



ROXBOROUGH STATE PARK

4751 E. Roxborough Drive • Roxborough, Colorado 80125 • Phone (303) 973-3959 • FAX (303) 973-4044
Roxborough.Park@state.co.us

2021 FOUNTAIN VALLEY OVERLOOK RESERVATION INFORMATION

The Fountain Valley Overlook is a very short walk down the Fountain Valley Trail, North of the Visitor Center and puts you in front of some beautiful geologic formations representative of what Roxborough State Park has to offer. The Fountain Valley Overlook can accommodate up to 25 people.

To reserve the overlook, call the Roxborough Visitor Center at 303-973-3959 between 9:00 a.m. and 4:00 p.m. Please be aware that Visitor Center and park hours vary throughout the year. Once you receive verbal confirmation that the overlook is available for your event, please complete and return the reservation form (attached), the special activity agreement (attached) and a brief summary of your event to Roxborough State Park either physically or digitally to Roxborough.Park@state.co.us.

Special Considerations

- Group size is limited to 25 people.
- The rental cost of the Fountain Valley Overlook is by 2 hour period at the following rates:
 - \$75.00 for dates that fall on a Monday through Friday
 - \$150.00 for dates that fall on a Saturday or Sunday
 - Plus a non-refundable \$10.00 reservation fee.
- **Special Activity Agreement is also required.** Fees vary depending on event and activities.
- Payment is due upon making the reservation. If the reservation is cancelled 14 or more days prior to the event, there will be a cancellation fee equal to 25% of the base fee. If the reservation is cancelled less than 14 days prior to the event, refunds will not be given.
- Events may only be scheduled during hours in which the Park is open and staffed.
- **Each vehicle entering Roxborough State Park must display a valid park pass.** Daily passes cost \$10.00 per vehicle and may be purchased in advance or on the day of the event and distributed to the drivers.
- **If you choose to schedule your event on a weekend, please note that a facility reservation does not guarantee entry into the park in a timely manner when the park is full, as we frequently reach parking capacity. Please ensure your guests arrive as early as possible and encourage carpooling.**
- Park regulations prohibit the sale of any items or services in the Park without a concession permit, this includes paid photography.
- No signs, ribbons, or balloons may be posted in the Park, nor may any rice, confetti, glitter, or other material be deposited around the area. Bubbles are a recommended alternative.
- The release of butterflies, doves, or any creature is prohibited within Roxborough State Park.
- Fires of any kind are prohibited, including candles and lanterns.
- Marijuana use is prohibited in Roxborough State Park as it is considered a public area.
- Decoration is allowed but the use of staples, nails, glue, etc. is prohibited. Please leave it as you found it.
- Cell phones may be inoperable as signal is often blocked by rock formations.
- Driving to and from the event facility is strictly prohibited.
- Pets are prohibited with the exception of bona fide service animals per ADA definitions.
- It is the responsibility of the reserving individual to clean up the area after the event.
- Facility rentals are for events only, not receptions.



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FOUNTAIN VALLEY OVERLOOK RESERVATION FORM

Date Reservation Submitted _____ Date of Event _____

Name _____ # of People in Party _____

Address _____

City _____ State _____ Zip _____

Phone (H) _____ (W) _____ (Cell) _____

E-mail address _____

Arrival Time _____ Departure Time _____

Phone _____

I have read the Fountain Valley Overlook Information on the previous page and understand and agree to the Special Considerations provided.

Signature _____

Fees

Reservation Fee	\$10.00	= \$ <u>10.00</u>
Special Activity Agreement Fees	(Enter SAA Total)	= \$ _____
Event Facility Fee		
M-F	\$75.00	= \$ _____
Sat/Sun	\$150.00	= \$ _____
TOTAL		= \$ _____

- Office Use Only-

Date Fees Received _____
Amount \$ _____
Name on Check _____
Check # _____
RoxRide Requested? _____
(If Yes, attach Form)

Credit Card Number _____
Expiration Date _____
Name on Card _____
Card type _____

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

If it is determined, the responsible person holding the event will submit a certificate of insurance indicating insurance coverage in the minimum amount of \$350,000.00 personal injury / \$990,000.00 per occurrence as specified in 24-10-114, C.R.S.

---- IMPORTANT ----

The State of Colorado, Colorado Parks and Wildlife, and Roxborough State Park 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 4751 E. Roxborough Dr, Littleton, CO 80125 as address for all additionally insured parties

APPLICATION SUBMITTAL

Upon submittal of this agreement a non-refundable \$30.00 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. Permit filing fee for administration and processing services - \$30.00
- _____ 2. Per person charge in lieu of the required parks pass, if applicable:
\$4.00/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 & Maintenance fees - \$25.00
- _____ 6. Additional fees may be added 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 |
- _____ 7. Other: _____
- _____ **Total Amount Due** **PAID**

DIVISION USE ONLY

Fee Activity

Non-Fee Activity

Approved _____ Denied _____ Signature _____ Date _____