



# COLORADO PARKS & WILDLIFE

## Special Activity Agreement

(Completed activity agreement will be submitted 90 days prior to event)

Name of Park: <u>Roxborough State Park</u> SAA # _____
Name of SITE Requested: _____
Official Name of your Group: _____
Number of: Vehicles _____ Participants _____
Type of Activity: _____
Date of Activity: _____
Time of Arrival _____ am/pm Time of Departure _____ am/pm

### Responsible Person

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____
E-mail: _____

### Disclosure

1. Will other State Parks be used? Y N
If yes, list park(s) _____
2. Will you be selling items at this event? Y N
3. Will a fee or donation be collected? Y N

## CONDITIONS

- A. 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. A valid park pass is required on all vehicles unless arrangements for alternative fees have been approved.
- B. All participants in the event agree to abide by and obey all rules and regulations of the Division of Colorado Parks and Wildlife (CPW), and any regulations that may apply. Contact the park office for more information.
- C. All temporary signs, banners and markers are to be set only with the permission of the park staff and should be approved 2 weeks prior to the event and all such signs shall be removed at the end of the event.
- D. Approval to hold this event does not imply that extra services will be provided nor does it place any additional liabilities upon the CPW
- E. The permittee agrees to provide flyers regarding the event one week prior to the event should park staff determine it is necessary to minimize use conflicts.
- F. The permittee agrees to hold harmless the CPW from any death, injury or property damage occurring as a result of this event.
- G. The permittee shall supply all necessary staff and equipment to safely conduct this event. The permittee shall be responsible for any and all damage to park resources and/or facilities that result from this event.

- H. All beverages with an alcohol content greater than 3.2% are prohibited by law.
- I. The CPW maintains the right and authority to amend or cancel this permit at any time should the applicant fail to abide by conditions agreed to, or if public health, safety or welfare so dictate.
- J. The permittee may be assessed an Event Fee for extra services provided by the CPW. Payment, if required, is due upon submittal of this application unless other arrangements have been approved.

## ADVERTISING

Will this event be publicized on radio, TV or in newspapers? Y \_\_\_\_\_ N \_\_\_\_\_  
 (Any advertising done by the permittee which identifies the park must have prior approval from the park manager)

## FEES

Upon approval of your event application a \$20.00 fee is required unless approved as a non-fee activity.

If additional fees are required to facilitate your event, you will be notified by the park manager. If additional fees are required and agreed upon, they will be itemized and invoiced. Payment on the first invoice is due prior to your event.

Payment on the second invoice (if required) will be sent and payment is due upon receipt of the invoice.

1. Permit fee for administration and processing services: \$20.00
2. A percentage fee of profits generated within the park: 7 % of gross revenues or negotiated flat fee based on the 7 % factor.
3. A per person charge in lieu of the required parks pass if applicable: \$2.00 per person
4. Operational fee to reimburse the park for staff time and equipment if assigned to your event.
  - a. Ranger \$25.00 per hour
  - b. Patrol Unit \$10.00 per hour
  - c. Maintenance \$25.00 per hour

## INSURANCE

If determined by Division staff, 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/\$350,000 per person, as specified in 24-10-114, C.R.S.. The State of Colorado is to be listed as an Additionally Insured Party. The Event Organizer will be the Certificate Holder.

**PROOF OF INSURANCE IS REQUIRED PRIOR TO THE EVENT**

<p>Perjury Statement: I (we) hereby swear or affirm under penalty of perjury that the information given is correct and true to the best of my knowledge.</p>			
_____ Signature of Applicant	_____ Date	_____ Signature of Applicant	_____ Date
<p>The signature(s) above indicate this individual accepts responsibility for the event and the stipulations listed on this form.</p>			

## DIVISION USE ONLY

Fee Activity

Non Fee Activity

Approval \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_