



Rental Application for use of City of Alamosa Parks and Recreation Facilities

2222 Old Sanford Rd Alamosa, Colorado 81101

Phone: (719) 589 -2105 * Fax: (719) 587 -3541 * www.AlamosaRec.com

Name of Applicant (Required)		DOB	
Address of Applicant <i>(Street or PO Box, State, Zip Code)</i>		Phone #	(___) ___ - ___
Email Address (Required) Primary Source of Communication			
On-site Contact <i>(if different from above)</i>		Phone #	(___) ___ - ___
Name of Event <i>(if applicable)</i>		Head Count	
Type of Event <i>(Circle one)</i>	Wedding	Meeting	Assembly (1st Amendment)
	Party	Fundraiser	Other:
Park Location Requested <i>(Indicate all that apply - Park Rental ONLY)</i>	Park:		Pavilion (circle one): N S E W
	Portable Stage Y or N	Event Tent (City Sponsored Events ONLY): Y or N	Restrooms Needed?: <i>(Weekend events will be charged for a key rental)</i> Y or N
Facility Room Requested <i>(Indicate all that apply - Rec Center & Multi-Use Pavilion ONLY)</i>	Room:		Tables & Chairs:
	Sound System:		Projector:
Date(s) Event	From: ___ / ___ / ___		To: ___ / ___ / ___
Time(s) of Use	From: ___ : ___ AM / PM		To: ___ : ___ AM / PM
Will Alcohol be sold or consumed?	Yes		No
Will this rental be for Monetary Gain?	Yes		No
Do you need access to water or electricity for your event? <i>(\$20 each/day; PARK RENTALS ONLY; Not available at some locations)</i>	Electricity (Circle One): YES or NO		Water (Circle One): YES or NO
	* Use of outlet must not exceed a total draw of 20 amps * Any problems associated with over drawing electricity are the responsibility of the renter		
What equipment (if any) will be moved into the park for the event?	<i>Example: tents, tables, chairs, volleyball nets, etc.</i>		
What other changes (if any) to the park will be made for the event?	<i>Example: fencing, animal pens, etc.</i>		
Additional Comments:			

Portable Stage/ Event Tent Terms and Conditions: All stage and event tent applications must be submitted a minimum of two weeks prior to the event to be considered for approval.

**Submitting this form does not guarantee reservation of the facility requested.
Reservation must be approved by Recreation Manager and payment must be paid in full prior to reservation date.**

Applicant Agreement for Non-City of Alamosa Sponsored Functions

1. Release and indemnification (**Legal Implications, read carefully**): Applicant hereby agrees to release, indemnify and hold the City of Alamosa, the Alamosa City Council, the individual members thereof, and all City of Alamosa employees and volunteers free and harmless from and all claims, loss, damage, liability, cost or expense that may arise during or be caused in any way, directly or indirectly, by applicant's use and/or occupancy of any city of facility that is the subject of this application. Applicant agrees to furnish such liability or other insurance for the protection of the public as the city may require.
2. I, the undersigned, hereby certify that I will personally be responsible on behalf of the Applicant for any damage sustained by the city facilities, furniture, equipment, or grounds accruing through the occupancy or use of said building and/or grounds by the applicant, normal wear and tear expected.
3. Applicant agrees to prohibit tobacco smoking and use or possession of illicit drugs by any person under the supervision of the applicant in or on any of the contracted facilities. The sale and consumption of alcoholic beverages is subject to additional laws, permits, regulations, and potentially higher insurance limits. Contact the City Clerk's Office at City Hall, 300 Hunt Ave., (719) 589-2593 for more information.
4. Applicant agrees to clear the facility used of the equipment and other paraphernalia within one hour after use, unless other arrangements have been made with the Director of Parks & Recreation. Events that go beyond the scheduled time may be subject to additional fees.
5. In the event of a cancellation, refunds will *only* be granted if made prior to the day of the event. For weekend rentals, cancellations must be received no later than Friday at 4:00pm.
6. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act on its behalf in making application of use of said facilities.
7. This permit constitutes a license which is revocable by the City at any time upon written notification of such revocation to the applicant.
8. 2.5% City sales tax applies to all sales, excluding admission tickets, and must be remitted to the City within 30 days of the completion of the event.
9. The following activities are not allowed without advanced written approval of the Parks and Recreation Department: the sale of food, beverages, goods, or merchandise; charging admission fees for services.
10. Do not advertise your event until the signed use contract is received confirming the reservation.

I have read and fully understand the terms of this Agreement, including in particular THE RELEASE AND INDEMNIFICATION set forth in paragraph 1 of this Agreement.

I hereby certify that I have received and read the rules, regulations, conditions, and terms, if applicable, and that I, and/or the applicant, which I represent, will abide by them and I will conform to all applicable provisions of the laws of Colorado and to other rules and regulations of the City of Alamosa and to authorized agents which may be communicated to the applicant. I have received copies of the City of Alamosa Rules and Regulations for the Use of City Parks and Facilities and agree to abide with the same.

Signature of Applicant		Date	__ / __ / ____
-------------------------------	--	-------------	----------------

For Administrative Use Only

Licenses & Permits Required	Sales Tax License	Trash Collection
	Security Deposit	Liquor Liability Insurance (\$1,000,000 min.)
	Workmen's Compensation	Liability Insurance (\$1,000,000 minimum)

The applicant must provide adequate coverage in the above marked areas. Please present the documentation with the application. If an applicant is currently covered by any of the above, copies of that documentation needs to also be included. Incomplete applications (without copies of insurance, licenses, etc.) will not be accepted. Upon approval by all required City Departments, a copy of the contract will be returned to you, so you can have a copy in hand (as a permit) the day of the event.

Terms: Fees Due & Payable one business day prior to use	Reservation Fee:	Insurance Type:
	Additional Fees:	Notes/Additional Terms:
	Total:	
Administration Approval:	Recreation Division Manager	__ / __ / ____
	Director of Parks & Recreation	__ / __ / ____

ROOM RATES PER HOUR	ROOM CAPACITY	COMMERCIAL RATE PER HR	PRIVATE RATE PER HR	NON-PROFIT, TAX EXEMPT, OR GOVT RATE PER HR
CONFERENCE ROOM	15	\$40	\$20	\$10
MULTI-PURPOSE GYM	280	\$100	\$50	\$35
FULL GYM	690	\$200	\$100	\$70
½ GYM	345	\$100	\$50	\$35
STUDIO ROOM	40	\$80	\$40	\$30
MEETING ROOM	40	\$80	\$40	\$30
DUAL MEETING ROOM	80	\$120	\$60	\$45
FULL FACILITY	~1,100	\$520	\$260	\$200

DISCLAIMERS: AN ADDITIONAL \$25 PER HOUR FEE IF AFTER AFRC OPERATING HOURS, 2.5% ALAMOSA CITY SALES TAX ON GROSS SALES, SECURITY DEPOSIT MAY BE REQUIRED, SELLING ALCOHOL REQUIRES AN ADDITIONAL PERMIT, AND/OR ANY NON PROFIT ORGANIZATION MAY BE ASKED TO PROVIDE STATUS DOCUMENTATION.

Park Rental Rates	<i>All park rentals vary in pricing depending on event size, vendors, use of utilities, etc.</i> <i>Utilities are only available in certain locations.</i>
Any City Park	Starting as low as \$10
Electricity & Water	\$20 each
Restroom Key Rental	\$10