



Surrounded *by* Inspiration

City of Monte Vista

95 W. First Ave

Monte Vista, CO 81144

Phone: (719) 852-2692 Fax: (719) 852-6172

APPLICATION FOR USE OF CHAPMAN PARK PAVILION

The City of Monte Vista Recreation Department offers Chapman Park Pavilion for reservations for community and private events. However, in order for daily park users to be able to use the Pavilion as well, we have left open hours for daily park goers. The reservation is for the Pavilion area only; the park itself is open to the public at all times.

A Chapman Park Pavilion application will be mailed to you upon request or one can be obtained at City Hall, 4 Chico Camino, Monte Vista, CO 81144. The application must be filled out and signed. The full refundable damage deposit of \$50.00 payable to the City of Monte Vista must accompany the application and returned to the Administrative Assistant before any reservations will be confirmed. Chapman Park Pavilion is scheduled on a first-come, first-served basis.

- **Damage Deposit**

1. A \$50.00 cleaning/trash removal/damage deposit will be required for all reservations. If you are renting chairs for your event, this deposit needs to be a separate check. If, after the event, the Pavilion and equipment has been left in the condition that it was found and all the trash removed, the full cleaning and damage deposit will be returned. If any cleaning or trash removal is required, there will be a \$50 per hour fee assessed that will be taken out of the deposit. If any equipment has been damaged the deposit will be used to offset the cost for replacement. If the replacement cost is greater than \$50.00, the Permit Holder will be billed for the balance due. The Permit Holder will receive the balance of the deposit if any is due, as well as copies of receipts for replacement.

- **Amenities**

1. There is one picnic table in the Pavilion. If you choose to move out the picnic table, please make sure to return it to the Pavilion.
2. There are two grills in the Pavilion. Bringing your own grill is also permissible. However, whichever grill you use, you will need to dispose of your charcoal ash in the provided ash bin located by the Pavilion Shed. A wheelbarrow and shovel will be provided for you to accomplish this. No burning of trash is permitted in the ash bin.
3. There are electrical outlets and lights for the Pavilion.

- **Table and Chair Rental**

1. 10 tables (30"x 72") and 60 chairs are available for rental. Tables must be covered for use. Cutting directly onto tables is prohibited. Hot items must have trivets underneath them. Set-up and tear-down of tables is the responsibility of the renter. Cost: Commercial and Residential = \$60 per rental Non-Profits = \$40 per rental

- **Waiver:**

1. The City of Monte Vista Recreation Department reserves the right to suspend usage by any group or private party that does not abide by the stated Guidelines.

Four-hour reservations are from 10:00 a.m. - 2:00 p.m. or 4 p.m. - 8 p.m. All-day rental hours are 10 a.m. - 8 p.m. The times listed include your set-up and tear-down for your reservation.

NAME OF ORGANIZATION OR INDIVIDUAL: _____

EVENT: _____ PHONE: _____

ADDRESS: _____

DATE(S) REQUESTED: _____

Please indicate time desired

TIME OF EVENT: ____ 10:00 a.m.-2:00 p.m. ____ 4:00 p.m.-8 p.m. ____ All Day 10:00 a.m.-8:00 p.m.

WOULD YOU LIKE TO RENT TABLES AND CHAIRS? YES/NO IS YOUR GROUP A NON-PROFIT? YES/NO

WILL YOU NEED POWER FOR YOUR EVENT YES/NO

Deposit \$50.00 + Chair and Table Rental \$_____ = Balance Due \$_____

Please make checks payable to **City of Monte Vista** (PLEASE MAKE THE DEPOSIT AND RENTAL CHECKS SEPARATE)

Deposit Returned to: _____ **Date:** _____

---PLEASE READ RULES CAREFULLY---

1. **NO ALCOHOL OR GLASS CONTAINERS ALLOWED IN PARK.** Special events permits for alcohol may be obtained from the City Clerk for festival type events.
2. No additional structures, including tents, trailers, etc. shall be allowed in any Monte Vista Park without the prior approval of the Recreation Director.
3. Sunshades are allowed.
4. **Vehicles will not be allowed on the grass area.** All items to be brought into the park Pavilion will be hand carried.
5. Alteration of the Pavilion, including hooks, nails, tarps, etc. is prohibited.
6. The Pavilion must be left in a clean and useable condition. Reservation Holders understand they are responsible for the cost of any cleaning or damage that occurs during their rental.
7. Charcoals and ash must be disposed of in the ash bin located at the rear of the Pavilion Shed.

I (print name) _____, certify by affixing my signature hereto that I have read, understand and will conform to the foregoing Guidelines. I further certify and agree that I and/or the group I represent will be responsible and liable for damages and/or clean-up that exceed the deposit and will pay the City of Monte Vista for any and all of those costs assessed.

Signature Date

City Hall Staff _____
Signature Date

HOLD HARMLESS/INDEMNIFICATION CLAUSE

The Permittee agrees to hold harmless and indemnify the City of Monte Vista, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of using the Monte Vista Chapman Park Pavilion. This section does not require the Permittee to be responsible for or defend against claims or damages arising solely from errors or omissions of the City of Monte Vista, its officers, agents, or employees.