



Festival/Special Event Permit

Park/Facility Requested:

Please Check ALL That Apply

- Riverbend Park [East or West]
- Peach Bowl Park [East or West]
- Peach Bowl Park Baseball Field
- Peach Bowl Park Soccer Field
- Veteran's Memorial Park
- Town Center Plaza
- Palisade Gymnasium
- Community Center [Upstairs or Downstairs]
- Community Center Whole Building

Date(s) of Event _____

(Attach additional sheets if necessary)

Hours of Event _____

Type of Event _____

Applicant Information:

Name _____

Address _____

City/ State/Zip _____

Telephone _____

Email _____

Other Groups involved with Event:

Name _____

Telephone _____

Description of Involvement _____

(Attach additional sheets if necessary)

Specifics of Event:

- General Admittance (Paid Entry)
- General Admittance (Free Entry)
- Invitation Only Event

Attendees anticipated (#) _____

Traffic/Access _____

Sound/Light impact _____

Sanitary arrangements _____

For Staff Use Only

Required Documentation:

- Letter of Intent
- List of Vendors
- Map of Venue/ Route
- Traffic/ Parking Plan
- Liquor License Application
- Concert Permit
- Street Closure/Parade Request

REQUIRED: *One map of venue or route (if a race) showing all proposed structure location(s), parking layout, intended ingress/egress to the event, any elements which requires electricity or water, location of sanitary facilities, etc. If map cannot easily illustrate the nature of the event, please include a Letter of Intent (LOI) which addresses: type of event, noise, sanitation, parking/access, light or visual impacts, hours of operation, and the time requested for usage of the park/facility. All vendors must pay a special event business license fee or obtain a yearly business license for the Town of Palisade (this may be paid by the applicant no more than one (1) week after the event).*

I hereby acknowledge that I have read this application and Terms of Agreement and the information is correct; I agree to comply with any and all codes, ordinances, laws, regulations or restrictions which may apply. I understand that failure to comply may result in legal action, which may include but not necessarily be limited to closure of the event I acknowledge the accuracy of any map provided and further acknowledge that the burden for the accurate placement of any structure is my sole responsibility.

Applicant Signature _____ Date _____

Town Approval _____ Date _____

TERMS OF AGREEMENT

The Town and Licensee hereby agree, to wit:

- 1) **PAYMENT:** All base payments and refundable damage deposit payments are due thirty days prior to above stated event. User fee is **non-refundable** and are due at least two weeks prior to event
- 2) **INSURANCE:** Licensee understands and agrees Licensee shall assume all responsibility for the acts and actions of Licensee's guests or attendees as a result of this Agreement for use of the park(s) and/or community center. It is understood that the Town requires proof of Public Liability Insurance in the amount of at least \$150,000 per occurrence/\$1,000,000 per aggregate occurrence, and that the Town must be named as an additional or co-insured and that the Town may at its discretion increase the liability amounts per event.
- 3) **AGREEMENT TERMINATION:** The Town reserves the right to terminate this agreement at any time, with or without cause, upon giving the licensee written notice thereof.
- 4) **DAMAGE AND CLEANING DEPOSIT:** The grounds, inclusive of all structures, must be left as they were received or a portion of the damage deposit may be kept. If the damage exceeds the deposit, the licensee will be held liable.
- 5) **PARKING:** Licensee understands and agrees that parking at the park must be designated and a parking plan must be submitted to the Town thirty days prior to the event for approval. The Town may require that the Licensee provide parking lot attendants based on the size of the event. Parking on the grass is prohibited.
- 6) **TRAFFIC:** Licensee is responsible for traffic control and flow. This includes all traffic control devices (i.e. flaggers, signs, cones). Licensee is responsible for providing adequate shuttle service as to not impede the flow of traffic. Please make an appointment with the Event/Program Coordinator prior to development of your traffic plan. Licensee understands that the Town must approve any traffic plan at least thirty days prior to the event.
- 7) **SECURITY:** Licensee agrees to furnish and pay for adequate police or security officers as directed by the Event/Program Coordinator above stated event.
- 8) **EMERGENCY PERSONNEL:** Licensee must provide the Event/Program Coordinator with an estimated number of attendees for the Mesa County Emergency Services Coordinator to ensure the proper number of EMS Staff. Licensee agrees to furnish and pay for adequate emergency services personnel as directed by the Event/Program Coordinator .
- 9) **RESTROOM FACILITIES:** Restroom facilities and supplies shall be furnished by the licensee in accordance with numbers deemed adequate by industry standards for the estimated crowd.

10) INSTALLATIONS: Licensee is hereby granted permission to install at Licensee's expense such items as displays, exhibits, decorations, etc. but will not be permitted to move or change any permanent fixtures attached to and a part of the building/facility, or to nail or tack any materials to the walls or ceilings of said building/facilities. Licensee further agrees to refrain from marring or defacing said buildings/facilities in any form whatsoever, and to return the premises in same condition as when received, ordinary wear and tear expected. All decorations etc, must be non-flammable and be approved by the Event/Program Coordinator. Premises must be returned to previous condition and approved by the Town. Absolutely no stakes over 12 inches long are allowed. Licensee is responsible for all fencing and for placing and rolling such fencing. The Town will place markers for utility systems.

11) CLEANING: Is defined as the removal from the premises and surrounding areas of all Licensees exhibits, displays, decorations, debris, trash and all debris and trash generated by any spectators or guests of the Licensee's events. The Town will supply up to fifty trash cans; however, Licensee is responsible for liners and removal of all trash.

12) ELECTRIC POWER: Grounds are rented where is, as is. The Licensee must pay for usage of electrical power. The Licensee must arrange with Xcel Electric Company to have the meter read before and after the event to determine the correct amount to be paid. Extension cord specifications are as follows: 50 ft. cord must be no less than 12 gauge wire and 60 ft. cord must be no less than 10 gauge wire.

13) LIABILITY: The Licensee hereby agrees to indemnify, save, defend, and hold harmless the Town and their officers, agents, servants, and employees from any and all claims, causes of action, and suits accruing or resulting from any damage, injury of loss to any person or persons or personal property, including all persons to whom the licensee may be liable under any workmen's compensation laws, and the licensee himself, and from any laws, damage, causes of action, claims or suits or damage, including but not limited to loss of property, goods, wares, merchandise, or livestock caused by or arising out of, or in any way connected with the exercise of the Licensee's privileges herein.

14) VENDORS: Licensee understands that all vendors at any event must be properly licensed in accordance with state and local laws and ordinances. Licensee understands that all food vendors will be placed in a designated area east of playground unless prior permission is obtained from the Town.

15) CAMPING: Licensee understands that camping may be available as a conditional use and that special conditions will apply to location, numbers and camping type. Similar restrictions for fires exist, but no open-sided, non-contained fires are permitted. Licensee will provide the Town with a map showing where any stage will be erected, location of parking, dumpsters, portable toilets, sound towers, proposed beer garden, vendors, traffic flow, proposed camping, etc.

REQUIRED FEES

For Staff Use Only

Park Use: _____

Community Center Deposit: _____

Community Center User Fee: _____

TOTAL: \$ _____
+ DEPOSIT: \$ _____