



COLORADO PARKS AND WILDLIFE 2018 Special Activities Agreement

SUBMIT COMPLETED ACTIVITY AGREEMENT 90 DAYS PRIOR TO EVENT

GENERAL INFORMATION

Name of Site/ Area Requested:	Date(s) of Request:
	Earliest Set-up Date/Time:
Will you be having multiple events this year? <input type="checkbox"/> Yes <input type="checkbox"/> No	Latest Clean-up Date/Time:

Official Name of Group:

Name of Event:

Type of Activity:	Competitive? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Number Participants:	Number of Vehicles:
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RESPONSIBLE PERSON

DISCLOSURE

This information will be used for both public and park reference.

Name:	1. Will other state parks be used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list park(s) _____
Address:	2. Will you be selling items at event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list items _____
City: State: Zip:	3. Will a fee or donation be collected? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount(s) of fee(s): _____
Public Contact Phone #:	
E-mail:	
Event Day Cell Phone #:	
(EVENT DAY CELL FOR PARK USE ONLY)	

CONDITIONS

Please read and initial the following items where indicated.

I understand that I am the responsible party for compliance with Statutes, Regulations and the condition of Park property reserved by this agreement. Violation of these rules or any laws or Park Regulations can result in probation, eviction, citation and/or affect your future use of Colorado Parks and Wildlife properties.

- _____ The Division of Parks and Wildlife maintains the right and authority to amend or cancel this agreement at any time should the applicant fail to abide by conditions agreed to or if public health, safety and welfare so dictate.
- _____ The agreement holder agrees to hold harmless the State of Colorado, Division of Parks and Wildlife and their employees, from any death, injury or property damage occurring as a result of this event.
- _____ All participants in the event agree to abide by and obey all rules and regulations of the Division of Parks and Wildlife, and any Federal, State, or Local regulations that may apply. Contact the park office for more information.
- _____ Approval to hold this event does not imply that extra services will be provided nor does it place any additional liabilities upon the Division of Parks and Wildlife.
- _____ The agreement holder may be assessed a Staff Impact Fee for extra services provided by the Division of Parks and Wildlife. Payment, if required, is due upon submittal of this application unless other arrangements have been approved.
- _____ The agreement holder will insure that all participants stay on designated trails/roadways and the modification of resource features or destruction of any vegetation is expressly prohibited.
- _____ The agreement holder will park all vehicles in designated areas only. A valid parks pass is required on all vehicles. Exceptions are not made for special activities.
- _____ No implied rights or reservations are granted as to parking spaces. Admission is on a first come, first served basis. Entry to a park may be prohibited when the park is at capacity. Exceptions are not made for special activities.
- _____ The agreement holder shall supply all necessary resources and equipment to safely conduct this event. The agreement holder shall be responsible for any and all damage to park resources and/or facilities that result from this event.
- _____ All temporary signs, banners and markers are to be set only with the permission of the park staff and should be approved thirty days prior to the event. No chalk, tape, or paint permitted for marking courses.
- _____ The agreement holder agrees to provide flyers and/or signs regarding the event one week prior to the event should park staff determine it is necessary to minimize use conflicts.
- _____ All beverages with an alcohol content greater than 3.2% are prohibited by law, unless granted a permit by Dept. Of Revenue.
- _____ Off Trail travel may result in permit revocation

ADVERTISING

1. Will event be publicized?

Yes No

If Yes, how?

Television Radio Newspaper Email Internet Other

If Other, please specify: _____

INSURANCE

PROOF OF INSURANCE IS DUE PRIOR TO THE EVENT

The responsible person holding the event will submit a certificate of insurance indicating insurance coverage in the minimum amount of \$1,000,000 per occurrence and \$1,000,000 in the aggregate pursuant to 24-10-114, C.R.S.

---- IMPORTANT ----

The State of Colorado, Colorado Parks and Wildlife , and US Army Corps of Engineers are to be listed as Additionally Insured Parties. The Event Organizer will be Certificate Holder. **PROOF OF INSURANCE IS DUE PRIOR TO THE EVENT. Use *11500 N. Roxborough Park Rd, Littleton, CO 80125* as address for all additionally insured parties**

APPLICATION SUBMITTAL

Upon submittal of this agreement a non-refundable \$20.00 fee is required with a brief 250 word summary of your event. If additional fees are required to facilitate your event, you will be notified by the Park Operations Manager.

SIGNATURE

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 and belief.

Signature of Responsible Person

Date

The signature above indicates this individual accepts responsibility for the event and the stipulations listed on this form.

OFFICE USE ONLY FEES

- _____ 1. Administration and processing fee
- _____ 2. Per person charge in lieu of the required parks pass, if applicable:
\$2.00/person per day
- _____ 3. A percentage fee of profits generated within the park or negotiated flat fee
5% of gross revenue or Negotiated Flat Fee
- _____ 5. Operational fee to reimburse the park for staff time and equipment if assigned
to your event:

Ranger:	\$25.00 / hour
Patrol Unit:	\$10.00 / hour
Maintenance:	\$25.00 / hour

_____ 6. Other: _____

_____ **Total Amount Due**

DIVISION USE ONLY

Fee Activity

Non-Fee Activity

Approved _____ Denied _____ Signature _____ Date _____