



PO Box 64, Crestone, CO 81131 • (719) 256-4313 • crestonetownoffice@gmail.com

Town Property Usage Application and Agreement

Name: _____ Date: _____

Organization/Group Name: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____ Email: _____

Name, Date and Time of Event: _____

Location(s) Requested (check all that apply):

Little Pearl Park (165 W. Silver Ave.)

Creekside Park and Pavilion (300 W. Silver Ave.)

Town Hall Park (150 W. Galena Ave.)

Please answer the following questions:

- Are you a non-profit organization? Yes No
- Are you a commercial organization? Yes No
- Will there be vendors at your event? Yes No
- Will any food merchandise be sold? Yes No
- Will there be music at your event? Yes No
- Will there be use of any fire requested? Yes No
- Will fees or donations be collected? Yes No
- Will you rent a bear-proof dumpster? Yes No
- Will you require use of town water? Yes No
- Will you require access to the town’s electricity? Yes No
- Will you require use of the town’s tables and/or chairs? (If yes, you must complete a “Table and Chair Rental Agreement Form”) Yes No
- How many people are you expecting to attend your event? _____
- Will you erect any temporary structures (other than vendor booths) for the event? If so, what type of structure(s) and how many?

- Will portable toilets be rented? If so, how many?

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- Will a street closure be required? Yes No

(If yes, you must complete an “Event Street Closure Application”)

Describe your event in detail, including the reason for the event, the event’s benefit(s) to the town and community, your planned safety procedures, and parking plan. Attach extra paper if necessary:

Attach a clearly labeled map detailing the location of any planned temporary structures (vendors, stages, food stalls, portable toilets, first aid stations). Also include a security plan and a parking plan.

By signing below, you agree to the following:

- This application is only valid for a single request. Each additional request requires a separate application
- Applicant must be eighteen (18) years of age or older
- Application must be completed in its entirety and submitted to the town clerk at least one (1) week in advance of a regular monthly board meeting and at least six (6) weeks in advance of the event
- Liability insurance coverage is required and proof of such insurance must be submitted to the town clerk at least two (2) weeks in advance of the event
- Property use cleanup deposit must be provided at the time of submitting this application. If the board denies this property usage request, the deposit will be returned
- Landscape or facilities damage will be billed to the applicant at replacement cost, and applicant agrees to pay such cost upon receipt of an invoice for said replacements from the town
- Applicant has inspected the premises and agrees to accept premises in such condition at time of use
- A business license may be required depending on the event

- The event area must be open to the public at all times
- Open containers of alcohol and consuming alcohol are strictly prohibited
- Marijuana use or display of marijuana is strictly prohibited
- Motorized vehicles are not allowed on the grass or pedestrian pathways
- No person shall use property for commercial business purposes unless pre-approved
- Open fires are prohibited
- Pets must not be left unattended and must be on a leash *with their owner under control of the leash*
- Pet owners are responsible for cleaning up after their pets
- Curfew in all parks is at sundown
- Applicant shall release the town from any liability and hold harmless any claims from the leased premises during the term of use
- Applicant shall comply with all Town of Crestone’s rules, regulations and ordinances
- Applicant assumes responsibility for pickup of all trash, signs, and decorations resulting from the event. Any staff time spent cleaning up the same will be deducted from the cleanup deposit at the staff members’ hourly rates
- Applicant agrees to pay all relevant fees and deposits as outlined below at the time of submission of this application, with the exception of the property usage
- Park event usage fee must be paid in full the day after the board approves the property usage request

Fees:

- Park Event Usage Fee (per Ord. # 2006-009, Res. # 007-2018): \$100.00 per park per day
- Refundable Property Use Cleanup Deposit: \$250.00
- Electricity Use: \$25.00 per day, per use
- Water Use: \$25.00 per day, per use
- Business License (if applicable): \$40.00

I have read and fully understand all information on this form. As the designated individual or representation of the organization or group listed above, I affirm that this organization or group will not hold the Town of Crestone, any board member, any town official, or any town personnel responsible for any accident or injury which may occur during use of town property. I further understand that the property use conditions and clean-up checklist must be adhered to.

Signature: _____ Date: _____

Name (Printed): _____

ADMINISTRATIVE USE ONLY:

Application Received by: _____ Date: _____

Did the board approve this application? Yes No Date of Approval by Board: _____

Deposit Paid: _____ Check Number: _____

Park Event Usage Fee(s) Paid: _____ Check Number: _____

Event Street Closure Application Submitted?: Yes No N/A

Business License Fee(s) Paid?: Yes No N/A

Date of Receipt of Proof of Liability Insurance (at least 2 weeks before event): _____

Proof of Insurance Received by: _____

Application Approved?: Yes No

Clerk Signature: _____ Date: _____

After the Event:

Per Public Works, did the applicant clean up the rented property? Yes No

Deposit Returned on: _____ Employee Signature: _____

If money was deducted from the deposit due to leftover trash and event materials, describe what was left behind and how many staff hours were required to clean it up:

Public Works staff Signature: _____ Date: _____