



City of Manitou Springs

Application for Private Event

Note: One event per application

Name of Applicant:		Applicant Phone Number:	
Applicant Address:		City:	Zip Code:
Applicant E-mail:		Alternate contact information:	
Date(s) of Event:	Time of Event:	Pavilion / Park Requested :	
Name / Type of Event:	Description of use of facility:	Estimate # of People to Attend:	
<p>Is this for an organization that is Governmental, Quasi-Governmental, Religious, Charitable, Fraternal, or Non-Profit?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes – Name & type of Org: *If Yes –Are you requesting to Reduce/Waive Facility Use Fees? <input type="checkbox"/> No <input type="checkbox"/> Yes (Fee Waiver Application attached)</p>			
<p>Will alcohol be served? <input type="checkbox"/> No <input type="checkbox"/> Yes (Alcohol Affidavit must be filed with City Clerk – approval is required before event) ~If Permit is obtained, it must be in applicant's name~</p>			
<p>Will food be served? <input type="checkbox"/> No <input type="checkbox"/> Yes (food temporary establishment licenses as well as current health inspections and liability insurance certificates for food vendors) All food served to the public must be prepared in accordance with the El Paso County Department of Health & Environment. The Health Department's phone number is 719-578-3199.</p>			
<p>Will there be music, a band, or any amplified noise? <input type="checkbox"/> No <input type="checkbox"/> Yes (Noise Variance Request must be filed at least 30 days prior to event and are reviewed by City Council)</p>			
<p>Will there be any tents, canopies, or other structures? <input type="checkbox"/> No <input type="checkbox"/> Yes (Permit approval from Fire Department may be required – see policy for detailed information) Amt of Tents : _____ Size of Tents: _____ Permit Fee - \$28 per structure NO OVERNIGHT CAMPING ALLOWED</p>			
<p>The Fields Security deposit: \$100 for private events/\$300 for public events Resident Use Fee: \$110 per day plus \$55 per day for 100-200 pp plus \$110 per day for 201-500 pp Non-Resident Use Fee:\$165 per day plus \$55 per day for 100-200 pp plus \$110 per day for 201-500 pp</p>		<p>Soda Springs Park with Pavilion Security deposit: \$150 for private events /\$500 for public events *Key deposit: \$250 Resident Use Fee: \$110 per day plus \$55 per day for 100-200 pp plus \$110 per day for 500+ pp Non-Resident Use Fee \$165 per day plus \$55 for 100 – 200 pp plus \$110 per day for 500+ pp</p>	
<p>Mansions Pavilion (max 200 people) Security deposit: \$100 for private events/ \$300 for public events Resident Use Fee: \$83 per day plus \$55 per day for 100-200 pp Non-Resident Use Fee \$110 per day plus \$55 per day for 100–200 pp</p>		<p>Soda Springs Pavilion Only Security deposit: \$100 for private events / \$300 for public events *Key deposit: \$250 Resident Use Fee: \$83 per day Non-Resident Use Fee \$138 per day *Soda Springs keys are obtained through Public Works / Parks Dept 719-685-2573*</p>	
<p>***CITY PARK HOURS 6 a.m. – 11 p.m.***</p>			
<p>*Alcoholic Beverages are not allowed in City Parks for Private Events*</p>			
<p>Memorial Hall 450 Capacity Security Deposit: \$400.00 2 hours' usage (Mon-Fri): Resident Use Fee: \$50.00 Non-Resident Use Fee: \$100.00 All Day usage (Sat – Sun): Resident Use Fee: \$300.00 Non-Resident Use Fee: \$500.00 All Day Rental for Sat – Sun is defined as: Saturday 9:00am – 11:59 pm Sunday 2:00 pm – 11:59 pm</p>		<p>Schryver Park Security Deposit: \$100.00 Private events/\$500.00 Public events Resident Use Fee: \$110.00 per day- up to 99 pp Plus \$55 per 100 pp Non-Resident Use Fee: \$165.00 per day- up to 99 pp Plus \$55 per 100 pp Picnic Areas Resident Use Fee \$25.00 One table Plus \$20 Each additional table - up to 5 Non-Resident Use Fee \$35.00 One table Plus \$30.00Each additional table - up to 5</p>	



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<p>(Additional times may be arranged upon request)</p> <p><i>Note: if applicant is reserving Memorial Hall for two-day usage – not including set up/ clean up – rental time is: Saturday 9:00 am – Sunday 11:59 pm</i></p> <p>Additional day for set up or clean up : \$150.00 per day</p> <p>**Note: Please be advised, Memorial Hall is not equipped with air-conditioning however the windows in the Hall do open.</p>	<p>Other Fees:</p> <p>Structure permit fee: \$28 per structure</p> <p>Additional day for set up or cleanup \$150 per day (if available)</p> <p style="text-align: center;">**Use fees and deposits are due when the application is received. **</p> <p>Amount Due: _____</p> <p>Code: _____</p>
<h2>APPLICANT’S INDEMNITY AND WAIVER</h2>	
<p>Initial:</p> <p>_____ In consideration of the City of Manitou Springs granting to the applicant permission to use certain City facilities as per the application, the applicant hereby indemnifies the City and agrees to hold the City harmless from all liability, claim or demand for any damage, injury or other loss arising from the Applicant’s use of said facilities, and the Applicant will defend the City against any and all such claims and demands and will pay any and all judgments rendered in favor of any such claimants.</p> <p>_____ The Applicant further acknowledges that the Applicant has assumed the risk of any and all damage, injury or other loss arising from the Applicant’s use of said City facilities, and the applicant hereby waives and relinquishes any and all claims for any such damage, injury or loss.</p> <p>_____ The Applicant will, at the Applicant’s cost, furnish such liability insurance as may be required or requested by the City, in advance of the time of the scheduled use of said City facilities. Such insurance shall either name the City as the primary insurance or as an additional named insured.</p> <p>_____ The Applicant has read and understands the Ordinance as outlined in the Municipal code regarding Noise Nuisance and acknowledges that the Applicant will be held responsible for any violations. 6.08.020 - Unnecessary sound prohibited.</p>	
<p>_____ I have read and understand the Policy for Use of Pavilions and Parks within the City of Manitou Springs and agree to comply with all the provisions set forth therein.</p>	
<p>Applicant Signature: _____</p>	<p>Date: _____</p>



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Policy

1. A cancellation fee of 50% of the use fee will be forfeited if the event date is changed or cancelled after the application has been processed. No use fee will be refunded if the event date is changed or cancelled within 14 days of the original scheduled event date. No use fee will be refunded if the event is canceled due to inclement weather. Incomplete applications, including all necessary attachments, will NOT be processed.
2. **ALL PARTICIPANTS AND ATTENDEES MUST LEAVE THE PREMISES IN THE EVENT OF AN EVACUATION**
3. For public events a **Certificate of Liability Insurance**, covering this event and naming the City of Manitou Springs, 606 Manitou Avenue as an “Additional Insured” for the event dates, must be on file with the Finance Office **with** the application to use facilities. **The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & adv injury, with a limit not less than \$5,000 per individual for medical expenses.**
4. All food served to the public must be prepared in accordance with the El Paso County Department of Health & Environment. The Health Department’s phone number is 719-578-3199. Event organizers must also supply food establishment licenses as well as **current** health inspections and liability insurance certificates for food vendors in addition to the above requirements.
5. The applicant and all persons using the park in conjunction with the approved activity shall be bound by the parks policy and **all** applicable ordinances of the City.
 - ◆ Special event sponsors must submit a certificate of liability insurance to the Finance office with application
 - ◆ Special event sponsors must also submit a copy of the State of Colorado, Department of Revenue Special Events Sales Tax Certificate **10 days** prior to event.
 - ◆ The event organizer is responsible for submitting a complete typed listing of vendors to the Finance office **10 days** prior to event. This list should include the name of each vendor and date(s) vendor is attending event.
 - ◆ Vendor permits must be obtained for each vendor. Vendor fees are **\$11 per day** per exhibit, payable by event sponsor (**\$385 max** per day).
 - ◆ Vending permits must be displayed on the booth in public view.
 - ◆ Event organizers must also supply food temporary establishment licenses as well as current health inspections (if applicable) and liability insurance certificates, naming the City of Manitou Springs, 606 Manitou Avenue as additional insured, for food vendors in addition to the above requirements.
 - ◆ Event organizers are responsible for ensure food vendors are compliant with the El Paso County Health standards.
 - ◆ Excise tax must be remitted directly to the City of Manitou Springs Finance Department, by the 20th of the month following the event.
 - ◆ Sales tax from such events should be remitted to the Colorado Dept of Revenue by the event holder, using the special events sales tax number issued to the event holder by the Colorado Dept of Revenue. **Remit a copy of the return to the City of Manitou Springs Finance Department by the 20th of the month following the event.**
 - ◆ Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.
6. Events with admission or entry fee - City Excise Tax of 5% must be paid on the admission or entry fee unless proof that the organization is exempt as a **governmental, quasi-governmental, religious, charitable or fraternal organization** is filed with the City.
7. Exclusive use of a park is only permitted for special events. Exclusive use requires a special event permit application and a certificate of insurance amended to include the City as additional insured. As



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a condition of the special event permit, permittee shall abide by any requirements imposed by the City for the event (such as additional trash removal, portable restrooms, temporary fencing, etc.) The special event permit must be filed a minimum of **30 days** prior to the event. All public events are subject to council review.

8. Applicants for large events and/or expecting more than 100 participants are required to furnish portable restrooms as well as provide extra trash removal. Please contact the Public Works / Parks department at 719-685-2573.
9. Events including music, a band, or any amplified noise must file a Request for Noise Variance filed with the City Clerk a minimum of **30 days** prior to the event. For additional information on noise variances, please contact The City Event Coordinator 719-685-2601.
10. Alcoholic beverages are prohibited in City Parks for private events.
11. **Bounce Houses are not allowed in City Parks.**
12. Arrangements for electricity needed for use must be made at least one week prior to the event with the Event Coordinator at 719-685-2601
13. Each group or individual shall be responsible for cleaning the area after their use and for removing all equipment including portable restrooms immediately following the use of the pavilion or park. If there are any questions regarding clean-up, please contact The City Event Coordinator.
14. The applicant shall not penetrate any wood structures or trees in the parks with nails, screws, staples or other devices. Tape, decorations or signs placed on structures or trees in the parks must be removed by the applicant without damage to the surface.
15. **Benches/tables are not to be removed from the Pavilions. Doing so may result in the loss of part or all of the security deposit.**
16. **No** vehicles, trailers, tents, stakes or portable restrooms are allowed in the parks without prior written approval. Tents, canopies, or other structures exceeding 2400 square feet require a permit and approval from the fire code official. Please contact the Fire Department at 685-1444.
17. A pavilion permit grants the permittee exclusive use of a pavilion for the duration of the permittee's event. Rental of a pavilion does **not** include the surrounding or adjacent common areas, which will remain open to public use.
18. Rental of a pavilion or park does **not** include the parking areas. All parking shall remain open to public use. If pay-to-park areas are used, it is the responsibility of the driver of each vehicle to maintain payment of the meter(s).
19. **If a Parks Department employee is called out during non-working hours because of a problem caused by the applicant's use, \$25 per man-hour will be charged with a minimum of 2 hours.**
20. The refund of the deposit is the decision of the Event Coordinator and Public works department or his/her designee. Please allow approximately **10-14 business** days for a deposit refund. Deposits for special events are not returned until all taxes have been received by the City of Manitou Springs Finance Department.
21. Groups requesting City sponsorship or waiving of **any** fees must submit the proper application along with the Memorial Hall Use application for each event date a minimum of **30 days** prior to the event. The applicant must supply a copy of their group's charitable status with the Secretary of State, State of Colorado and to the City of Manitou Springs Finance Department office along with each application. A completed application for each requested event should be submitted. Applications for fee waivers and/or all City Fees are reviewed by City Council.
22. **Deposits are not waived.** Deposit refunds are at the approval of the Public Works Director. If you have comments regarding the facility, please contact the Public Works / Parks Department at 719-685-2573.
23. **Any** supplies, decorations, equipment or food left behind will be **discarded at the cost of the applicant.**
24. Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.



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Private Event Check list

- Application submitted to City Event Coordinator with Use fee and deposit.
- Date confirmed by City Event Coordinator
- Apply for Alcohol permit with City Clerk's office if applicable
- Receive Code for Memorial Hall (for Memorial Hall only)
- Day of call dispatch to open/ close Hall 719-390-5555 (for Memorial Hall only)
- Clean up
- Receive deposit or remainder of deposit 10-14 days post event
- Call the City Event Coordinator with any questions 719-685-2601 or email mweiss@comsgov.com



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• Memorial Hall Rules Clean-up Checklist

Failure to comply with any of these items will result in the loss of part or all of the security deposit.

If there are any problems or concerns prior to the event, please contact Public Works :

Monday – Friday 7 a.m. – 3:00 p.m. at 719-685-2573.

All other times – call the police dispatch at 719-390-5555 to contact the on-call Public Works employee for you.

Inspection for cleanliness and damages will be performed after the event. Failure to report issues prior to your event may result in the loss of part or all of the security deposit.

Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.

Cleaning products and supplies (including extra trash bags and vacuum cleaner) must be brought in. A dust mop, industrial mop, and mop bucket is provided for your convenience. Be sure to use clean water for mopping – replacing water as needed – when mopping the floors. Dirty or sticky floors may result in partial loss of deposit.

Name of Applicant:	Applicant Phone Number:	
Applicant Address:	City:	Zip Code:
Date/Time of Event:	Security Deposit Amount:	
Public Works Inspection completed by:	Date Inspection completed:	
Authorize refund of deposit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial: _____ (amount) <input type="checkbox"/> No – bill applicant for additional overage charge: _____		
If applicant is not receiving a full refund, date applicant was contacted:		

TABLES AND CHAIRS:

- Remove all decorations and tape from top, sides, and bottom of all tables and chairs.
- Wipe table tops and chairs ensuring no residual food or drink remain. Dirty tables and/or chairs may result in partial loss of deposit.
- Store tables and chairs in the Memorial Hall storage room using the carts provided. Follow the guide located on the storage room door for proper storage and positioning.

HALL:

- Remove all decorations and fasteners (i.e.: tape, paper clips, string, etc...) from entire hall including the ceiling, walls, doors, windows, and stage.
- Remove all food, drink, and trash from floor and stage.
- Sweep the floor, stage, and behind serving bar with the dust mop located in the Memorial Hall storage room.
- Clean any and all food and drink residue from the floor, stage, and behind serving bar. It is recommended to replace dirty water with clean water regularly to ensure floor is clean.

SERVING BAR (BETWEEN THE HALL AND THE KITCHEN):

- Remove all decorations, fasteners, and trash from serving bar.
- Clean surface of serving bar using commercial cleaner.
- If used, clean sink with commercial cleaner.
- Ensure all cabinets are emptied and cleaned.

(Continued on other side)



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KITCHEN:

- Clean sinks including faucets using commercial cleaner.
- Clean counters using commercial cleaner.
- If used, clean stove using commercial cleaner:
 - Clean burner tops
 - Clean grill
 - Clean front and sides
- If used, clean oven using commercial cleaner.
- If used, clean inside of microwave using dish soap and water.
- Clean outside of microwave using commercial cleaner.
- Clean windows
- Clean walls
- Clean inside of refrigerator – ensure refrigerator is empty
- Clean outside of refrigerator
- Clean outside of cabinets.
- Ensure all cabinets and drawers are emptied and cleaned.
- Sweep and mop kitchen floor using the mop and industrial bucket located in the Memorial Hall storage room. Fill bucket with clean water and commercial cleaner; Replace water in bucket with clean water and commercial cleaner as needed to ensure floor is clean.

TRASH:

(Note: one set of 30 / 40 gallon trash bags are provided for your convenience – located under the kitchen sink. It is recommended you bring extra 30 / 40 gallon trash bags in case the need arises for excess trash removal and avoid the need for cleansing)

- Empty all trash containers from hall and kitchen into the trash dumpster provided outside.
- Ensure all trash containers are clean and free of residue.

FOYER:

- Ensure all decorations and excess trash are removed from Foyer.
- Vacuum/sweep carpet of excess debris. (Note: neither vacuum cleaners nor brooms are available)
- Ensure no food or stains are present on carpet. Carpet cleaning may result in partial loss of deposit.

CLOSING:

- Empty and rinse out industrial bucket.
- Rinse mop, wring out, and hang on wall in storage room or by the back door.
- Shake dust mop outside and place in storage room.
- Ensure all decorations and excess trash are removed from restrooms (Note: trashcans in restrooms do NOT need to be emptied or removed)
- Close all windows – including in restrooms.
- Return thermostat in the Hall to approximately 50 degrees.
- Advise police dispatch when last person is leaving to lock the doors to City Hall - call 719-390-5555.



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