



City of Manitou Springs

Application For Use Of Pavilions and Parks

Name Of Applicant:		Name / Type of Function:	Date of Function:
Applicant Address:		City: Zip Code:	Time of Function:
Applicant Phone Number:	Pavilion / Park Requested		Approx Number of People to Attend:
Applicant E-mail:	Alternate contact information:		
Will your event be open to the public?	<p>If yes, 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 within 10 days of the submission of 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.</p> <p>Special event application fee - \$25.00 per event</p>		
Will alcohol be served?	Alcoholic beverages are prohibited in City Parks and Memorial Hall without prior approval by the City Clerk’s Office.		
Will there be music, a band, or any amplified noise?	If yes, be advised, noise variances must be filed with the City Clerk. For additional information on noise variances, please contact the City Clerk at 719-685-2554.		
Will there be an admission or entry fee?	If yes, a City Excise Tax of 5% must be paid on the admission fee unless you file with the City, proof that your organization is exempt as a governmental, quasi-governmental, religious, charitable or fraternal organization.		
<p>Soda Springs Pavilion</p> <p>Local: \$75 per day (Manitou Springs Residents)</p> <p>Non-Local: \$125 per day</p> <p>Soda Springs Park w/Pavilion</p> <p>Local: \$100 per day plus \$50 for 100 – 499 pp or \$100 for 500+ (Manitou Springs Residents)</p> <p>Non-Local: \$150 per day plus \$50 for 100-499pp or \$100 for 500+pp</p> <p>Mansions Pavilion (max 200)</p> <p>Local: \$75 per day plus \$50 for 100+pp (Manitou Springs Residents)</p> <p>Non-Local: \$100 per day plus \$50.00 For 100 – 200pp</p>		<p>Seven Minute Gazebo and Amphitheater (no food or beverage permitted)</p> <p>Local: \$200 / 3 hours usage or \$300.00 all day</p> <p>Non-Local: \$250 / 3 hours usage or \$350.00 all day</p> <p>Damage deposit: \$100.00 for private functions</p> <p>Memorial Park : Available for special events only</p> <p>Local: \$100.00 per day plus \$50 for 100-499 or \$100 for 500+</p> <p>Non-Local: \$150.00 per day plus \$50 for 100-499 or \$100 for 500+</p> <p>\$300.00 damage / cleaning deposit required for special events.</p> <p>Special event application fee : \$25.00 (Events requiring city services)</p>	

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.

- ◆ The event organizer is responsible for submitting a complete listing of vendors to the Finance office **10** days prior to event. This list should include the name of each vendor as well as the special event tax certificate that the event organizer will be submitting taxes collected to the state. Deposits are not returned until taxes related to the event have been received by the City of Manitou Springs Finance Office.
- ◆ Vendor fees are \$10.00 per day per exhibit, payable by event sponsor (\$350 max).
- ◆ Vending permits must be displayed.
- ◆ Event organizers must also supply food establishment licenses as well as current health inspections 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.
- ◆ Excise tax must be remitted directly to the Finance Department, the 20th of the month, following the month of the event.
- ◆ Sales tax must be submitted to the Department of Revenue by the event organizer with a **copy** of the return being submitted to the Finance Department.

Applicants for large events, expecting more than 100 participants, are required to furnish portable restrooms as well as provide extra trash removal. Please contact the Public Works department at 719-685-2573 or 685-2605.

Arrangements for electricity needed for use must be made at least one week prior to the event with the Parks department. Please contact the Public Works department at 719-685-2573 or 685-2605.

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 park or pavilion. If you have questions regarding clean-up, please contact the Public Works Department at **685-2573**.

No vehicles, trailers, tents, stakes or portable restrooms are allowed in the parks without prior written approval.

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.

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. Placement of amusements such as a bounce house or dunk tank for a private party requires a pavilion permit and a certificate of insurance amended to include the City as additional insured.

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 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.).

If a Parks Department employee is called out during non-working hours because of a problem caused by the applicant's use, \$20.00 per man-hour will be charged with a minimum of 2 hours

APPLICANT'S INDEMNITY AND WAIVER

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.

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.

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.

I have read and understand the policy for use of the parks and pavilions within the City of Manitou Springs and agree to comply with all the provisions set forth therein.

Signature:	Date:
Use fees and deposits are due when application is received. Deposits are returned to the applicant only. Please anticipate 10-14 days for deposits to be refunded.	
A cancellation fee of 50% of the use fee will be forfeited if the event is cancelled or the event date changed after the application has been processed. No use fee will be refunded if the event is changed or cancelled within 14 days of the scheduled event date.	