



Town of Dolores  
420 Central Ave  
P O Box 630  
Dolores, CO. 81323  
Phone 970-882-7720  
Fax 970-882-7466

**JOE ROWELL PARK**  
APPLICATION/AGREEMENT

DATE OF APPLICATION: \_\_\_\_\_

**General Information**

1) Will you be applying for a Special Event permit? Yes  No

If you are a non-profit and will be applying for a Special Events permit for alcohol there is a **minimum 60 day process.** Please inquire at the Dolores Town Hall 970-882-7720.(See page #4 for supplemental requirements.)

2) Describe area and provide a detailed drawing of location and layout for the event.

\_\_\_\_\_  
\_\_\_\_\_

Organization/ Group Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number \_\_\_\_\_

3) Date and Times of Use \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_

**4) Purpose of Use**

\_\_\_\_\_  
\_\_\_\_\_

**5) Activities:**

\_\_\_\_\_  
\_\_\_\_\_

JOE ROWELL PARK CONTRACT

6) Size of Group \_\_\_\_\_

7) Park/Pavilion use fees

Under 100		
Single day	\$50	\$ _____
Multi-day	\$250	\$ _____
Over 100		
Single day	\$250	\$ _____
Multi-day	\$500	\$ _____
Damage Deposit:	\$100 small group	\$ _____
	\$500 large group	\$ _____

8) Additional fees:

Ball fields free for sports use.		
for other than sports games:	\$20.00 each/day	\$ _____
Electricity use:		
Accessory power pole:	\$10.00/day	\$ _____
Ball field lights:	\$10.00/day	\$ _____
Equipment loans:	\$25.00/day	\$ _____
Parking lot closure:	\$10.00/day	\$ _____
	Total Fees:	\$ _____

9) PAYMENT in Separate Checks Please: Fee \_\_\_\_\_ Deposit \_\_\_\_\_

10) Conditions of Use: Permit Holder shall agree to the following conditions selected:

- Proof of insurance in accordance with Town of Dolores Ordinance #497
- Clean up the area used
- Provide portable toilets (see page 4)
- Provide trash removal services (see page 4)
- Provide law enforcement
- Provide security
- Provide fencing
- Access to second street gate
- Permission to enter grass area with a vehicle (sprinklers to be marked in advance. NO ONE will enter until marking is done. NOTE- Town Staff requires 1 week notice minimum)

\* Dogs are not allowed in playground.

\*Dogs are required to be on leash at all times. \*Town Ordinance #470

**Camping**

Camping in designated areas only with prior approval

- Tent camping \$5 per person per night
- RV \$15 per vehicle per night

Campsite Location: \_\_\_\_\_ Approved: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JOE ROWELL PARK CONTRACT

**Familiarity with the Law**

Applicant acknowledges that he / she have been provided with a copy of the Town of Dolores Municipal Code Chapter 12.06 "Use of Public Places" 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 the said Chapter 12.06 of the Town of Dolores Municipal Code.

**Payment of Costs**

The Applicant hereby agrees to pay the Town of Dolores upon request, or within 30 days hereafter, the actual costs incurred by the Town of Dolores in providing any additional municipal services that may be required as a result of which shall arise from the Applicant's use of the park. Such costs may include any regular or overtime salaries for town personnel, and the use of Town equipment and fuel for such equipment.

**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 Dolores 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 this Section 9, 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 Manager at least one week prior to the commencement of Applicant's use of the park.

**Conduct of Applicant**

Applicant shall see that all members, guests, participants, spectators and others shall act in a responsible manner at all times while using the park, and the special event(s) sponsored by the Applicant shall be held in such a manner so as to cause the least amount of disturbance to those persons residing near the park and to minimize the damage to public property.

**Waste and Sanitation Facilities**

Applicant shall insure that sufficient waste containers and port – a – pots be supplied should the number of attendees exceed normal handling capacities of those facilities on site or provided by the Town.

**Damages**

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

**Revocation of Permit**

This Permit may be revoked at any time by the Town.

**Authority**

The undersigned person represents and warrants to the Town and he / she is fully authorized to execute this Agreement on behalf of the Applicant. By signing this application the Applicant acknowledges their commitment to abide by the laws of the Town of Dolores and the conditions of this Agreement.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Town Manager Approval

\_\_\_\_\_  
Date

## SUPPLEMENTAL FOR LIQUOR EVENTS

### **12.06.030 Use of public parks and recreation areas.**

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

(1) Written application for a permit shall be submitted to the Town Manager containing such information as the Town Manager deems necessary to evaluate the proposed special event.

(2) The applicant shall pay an application fee as may be established by the Board of Trustees 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, fuel, trash removal and sanitary provisions.

(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 Manager 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. Insurance coverage shall be in amounts not less than those recovery limits set forth in the Colorado Government Immunity Act, Section 24-10-114, C.R.S., or any successor statute thereto.

(4) The special event shall be conducted in a manner that creates the least amount of disturbance to those persons residing near the park or recreation area and minimizes damage to public property. The applicant shall compensate the Town for all damage done to public property during the special event.

### **LAW ENFORCEMENT REQUIREMENTS**

Special Events Permit applicants will be reviewed by local law enforcement (Montezuma County Sheriff's Dept.) to determine if additional law enforcement is required. It is **mandatory** that additional law will be provided by Montezuma County Sheriff's Department at applicant's expense.

### **Port-A-Pot Needs Schedule**

#### PORTABLE TOILETS IN ADDITION TO THE AVAILABLE BATHROOMS AT JOE ROWELL PARK

<u>HOURS:</u>	<u>PORTABLE TOILETS:</u>	<u>WITH ALCOHOL:</u>
1-5 HOURS	2 ADDITIONAL TOILETS	4 ADDITIONAL TOILETS
6-10 HOURS	3 ADDITIONAL TOILETS	6 ADDITIONAL TOILETS

MORE THAN ONE DAY: TO BE EVALUATED

IF ALCOHOL IS INCLUDED AT THE EVENT THE AMOUNT OF ADDITIONAL TOILETS IS DOUBLED.

#### TRASH SERVICE:

<u>HOURS:</u>	<u>DUMSTER:</u>
1-5 HOURS	8 YARD CAPACITY
6-10 HOURS	10 YARD CAPACITY
MORE THAN ONE DAY:	20 YARD CAPACITY