

**Save and attach completed form to email address: ps@jeffco.us
HERITAGE GROVE at HIWAN HOMESTEAD
GROVE RESERVATION FORM**

Jefferson County Open Space

700 Jefferson County Parkway, Suite 100, Golden, CO 80401
303-271-5925 (phone), 303-271-5955 (fax), ps@jeffco.us (email)

(Completed Grove reservation form will not be accepted less than 10 days prior to event.)

APPLICANT INFORMATION

DISCLOSURE

<p>NAME: _____</p> <p>ADDRESS/P.O.BOX: _____</p> <p>CITY: _____ STATE: _____</p> <p>ZIP CODE: _____</p> <p>PHONE: _____</p> <p>CELL PHONE: _____</p> <p>FAX: _____ EMAIL: _____</p>	<p>1. Will your activity impact adjacent public rights-of-way, private properties, or surrounding landowners or businesses? Yes No</p> <p>2. Do you wish to sell non-food items at this event? Yes No</p> <p>3. Do you wish to sell food items at this event? Yes No</p> <p>4. Will a fee or donation be collected? Yes No</p> <p>If yes, how much is the participant fee?</p> <p>5. Type of organization: Not-for-profit Commercial Gov't Other</p>
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EVENT

DATE OF EVENT	START TIME	END TIME
ORGANIZATION		GROUP SIZE
DESCRIPTION OF ACTIVITY		
GROVE RESERVATION:		
SMALL GROUP (1 - 50 people)	\$50 Rental Fee; \$100 Damage Deposit	
LARGE GROUP (51 - 100 people)	\$100 Rental Fee; \$250 Damage Deposit	
SPECIAL EVENTS and OTHERS - Event Fee and any applicable Staff time to be determined		

For events scheduled more than 1 month in advance, all fees are due 4 weeks prior to the event date. Rental fees are NON-REFUNDABLE; damage deposit may be refundable in whole or part. Every effort will be made to assist in rescheduling of the Grove rental. Upon approval, payment instructions will be included in the comment section of this form.

- Loading and unloading of vehicles must be done from designated parking lot area only.
- Driving beyond the parking area is STRICTLY PROHIBITED – CATERERS INCLUDED.
- The posted RULES AND REGULATIONS shall also apply for reserved Grove use.

SIGNATURE

PERJURY STATEMENT: I (we) hereby swear or affirm under penalty of perjury that the information given here is true and correct.

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF APPLICANT	DATE

The signed or typed (for when this Agreement is returned to the County via email) signature above indicates this individual accepts responsibility for the activity and agrees to the terms and conditions of this Agreement. Return signed original Agreement to Jefferson County Open Space, 700 Jefferson County Parkway, Suite 100, Golden, CO 80401, fax signed Agreement to 303-271-5955, or email signed Agreement to ps@jeffco.us. A completed original, facsimile, or an Agreement returned to Jefferson County by email all constitute binding contracts.

CONDITIONS

- 1) No implied rights or reservations are granted as to camping or parking spaces. Admission is on a first-come first-served basis.
- 2) All participants in the activity agree to abide by and obey all rules and regulations of Jefferson County Open Space (JCOS), and any regulations that may apply.
- 3) All temporary signs, banners, markers are to be set only with permission of park staff and should be approved two weeks prior to the activity and all temporary signs removed at the end of the activity.
- 4) Approval to hold this activity does not imply that extra services will be provided nor does it place any additional liabilities on Jefferson County.
- 5) The applicant agrees to provide flyers regarding the activity one-week prior to the activity should park staff determine it is necessary to minimize use conflicts.
- 6) The applicant assumes all risk related to the activity and releases, holds harmless and indemnifies Jefferson County from any death, injury, loss, damage or expense occurring as a result of this activity, including any death, injury, loss, damage or expense resulting from the negligence of Jefferson County or its officers, employees, and agents.
- 7) The applicant shall supply all necessary manpower and equipment to safely conduct this activity. The applicant shall be responsible for any and all damage to park resources and/or facilities that result from this activity.
- 8) All county ordinances and state statutes apply.
- 9) The area in which the event takes place shall be cleaned up and restored to its prior condition.
- 10) Entry to a park may be prohibited when the park is at capacity. Exceptions are not made for special activities.
- 11) JCOS maintains the right and authority to amend or cancel this Agreement at any time should the applicant or participants fail to abide by conditions agreed to or if public health, safety and welfare so dictate.
- 12) The applicant may be assessed an Event Fee for extra services provided by JCOS. Payment, if required, is due upon submittal of this application unless other arrangements have been approved.
- 13) Activities must be held within established park hours; one hour before sunrise to one hour after sunset.
- 14) This Agreement grants use of the Grove during the reserved time. This Agreement does not grant exclusive use of the park or other picnic areas. The applicant shall ensure that the rights and privileges of other park visitors are recognized.
- 15) The applicant must demonstrate possession of applicable agreements/permits at all times during the permitted activity and present such agreements/permits upon request.
- 16) Under State law, the only alcohol park users can consume is fermented malt beverages ("3.2 beer"). Alcohol use on JCOS property must comply with all applicable laws and regulations.

ADVERTISING

Will this activity be publicized on radio, TV, web site, in newspapers,
or posted in public places? Yes No

INSURANCE

If determined by Jefferson County, the responsible person holding the activity will submit a certificate of insurance indicating insurance coverage in the minimum amount of \$600,000 per occurrence / \$150,000 per person, as specified in 24-10-114, C.R.S. and the County will be listed as an additional insured party.

Are you an insured government agency? Yes No

PROOF OF INSURANCE MUST BE SUBMITTED TO OPEN SPACE PRIOR TO THE EVENT

(For Staff Use Only)

Application Approved	Application Denied	Insurance Required Yes No
Rental Fee \$	Cash Check	Check #
Damage Deposit Fee \$	Cash Check	Check #

Payment Due By **Make check payable to Jefferson County Treasurer.**

Comments:

Approval Code

Date