



Park Rental Private Event Application

First and Last Name: _____

Phone Number: _____ Email Address: _____

Address (Street, City, State, Zip): _____

Park Requested: _____

Date(s) of Event: _____ Time of Event: _____

Name/Type of Event: _____ Number of People Expected: _____

Will food be served? *Please note that alcohol is not allowed in parks for private events.

- No
 Yes

Park Rental Fee Schedule:

\$28 Private Event Application Fee
\$100 Fully Refundable Security Deposit

The Fields: Resident Use Fee- \$132 per day; plus \$55 for 100-200 people; plus \$110 for 201-500 people
Non-Resident Use Fee- \$198 per day; plus \$55 for 100-200 people; plus \$110 for 201-500 people

Seven Minute Gazebo and Amphitheater: Resident Use Fee- \$264/3 hours' usage; \$396 all day
Non-Resident Use Fee- \$330/3 hours' usage; \$462 all day

Mansions Pavilion (max 200 people): Resident Use Fee- \$100 per day plus \$55 for 100-200 people
Non-Resident Use Fee- \$132 per day plus \$55 for 100-200 people

Soda Springs Park with Bud Ford Pavilion: \$150 Refundable Security Deposit
Resident Use Fee- \$132 per day; plus \$55 for 100-200 people; plus \$110 for 500+ people
Non-Resident Use Fee- \$198 per day; plus \$55 for 100-200 people; plus \$110 for 500+ people

Bud Ford Pavilion: Resident Use Fee- \$100
Non-Resident Use Fee- \$165

Schryver Park: Resident Use Fee- \$132 per day up to 99 people; plus \$55 per 100 people
Non-Resident Use Fee- \$198 per day up to 99 people; plus \$55 per 100 people

Total Fees Due:

Application Fee: _____

Use Fee: _____

Security Deposit: _____

Total: _____

Questions? Please contact the City’s Event Coordinator, Meghan Weiss at 719-685-2601

APPLICANT’S INDEMNITY AND WAIVER

Please Initial:

_____ 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.

_____ 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.

_____ 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.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies, and ordinances of the City of Manitou Springs and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the City for any costs incurred by the City in repairing damages to public property caused by the sponsors of the special event or the participants in the event, or by actions that the sponsors directed, authorized, or ratified, and also agreeing to defend the City against, and indemnify and hold the City harmless from, any liability to any person or property that arise from or are related to the special event.

Applicant Signature: _____

Date: _____