



# Monte Vista Parks RESERVATION Tabulation Form

Reservation does Not include tables and chairs and times listed include your set-up and tear down for your reservation

**Daily Reservations-** The City of Monte Vista Recreation Department offers Parks for reservations for the community and private events. However, in order for daily park users to be able to use the space as well, we have left open hours for daily parks goers unless otherwise requested. Unless the reservation is for the entire park, the park itself is open to the public at all times.

The applications and payments MUST be filled out, signed and turned in 10 days prior to event. A Cleaning/Damage Deposit of \$200 is required (this amount will be deposited), and must be accompanied with application. All checks are payable to the City of Monte Vista. If, after the event, the park(s)/pavilion/equipment has been left in the condition that it was found and all trash removed, park grills cleaned (if used), the cleaning/damage deposit will be refundable to you, upon inspection and authorization of the Recreation department. If any cleaning is necessary after inspection and/or any equipment has been damaged during the event, the deposit will be used to offset the cost. If the cost of any cleaning/equipment damage is greater than \$200, the Permit Holder will be billed for the balance due.

*\*Please indicate the areas which will be in use and the amount of days. If indicating a youth serving non-profit, simply mark.*

1. Administrative Fee Per Application (never waived/covers cost of Space Prep and Admin. Prior to Rental) ----- **1. \$25.00**

2. Parks Reservation----- 10:00AM-2:00PM (\$20)    4:00PM-8:00PM (\$20)    All Day (10:00AM-8:00PM) (\$80)

- Chapman Park     Fullenwider Park     Island Park     Marsh Park
- Montez Park     Sanchez Park     Tennis Courts

3. Chairs/Tables Rentals -----

- Chairs      \$2/Chair
- Tables      \$10/Table

**3.Total Days** \_\_\_\_\_ x \_\_\_\_\_ (amount of chairs) = \$ \_\_\_\_\_

**Total Days** \_\_\_\_\_ x \_\_\_\_\_ (amount of tables) = \$ \_\_\_\_\_

4. Stage Rentals -----

- 8 Piece              \$200/Event
- 4 Piece              \$100/Event
- 2 Piece              \$50/Event

**4.Total Days** \_\_\_\_\_ x \_\_\_\_\_ (per day cost) = \$ \_\_\_\_\_

\*Please tally all red boxes 1 - 4 in the spaces below to figure the total rental cost. Please write "N/A in the spaces below, if not in use. \*

**1.\$25 + \$200 (damage Deposit). + 2. \_\_\_\_\_ + 3. \_\_\_\_\_ + 4. \_\_\_\_\_ = \$ \_\_\_\_\_**

### PLEASE READ RULES CAREFULLY

- **NO ALCOHOL OR GLASS CONATINERS ALLOWED IN THE PARK.** (Special events permits for alcohol may be obtained from the City Clerk for festival type events)
- No additional structures, including tents, trailers, etc. shall be allowed in any Monte Vista Parks without the prior approval of the Recreation Director.
- Sunshades are allowed.
- **Vehicles will NOT be allowed on the grass areas.** (all items brought into the park/pavilion will be hand carried).
- Alterations of the Park and/or Chairs-Tables, including hooks, nails, tarps, taping, etc. are **prohibited**.
- The Park must be left in a clean and useable condition. Reservation Holder understand that they are responsible for the cost of any cleaning/damage cost that occurs during their usage/reservation.
- No Fires or other burning allowed outside of existing fixtures, except where BBQ grills or other appliances are brought in. Campfires as strictly prohibited.
- Excess Trash shall be collected by Renter and disposed of off-site.
- Charcoal and ash must be disposed of properly off site.
- For large events, Porta Potties must be provided.
- All City Ordinances, including noise ordinances, will remain applicable.

By signing below, I understand and have read the Parks Policy Manual and will follow all rules, requirements and responsibilities of him/her, as well as attendees at the event. Signature also indicates that Renter(s) has paid the 50% of all dues required to confirm the reservation of the Park Space as well as turned in **\$200.00** Damage Deposit on a separate check.

Renter(s) Name: \_\_\_\_\_ . Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Director: \_\_\_\_\_ Date: \_\_\_\_\_

Special Requirements for this Park

Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full Contact Information for Renters:**

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Approved -  Denied Reason; ( ) incomplete paperwork, ( ) No payment/Deposit, ( ) Space Availability