



PRIVATE EVENT PERMIT

(PLEASE HAVE THIS PERMIT AVAILABLE THE DAY OF THE EVENT)

Permit # _____

Contact Person: _____ Home Phone: _____
 Mailing Address: _____ Cell Phone: _____

 Email Address: _____

Park/Facility Requested:

_____ Frisco Bay Marina _____ Frisco Historic Park Gazebo _____ Frisco Historic Park Log Chapel
 _____ Meadow Creek Park _____ Peninsula Ball Field _____ Peninsula Disc Golf Course
 _____ Peninsula Multipurpose Field _____ Walter Byron Park _____ Other

Day, Date and Time requested:

Day(s) _____ Date(s) _____ Time _____
 (From - To)
 Number of people (not to exceed park/facility capacity): _____
 Activity planned: _____

 (please indicate any items you will be bringing into the park – tents, extra tables, grills, etc.)

Will admission be charged? _____ Amount \$ _____

Will alcohol be served? _____ sold? _____ (if sold, a Special Events Liquor Permit from the
 Town Clerk is required)

Residency (proof of residency may be requested):

_____ Town of Frisco _____ Summit County _____ Outside Summit County

_____ Non-profit status (as defined by Federal regulations). Proof may be requested.

The Town of Frisco reserves the right to cancel and/or postpone the use of parks and facilities at any time. If applicant must cancel event for reason other than weather, 48 hours advance notice must be provided to the Public Works Department. If this 48 hours advance notice is not provided, the security deposit will not be refunded. ABSOLUTELY NO GLASS CONTAINERS ARE ALLOWED IN ANY TOWN PARK OR FACILITY. Anyone bringing glass containers into Town parks or facilities will be ticketed and fined by the Frisco Police Department.

I have read the attached Private Event Permit Policies and Procedures, and understand it, and agree to comply with all the provisions set forth therein. I also agree to comply with the provisions set forth, above, in this application.

In consideration of the permission by the Town of Frisco given the undersigned to use certain Town parks and facilities as per this application, the undersigned herewith agrees to indemnify and hold harmless the Town of Frisco from all liability, claim or demand for any event or incident involving damages, injuries, or the non-payment of any obligation incurred by the undersigned which may be asserted against the Town and further agrees to defend the Town of Frisco against any claim arising there from, and to pay any judgment which may be obtained, together with costs and attorney's fees incurred by the Town.

Further, the undersigned agrees to furnish, at its cost, such liability insurance, if any, may be required or requested by the Town of Frisco in advance of the time of the intended use of the Town park or facility.

I, the undersigned, also agree to accept responsibility for all conditions placed on me by the Town of Frisco and agree to make restitution for any damage to Town property or extra expense incurred by the Town. I hereby exempt and release the Town of Frisco, its officers, employees, agents, and servants from any and all loss, liability, claims, demands, actions, or causes of action whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced event requested herein.

Signature _____

Printed Name _____

Date _____

FOR OFFICE USE ONLY

<u>Fees Due</u>	<u>Payment Record</u>	<u>Date</u>
Application: <u> \$25 </u>	<u> \$25 </u>	_____
Rental Fee: _____	_____	_____
Deposit: _____	_____	_____

APPROVAL

Permit approved with the following conditions: *Applicant and event guests are to comply with all park/facility policies and regulations unless otherwise noted (copies may be obtained by contacting the Public Works Department or by visiting townoffrisco.com).* _____

_____ Date

_____ Teresa Toczek, Public Works Office Manager



Private Event Permit Policies and Procedures

The purpose of this policy is to help regulate the temporary use of parks and other public facilities. This policy is also designed to help citizens with the approval process required to issue the permit. Please refer to the Private Event Permit Rental Instructions to find out how to submit a Private Event Permit application.

1. Events held primarily in a Town park or facility require a Private Event Permit.
2. With the exception of the Log Chapel at the Frisco Historic Park (under the condition that prior special approval is obtained), permits will not be issued for Town parks or facilities on holidays (e.g. Memorial Day, 4th of July, Labor Day).
3. Weather permitting, reservation for dates prior to Memorial Day will not be guaranteed as well as certain reservations after October 31st.
4. For events requiring minimal involvement, applicant's permit request must be received at least two weeks prior to the event. For events requiring more than minimal involvement, the permit request must be submitted at least eight weeks prior to the event. The Town may deny permits on the basis of use or inadequate lead time.
5. If proposed event in Frisco park or facility requires the approval of additional agencies (e.g. U.S. Forest Service, DDrEc, Summit County Open Space & Trails), the Town of Frisco Private Event Permit will be issued on a temporary basis pending approval from the other agencies whose jurisdictions are impacted by the event. Final approval from Frisco will be granted upon receipt of copies of permits from other agencies involved with the event.
6. If you would like to sell goods at the peninsula recreation area, you must have an approved Private Event Permit and a Special Use Permit to Sell Goods at the Peninsula Recreation Area. This form may be obtained from the Public Works Office.
7. The Town shall require evidence of liability insurance covering both the applicant and the Town in the minimum amounts of \$1,000,000 per person/\$1,000,000 per occurrence for all athletic activities and events. Certificates of insurance must name the Town of Frisco as an additional insured party and must be approved by Town of Frisco staff prior to facility use. The Town may require such evidence of liability insurance for other types of activities. Applications for the use of facilities, streets/right-of-ways or any activity other than organized athletic activities will be reviewed on a case-by-case basis to determine if proof of insurance is needed. Insurance for special events may be purchased through the Town's insurance carrier.

8. A security deposit is required of all applicants who receive a Private Event Permit. If the facility is found to be in unacceptable condition, the Town of Frisco will implement proper cleanup and/or repairs which will be deducted from the held deposit. If the damage assessment is larger than the held deposit, the lessee will be required to pay any additional amount. Following the event, the remainder of any deposit will be mailed back to the address indicated on the permit application.
9. Due to the cost of providing space for private use in the Town's public parks and facilities including staff time, maintenance, equipment, and utilities, the Town will not extend discounts on rental fees or deposits.
10. All permitted events are required to pay the Town for all services provided by the Town, and all expenses incurred by the Town specifically due to the event. Reimbursement is required for services such as, but not limited to: additional police services, additional waste pick-up, erection of barricades, general cleanup of the area, street cleaning, and restroom maintenance.
11. Do not use nails or screws to hang decorations. Decorations must be removed after the event, on the same day. There will be no driving of stakes, tent pegs, sign post, etc., or driving vehicles on turf/bike paths unless previously cleared with Public Works.
12. Applicant is responsible for all damages incurred to facility(s) and grounds during rental period.
13. All permitted events must abide by all posted park rules:
 - Park Hours: 6 a.m. – 10 p.m.
 - Leash Law Enforced
 - Motor Vehicles in Parking Areas Only
 - Activities prohibited: Use of Glass Containers, Golfing, Littering, Camping/Loitering
14. Rentals running past scheduled hours will be charged an additional fee.
15. State law prohibits the consumption, in parks and other public places, of any alcoholic beverages other than 3.2% beer.
16. Cancellations must be made 48 hours prior to the rental date to guarantee full refund of deposit and rental fee.
17. In the event you or your guest(s) are unable to adhere to the above stated guidelines, you may be asked to leave the premises and/or may be ticketed by the Frisco Police Department.