



Dear Event Planner:

Welcome to the Town of Palisade, and we are excited that you have chosen Palisade as the location to host your special event. In an effort to make your event application process as efficient and smooth as possible, we have developed this Special Event Application to help you plan your event in Palisade.

The Director of Parks Recreation, and Events, Troy Ward will act as your main point of contact. Once we receive your Special Events Application, we will coordinate with all necessary Town departments that may be affected, to ensure all concerns are addressed and all permits are properly processed.

The Town of Palisade requires that we receive your special event application a minimum of 30 days prior to your special event. This will allow us time to process the application and communicate with other departments and agencies. Please be advised that certain application procedures may be lengthy and require you to plan ahead, such as liquor licenses, proof of insurance, etc., please plan accordingly. Under certain circumstances and depending on the size of your event (birthday party, baby shower, etc.) we may be able to expedite the application process.

Once all comments and concerns are received from the appropriate departments, you will be contacted as to the status of your application. Depending on the event size and impact on the community, we may ask that a meeting be held to discuss the special event in detail – reviewing traffic control plans, security, emergency response, or other issues affecting the community.

In the event you are requesting specific services from the Town of Palisade, you will be provided an estimate of costs and be billed for these services. Also, depending on the size and community impact of the event, we may request an additional clean-up / damage deposit.

Our desire is to make your special event application process as efficient and helpful as possible. Please do not hesitate to contact Troy Ward, if you have questions or concerns regarding any of the forms or the process in general. We look forward to you holding a successful event and we thank you for choosing our community as your event location.

Sincerely,

Troy Ward

Director of Parks, Recreation, and Events
970-464-5602
tward@townofpalisade.org

Town of Palisade
175 East 3rd Street
P.O. Box 128
Palisade, CO 81526



Town of Palisade facility/park Rental fees include, but are not limited to:

Community Center Rental Fees:

The following fees are for the Upstairs, Downstairs, and Kitchen of the building. If you would like to rent the entire building for your event, the following prices are doubled.

\$250.00 Deposit *(This IS refundable on a case by case basis depending on the condition of the community center after your event).*

\$150.00 User fee for the first two (2) hours *(this is the minimum charge for community center rental).*

\$25.00 per each additional hour

Limited tables and chairs are available for use for no additional fee.

Park Rental Agreement Fees:

All Parks: Effective July 2017, all park rentals will require a \$100.00 deposit.

Riverbend Park - There are two shelters available in this park.

All Day (Sun Up to Sun Down) **\$100.00 each**

PeachBowl Park - There are two shelters available in this park.

All Day (Sun Up to Sun Down) **\$50.00 each**

PeachBowl Park Fields - Softball - Rugby/Soccer

Two hours **\$15.00 each**

Veteran's Memorial Park (aka: Palisade Park) - East Shelter West Shelter

All Day (Sun Up to Sun Down) **\$50.00 each**

Independent Park

All Day (Sun Up to Sun Down) **\$100.00**

Palisade Plaza

All Day (Sun Up to Sun Down) **\$100.00**

Gym Reservations

Administrative Fee for reservations **\$10.00**

Key Deposit (required for all rentals) **\$25.00**

Single day hourly rate **\$20.00**

Multi-day hourly rate **\$10.00**

Team Event (all Day) **\$300.00**

*Deposit Required (Refundable) **\$250.00**

Non-Sporting Event **\$600.00**

*Deposit Required (Refundable) **\$300.00**

Non-Profit Rate is 50% regular price



Town of Palisade Special Event Permit 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 \$1,000,000 per occurrence/\$1,000,000 per aggregate occurrence, and that the Town must be named as an additional or co-insured entity 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 Town of Palisade Event 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 security officers as directed by the Town Event Coordinator and the Palisade Police Department for stated event.
- 8) EMERGENCY PERSONNEL:** Licensee must provide the Town Event Coordinator with an estimated number of attendees for the Mesa County Emergency Services Coordinator to ensure the proper number of EMS Staff are available for call. Licensee agrees to furnish and pay for adequate emergency services personnel as directed by the Event Coordinator and the Palisade Fire Department.
- 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 Palisade Fire Department. 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.

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 Printed Name _____ Event Name _____

Applicant Signature _____ Date _____



Notice of Intent to Conduct a Special Event

Event Name: _____

Event Date: _____ Start/End Times: _____

Organization or Applicant Name: _____

Event Planner/Contact Person: _____

Address: _____

Email: _____ Phone: () _____ - _____ Fax: () _____ - _____

Contact on-call during event: _____ Contact's Cell Phone: () _____ - _____

What time will set up for the event begin? _____ Tear down complete by? _____

How many attendees do you expect will attend? _____

- Will your event require street closures? No Yes If yes, Please detail in Event Description
- Will your event include a parade or race? No Yes If yes, Please detail in Event Description
- Will alcohol be served? No Yes If Yes, Special Restrictions Apply
- Will food or merchandise be sold? No Yes If Yes, Special Restrictions May Apply

Will your event include a Town Facility or Park?

- Community Center [Upstairs / Downstairs] Community Center [Whole Building]
- Palisade Gymnasium Peach Bowl Park [East / West]
- Peach Bowl Park - Rugby / Soccer Field Peach Bowl Park - Softball Field
- Riverbend Park [East or West] [Water / Electricity] Town Center Plaza
- Veteran's Memorial Park [East or West] [Water / Electricity] Other _____

You have attached the required:

- Site plan sketch (parades/races should include start/end points)
- Parking plan that accommodates the number of estimated vehicles above
- Proof of Public Liability Insurance in the amount of at least \$1,000,000 per occurrence/\$1,000,000 per aggregate occurrence, and that the Town of Palisade must be named as an additional or co-insured entity and that the Town may at its discretion increase the liability amounts per event
- Application Processing Fee (make payable to the Town of Palisade)
- A signed copy of the Terms of Agreement
- All other necessary forms that apply to your event or call Town Event Coordinator with questions

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

Town approval signature: _____ Date: _____



Event Description and/or notes
(Please attach additional pages if necessary)

Community Center: (indoor use only):

Tables: 8'X30" _____ 6'X30" _____ 6' Round _____ 5' Round _____

Chairs: Padded Chairs _____

Riverbend Park:	Will your event require:	[Water / Electricity]
Veteran's Memorial Park :	Will your event require:	[Water / Electricity]

If your event plans to set up Tents, Play Structures, (Bump & Jumps, etc.) or Other Structures that need to be delivered or staked into the ground please list below so arrangements and approvals can be made. Driving on the grass at any park is **STRICLY PROHIBITED** without prior authorization from the Town.

For Town use only
