

**Appendix A ~ Special Event
Application for Permit to Use Town Facilities**

1. Application for (please check applicable box):

Columbine Park–

All Playground Area Only Open Area Only

McPhelemy Park –

All East Side Only

Forest Square Park –

All Pavilion Area Open Area

River Park

Large Pavilion Personal Pavilion Sand Volleyball Court Basketball Court

Whitewater Park (non– exclusive) Disk Golf Course Pump Track

Boulder Garden

Entire Park Two Large Boulders Rocks and Ropes

South Main - Town Square

All Boulder Only

Rodeo Grounds

Arena Open Area, Specify _____

Community Center

Aspen Room Pinon Room Kitchen Only

Airport

Large Conference Room Small Conference Room Other Specify _____

Other Town Facility

Specify _____

2. Familiarity with the Law

Applicant acknowledges that he/she has been provided with a copy of Chapter 11.113 of the *Buena Vista Municipal Code* entitled “*Use of Public Places,*” (See Page 2) and that Applicant has read and become familiar with such law.

Further, by signing this Agreement, Applicant agrees to be bound by the terms, provisions and requirements of said Chapter 11.113 of the *Buena Vista Municipal Code*.

3. Insurance

The applicant shall pay for and provide public liability and spectator’s insurance in the following amounts: **at least \$150,000 per occurrence/\$600,000 per aggregate occurrence**. The Town of Buena Vista must be included as a named insured on your insurance policy, and a loss payable clause must be received prior to the event. Such coverage must be in full force and effect throughout the entire time Applicant uses the Park. If, for any reason, the required insurance is not in full force and effect on the dates and times specified in Paragraph 1 of this Agreement, the Town’s permission to use the Park shall be deemed to have been revoked and the Applicant shall not be permitted to use the Park. Evidence of the required insurance shall be filed with and approved by the Town Administrator at least 48 hours prior to the commencement of Applicant’s use of the Facilities.

4. Damages

Applicant assumes financial responsibility for all damages done to public property during the time Applicant uses the Facilities, and Applicant agrees to pay for any damages done to public property during such usage.

Buena Vista Municipal Code
Chapter 11

Section 11-113. Use of public Facilities and recreation areas

Town Facilities and recreation areas may be reserved and used for special events by groups, associations, or similar organizations, by permit issued by the Town Administrator upon compliance with the following terms and conditions:

- (1) Written application for a permit shall be submitted to the Town Administrator containing such information as the Town Administrator deems necessary to evaluate the proposed special event.
- (2) The applicant shall pay an application fee and agrees to pay upon request the actual costs to the Town in providing any additional municipal services as may be required in connection with the special event. Additional services shall include any regular or overtime salaries of Town personnel, equipment usage and fuel.
- (3) The applicant agrees to pay for and provide proof of liability insurance in an amount and for such coverage as may be required by the Town Administrator to protect the Town from any liability for any injuries or damages of any kind which may arise out of the holding of the special event.
- (4) The special event shall be conducted in a manner that creates the least amount of disturbance to those persons residing near the Facilities or recreation area and minimizes damage to public property. The applicant shall compensate the Town for all damage done to public property during the especial event. (Prior code 12.28.030; Ord. 5-1998, §1)