to 303-410-3825

_____ I understand that an Alcohol Permit is required if I intend to serve alcohol or if anyone with my group brings alcohol to my event. There is a \$10 non refundable fee that will be added to my park permit fee and it must be requested **at least ten business** days prior to event.

_____ I understand that the times reflected on my park permit are the actual start and end times of my event and that if I need set up and clean up time, it must be included on my permit.

_____ I understand that as the renter of the park, I will be the sole responsible person for my guests and I will be responsible for any damages to the park during my event. I will be present at the park the entire time of my event and will have both my approved Park Permit and Alcohol Permits in my possession.

_____ I understand I will be charged additionally if there is excessive trash or any damages to the park.

_____ I understand that no refunds are given for inclement weather, however, I may call 303-464-5509 within the first 3 days after the originally scheduled rental to reschedule my event if bad weather occurs.

_____ I understand that the Parks department will monitor the number of people at my event and I will be charged appropriately if my number of guests exceeds my reservation/permit.

_____ I understand that if I bring **Inflatables/Tents**, they must be weighted down, not staked into the ground.

_____ I understand the **Electrical Outlets** will NOT support large items such as inflatables. I cannot plug an **Inflatable** into the Park electrical outlet and that I need to provide a generator instead. **Electricity** is only available for small items such as: crock pots or portable stereos. If the circuit is tripped, the Parks Department may or may not be available to restore electricity.

_____ I understand that additional **Water** access (water used from spigot) will not be turned on for me unless I have prior approval and it is reflected on my permit. If I am allowed to use additional water, I understand that I must bring my own hose with an auto shut off nozzle and that I will not allow the water to pool in any area in the park. I also understand that I will call to request a water key 1 week prior to my event. A deposit and water key may be required for water access.

_____ I understand if I am using the City provided **BBQ's**, I will bring my own charcoal. If I need to bring my own BBQ, I will keep it on a cement surface and I will thoroughly clean up any grease drippings. I also understand I am not allowed to drive beyond the parking lot.

_____ I understand that if I plan to have live music or a DJ, I need prior approval and it must be reflected on my permit. I also understand that electricity for such events needs to be provided by a generator and not plugged into the Park electrical outlets. I also understand that if there are complaints about the noise level of such events, I may be asked to cease and The City and County of Broomfield will not be responsible for time or money lost to DJ or Band.

_____ I have read and understand the Cancellation/Change Policy - **Cancellations/Changes forfeit a percentage of the total reservation fee. Cancellations/Changes made 2 weeks or more prior to event forfeit 50%, Cancellations/Changes made less than 2 weeks prior forfeit 100 %.**

_____ I agree that failure to abide by the above mentioned policies may result in additional fees and/or rental cancellation. I agree to all the rules and regulations of the Parks & Shelters Agreement

_____ Applicant Signature

_____ Date