



Park County Facilities & Fleet
Department
P O Box 903
1295 County Rd 16
Fairplay, CO 80440
719-836-4289
facilities@parkco.us

Park County Facilities & Fleet Department Use Form

Please make all checks payable to Park County Facilities and Fleet Department

Date of Request _____

Organization _____

Contact's Name _____ Title _____

Address _____

Phone # _____ Alternate phone # _____ e-mail _____

THE EVENT HOLDER AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

1. The rental of all facilities shall be governed by the Park County Facilities & Fleet Department Policies and Procedures which are incorporated herein by this reference as if fully set forth herein.

2. Event Information:

A. Facility to be rented: (includes Fairplay Gazebo/South Park Shooting Range/all arenas/all fairgrounds/all community centers) _____

B. Name of the event: _____

C. Brief description of event: _____

(attach additional sheet if necessary)

D. Date of event: _____ Time: _____

E. Date of clean up: _____ Time: _____

F. Estimated number of users _____

G. Alternate Contact _____ Phone # _____

H. Alcohol Use (circle one) NO YES Details of use _____

I. Decorations Use (circle one) NO YES Removed date _____

J. Stall Use (Grounds)

k. Complete use of Grounds.

Park County provides electrical hookups, 3 - 3yard trash bins (extra pick up at renter expense), for groups no larger than 500 people at \$225/day, minimum of 4 days. Over 500 people shall be assessed by the Park County Facilities and Fleet Director.

Renter pays for Port-a-potties, security (if needed) and cleans up area designated.

	Date(s)	Time(s)
Kitchen	_____	_____
Downstairs Meeting Room	_____	_____
Upstairs Meeting Room	_____	_____
Arena (outdoors)	_____	_____
Arena (indoors)	_____	_____
Horse Stall(s)	_____	_____
Other:	_____	_____

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Security Deposit Check # _____ Amount \$ _____

Fee Amount \$ _____ Check # _____

Amount returned/date (if applicable) _____

INSURANCE/INDEMNIFICATION: The Event Holder shall provide at Event Holder's expense, commercial general liability/ general liability insurance in the amount of \$ _____ to provide coverage for all phases of the scheduled Event.

A certificate of insurance must be provided to Park County Facilities and Fleet Department prior to occupying the Facility for any phase of the scheduled Event. The certificate of insurance must name Park County Government as additional insured.

The Event Holder agrees to save and hold harmless the Park County Government from all claims, losses, damages, liabilities, expenses, and attorney's fees of any kind, resulting from any phase of the conduct of an Event at a Park County Facility except as otherwise stated herein.

POLICIES AND PROCEDURES: In signing this Rental Agreement, the Event Holder signifies that he/she has reviewed a copy of the Policies and Procedures governing the use of the chosen Park County Facility.

Door Code (to be given at the time of approval) _____ Check your returned form for code.

Signature _____ Date _____