



**Cheyenne Mountain State Park
Prairie Falcon Event Facility Rental Agreement
*2018 Season: May 1 through October 31**



| | | | |
|-------------------|--------------------|------------------|------------------|
| Today's Date | Reservation Number | | PF - ____ - ____ |
| Date of Event | | | |
| Time Requested | to | Event Start Time | |
| Name of Group | | | |
| Type of Event | Number in Group | | |
| Responsible Party | | | |
| Mailing Address | | | |
| | | | |
| | | | |

| | | | |
|-------|-----|---------------|--|
| Phone | () | Email Address | |
|-------|-----|---------------|--|

| DESCRIPTION | FEE |
|---|-----------|
| Saturday, Sunday, or Holiday Rental \$300.00/day \$150/day x ____ day(s) | \$ |
| Monday through Friday Rental \$150.00/day \$75/day x ____ day(s) | \$ |
| Special Activity Permit (if applicable) \$20.00 | \$ |
| Other Fees _____ | \$ |
| Total Paid | \$ |

| | | |
|--|---|--|
| <p><u>Parks Pass Requirement:</u> Every vehicle entering the park to attend an event or in conjunction with an event must have a valid park pass (this is not included in the rental fee). Daily passes are seven dollars (\$7) per vehicle. By initialing one box, you are acknowledging you understand this requirement and how you will be held responsible.</p> | <p>My guests will be told of this fee requirement and will be expected to pay their own fee at the time of entrance.</p> <p>Initial: _____ (Must choose one)</p> | <p>I would like to cover this fee for my guests and will set up special arrangements (additional form required) at least 72 hours prior to event.</p> <p>Initial: _____ (Must choose one)</p> |
|--|---|--|

PERJURY STATEMENT: I hereby swear or affirm, under penalty of perjury that the information given herein is true and correct to the best of my knowledge or belief.

Signature _____

Date _____

The signature above indicates this individual has read the Prairie Falcon Event Facility Rental Agreement information, rules and regulations; understands and agrees to the considerations and rules printed on this form and in Parks Regulations Special Activity Agreement, Colorado Statutes and as directed by Park Staff in accordance with park rules, regulations and statutes and accepts responsibility for the event (to include damage to the park or any facility) and all stipulations listed on this form.

| To be Completed by Park Staff | | Send Completed Agreement to: |
|-----------------------------------|--|--|
| Payment Type and Amount: | | Cheyenne Mountain State Park Attn: Prairie Falcon Reservation |
| Date Confirmation Sent: | | 410 JL Ranch Heights Colorado Springs, CO 80926 |
| Calendar Reservation Made By: | | Make Checks Payable to: |
| Calendar Reservation Verified By: | | Cheyenne Mountain State Park |

*Fees have been reduced for the 2018 rental season per regulation #708 10.k (1) & (2).



Cheyenne Mountain State Park Event Facility Rental Agreement



Reservations may be made 3 days to 9 months in advance of event. Only reservations that are accompanied by a signed rental agreement and processed payment will be confirmed. Contact the visitor center for more information.

All participants in the group agree to abide by and obey all rules, regulations, and related statutes of C.R.S. of Colorado Parks and Wildlife and any other policies that may apply. Failure to abide may result in a citation of offense.

Every vehicle entering the park MUST have a valid park pass; this is NOT included in the rental fees. Special arrangements may be made for advance purchase of park passes, but must be done at least 72 hours prior to event.

RULES AND REGULATIONS INCLUDE, BUT ARE NOT LIMITED TO:

General:

- Hours of availability for Prairie Skipper and Prairie Falcon are:
9AM-9PM May to Sept
9AM-6PM in October
- Hours for Meeting Rooms are during normal business hours only.
- Facilities must be cleaned and left as they were found. Place all trash in the bear proof dumpsters before vacating the site.
- Music is permitted but volume must not interfere with the use and enjoyment of other park visitors, as determined by park staff.
- By statute, only 3.2% alcohol by volume is permitted.
- Leashed dogs are permitted in developed areas and on *designated* trails. Please refer to dog trail brochure or see staff for full details.

Prior approval required:

- Directional signs and event notices.
- Entertainment services (DJ, bounce house, etc.).
- Catering and/or gas grills.
- Decorations - tape may be used to secure decorations but must be removed with no damage or permanent marks to structure (banners, signs, etc).
- Reconfiguring of picnic table locations (must be returned to original design before vacating).
- Commercial activities, events with the sale of any items, or events that require extra services provided by park staff will require a Special Activity Agreement and may result in additional fees and terms.

Prohibited:

- Any alcohol above 3.2% by volume will be disposed of and citations may be issued.
- Nothing may be attached to park signs or trees by any means.
- Decorations may not be attached to any park property with nails, staples, tacks, etc.
- No open fires - must be in designated fire rings and/or charcoal grills. Check with the Visitor Center for up-to-date information on fire bans and restrictions.
- Smoking is strictly prohibited on the trails and in the back country.
- Dogs are prohibited from the fenced playground area.

Refund Policy:

- If cancellation is requested 14 days or more prior to the event, 25% of the base fee will be retained as a cancellation fee. (Applicable refunds will follow State Procedures on a Refund Request Affidavit.)
- If cancellation is requested within the 13 days prior to the event, no refund will be given.
- Refunds will not be given for lack of attendance or weather.

Your signature represents that you have read and agree to the above policies:

Signature: _____ **Date:** _____

If reservation is made by phone, staff's initials represent that the policies have been reviewed, understood, and provided in confirmation paperwork to the responsible party.

Date: _____ **Staff Initials:** _____ **Reservation Number:** _____