



EVENT INFORMATION SHEET
 EVENT Information (check or fill out all that will pertain to the event)

City Event County Event Equipment Class Meeting Other

Today's Date _____

Organization Name _____

Person in Charge _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Email _____

INFORMATION

Description of Event _____

Number of People	Registration Form Needed?	Yes	No	If Yes, attach a copy
Date(s) _____	Day(s) _____		Time _____	
Fee \$ _____	Date Reserved _____		By Whom _____	
Deposit \$ _____	Date Reserved _____		By Whom _____	
Rental Fee \$ _____	Date Reserved _____		By Whom _____	
<input type="checkbox"/> Liquor License	Date Reserved _____		By Whom _____	
<input type="checkbox"/> Proof of Insurance	Date Reserved _____		By Whom _____	
<input type="checkbox"/> City Permit	Date Reserved _____		By Whom _____	

Arena Kitchen Office Gazebo Pavilion Circle
 Big Screen Microphone CD Player CD's Own CD's Video Player

Comments _____

EQUIPMENT RENTAL/CHECK OUT

Tables How Many _____ Numbers on Tables _____

Other _____

Chairs: How Many _____ Dolly _____ Check Out Date _____

Pick-Up Condition Good Fair Poor Return Date _____

Return Condition Good Fair Poor Date Returned _____

Signature _____ Date _____



FACILITY RENTAL PERMIT
INSURANCE REQUIREMENTS

GENERAL LIABILITY: Facility users must provide a Certificate of Insurance naming the City of Cripple Creek, Parks and Recreation Department as an Additionally Insured with reward to liability for their sue of the facility in the amount of \$1,000,000.00.

Date Received

LIQUOR LIABILITY: A Certificate of Insurance must be provided giving evidence of coverage for liquor liability for the facility user serving liquor as well as showing the City of Cripple Creek, Parks and Recreation Department as an Additionally Insured.

Date Received

As partial consideration for the issuance of the Permit, the Permittee acknowledges the City of Cripple Creek, Parks and Recreation is not responsible for the loss or damage of any items belonging to the Permittee or individuals involved with the Permittee's program. Furthermore the Permittee for itself and those participating in their program shall indemnify and hold harmless the City of Cripple Creek, Parks and Recreation against any and all claims, actions, or causes which might arise as the result of personal injury, as listed on the exhibit, a loss of damages to items belonging to the Permittee or Participants.

Permittee hereby agrees that, during the use of the Parks and Recreation facilities,

_____, will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's age, race, color, disability, national origin, or creed.

Cancellation Policy Reviewed:

(Facility rental, which includes the Arena, Gazebo, and Pavilion, requires a 14-day notice for deposit refund)

I hereby agree to all conditions of use as set forth herein and, in the Facility Use Policy received by me.

Signature of Permittee

Date

Facility Manager Approval

Date

FACILITY USE POLICY

- 1. Smoking is prohibited in the facility.
2. Alcoholic beverages are only permitted in the facility with a liquor license issued by the City of Cripple Creek.
3. All groups are expected to adhere to the occupancy limits posted.
4. A copy of your permit must be on-site at all times for review by the City of Cripple Creek Police.
5. Person(s) securing reservations are responsible for the use of the facility and those attending the event.
6. Decorations must not deface the facility and must be removed entirely after the function.
7. Person(s) securing the reservation are responsible for clean-up of the facility after use. If the facility is in un-rentable condition after your event, or unusable for Parks and Recreation scheduled programs, your damage deposit will be retained to make repairs and/or clean-up.
8. No glass bottles or cans are allowed in the Arena.
9. Failure to abide by these conditions may result in revocation of your permit and cancellation of your event.

Signature of Permittee

Date

Parks and Recreation Employee Taking Event Registration

Date