



SPECIAL EVENT APPLICATION PACKET

Dear Event Planner:

Welcome to the City of Fruita and we are excited that you have chosen Fruita as the location to host your special event. In an effort to make your event application process as efficient and smooth as possible, we have developed this Special Event Application Packet to help you plan your event in Fruita. ***Do Not Be Intimidated by the size of this packet*** – most likely you will not need to complete every form. We have included all the directions and forms you may possibly need.

The Fruita Parks and Recreation Department will act as your main point of contact. Once we receive your Special Events Application, we will coordinate with the Public Works Department, Lower Valley Fire Department, the Fruita Police Department, and other City Departments that may be affected to ensure all concerns are addressed and all permits are properly processed.

The City of Fruita requires that we receive a minimum of 90 days notice prior to your special event – this means we need your Special Events Application. This will allow us time to process the application and communicate with other affected departments and agencies. Please be advised that certain application procedures may be lengthy and require you to plan ahead, such as liquor licenses, proof of insurance, etc. – Please plan accordingly. Under certain circumstances and depending on the size of your event we may be able to process your application in an abbreviated manner.

Once the Fruita Parks and Recreation Department has received comments back from the appropriate departments, you will be contacted as to the status of your application. Depending on the event size and impact on the community, we may ask that a meeting be held to discuss the special event in detail – reviewing traffic control plans, security, emergency response, or other issues affecting the community.

In the event you are requesting services from the City of Fruita (traffic control, electrical needs), you will be provided an estimate of costs and bill for these services. Also depending on the size and community impact of the event, we may request a clean-up / damage deposit.

After your event, we would appreciate it if you would complete and return the Post Event Evaluation Form. This will help us evaluate our service to you and provide enhanced services in the future.

Again, our desire is to make your special event application process as efficient and helpful as possible. Please do not hesitate in contacting our office, if you have questions or concerns regarding any of the forms or the process in general. We look forward to you holding a successful event and we thank you for choosing our community as your event location.

Sincerely,

Ture Nycum
Parks and Recreation Director
City of Fruita



How do you know if this is the right application to fill out?

If you are planning an event that is open to the general public and/or will be held on public property, you will likely need to fill out this application. The following matrix is intended to help you better plan your special event, and to properly fill out all necessary forms from the City of Fruita. It serves as a guide only. If the matrix directs you to fill out only one of the attached forms, you may be able to skip this process and go directly to the department responsible for that form. If your event appears to require more than one of these forms, it is best to turn them in together as a special event application. When in doubt, or if you have any questions, please contact the Parks and Recreation Department at 970-858-0360. Check boxes are located on the matrix for your convenience. All event holders must include pre-checked items with their application.

Prior to planning your event, the City asks that you consider issues related to the following areas and your event impact on the City's general functions, including everything from emergency responders' access to roads, to neighbors affected by ongoing noise, to street closures, impacts on businesses, etc. If your event will cause inconveniences or disturbances, the City respectfully requests that you consider a range of alternatives to decrease those negative impacts as much as possible. Again, please contact the Parks and Recreation Department at 970-858-0360 for more information.

- Notice of Intent:** All special event-holders are required to fill out a Notice of Intent to Conduct a Special Event form. **See FORM 1.**
- Application Fee:** The City of Fruita charges a \$25 non-refundable fee to review special events applications. A deposit of \$100 per 1,000 attendees is required.
 - **Local Nonprofits:** The application fee will be waived for one event each calendar year for Fruita-based nonprofits that provide the City with a certificate of good standing from the Secretary of State's office.
- Rules and Regulations:** All event-holders are required to read and sign Rules and Regulations form. **See FORM 2.**
- Certificate of Insurance:** All special event holders must furnish a certificate of general liability insurance policy covering claims that may arise due to the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and \$500,000 per person and **must name the City of Fruita as additional insured and have date(s) of the event.** *The City cannot approve your application until receipt of proof of insurance. The request to your insurance carrier many times may be only a phone call and can be faxed to the City same day by your carrier.* You may request a quote from the City's insurance carrier, CIRSA, by requesting the application from Parks and Recreation Staff.
- Event Summary Description:** A brief written description of your event to assist City staff in better understanding the scope of its impacts.
- Recycling Plan:** All events must include a recycling component. Please attach a detailed plan for review.
- Site Plan:** Event-holders must attach a detailed site plan sketch that shows the precise layout of the event, with measurements when possible, and including, but not limited to the following:
 - **Traffic Control Plan that shows Street Closures (See Forms 4A and 4B)** *Solvent-based inverted Marking Chalk only used for temporary marking of roads, pavement, gravel, soil and grass.*
 - **Park use (See Form 5)**
 - **Tents and Canopies (See Form 6C)**
 - **Parking:** Event-holders must attach a parking plan that establishes where attendees will be directed to park their vehicles, and that will cover a minimum of 1/3 the number of attendees expected at the event.
 - **Bathrooms:** Event-holders must provide bathroom access. You must specify where these restroom facilities are located on your event site plan sketch and whether they are gender specific and handicapped accessible.
 - **Garbage:** Event-holders must provide garbage receptacles and roll-off dumpsters on site. You must specify where the receptacles and dumpsters will be located on your event site plan sketch.
 - **Handicapped Accessibility:** Event-holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan sketch.
 - **Electrical Needs Plan:** Event-holders must specify where electricity will be needed.Please ask to see an example if necessary.

A blank site plan for the Civic Center can be obtained from the City of Fruita Parks and Recreation Department.



Notice of Intent to Conduct a Special Event

Event Name: _____

Event Date: _____ **Start/End Times:** _____

Event Location: _____

Organization or Applicant Name: _____ Profit Nonprofit

Event Planner/Contact Person: _____

Address: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Email: _____

Contact on-call during event: _____ Contact's Cell Phone: _____

What time will set up for the event begin? _____ What time will tear down be complete? _____

How many event staff will be at the event? _____

How many spectators/attendees do you expect will attend? _____

Total: _____

Divide by 3 to determine estimated number of vehicles: _____

Will your event require street closures or tour activity? No Yes (see Forms 4A and 4B)

Will your event include a park or trail? No Yes (see Form 5)

Will your event include fireworks or open fires? No Yes (see Form 6A)

Will your event include a parade or race? No Yes (see Form 6B)

Will your event use tents/canopies? No Yes (see Form 6C)

Will alcohol be served? No Yes (see Form 8)

Will your event include a City Facility?
(a room in the Civic Center or the Community Center) No Yes (see Forms 9 and 10)

Will your event include food or retail sales? No Yes (see Business License Application)

You have attached the required:

- Site plan sketch (*parades/races should include start/end points*)
- Parking plan that accommodates the number of estimated vehicles above
- Certificate of Insurance (*must have a minimum liability limit of \$1 million per occurrence and name the City of Fruita as an additional insured*)
- Application Processing Fee make payable to the City of Fruita
- A signed copy of the Rules & Regulations form
- All other necessary forms that apply to your event *or call with questions.*

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

Please return this application and all supporting documents to:

City of Fruita Parks and Recreation Office, 324 N Coulson Avenue, Fruita, CO 81521
Phone: 970-858-0360 Fax: 970-858-9540 email:recreation@fruita.org

City of Fruita Use Only

Permit Request Reviewed by:

Parks and Recreation _____ Police Department: _____

Public Works Department: _____ Lower Valley Fire Protection District: _____

Other: _____ Approved Denied Date: _____

Event Name: _____

Event Date: _____



Form 3

Website Advertising Request

The Fruita Community Calendar and In the Spotlight feature on the City of Fruita Website is available for you to highlight and advertise your event, whether it is sponsored by the City or not. We encourage local businesses, special events and venues to submit their events on our website in order to create a true community calendar that lets people know what is going on. This service is provided to you at NO CHARGE.

Instructions for Community Calendar

Go to <http://www.fruita.org/node/add/community-event> and fill out the form to submit items for the City of Fruita Calendar of Events. Required fields are title, date, description, and contact information. Other fields are optional.

Please note that completion of this form does not guarantee your event will be publicized on the City calendar. Events will be reviewed by City staff before publication. To be included on the City's Community Calendar, your event must:

- be open to the public
- occur within the Fruita, Colorado area
- not advocate for or against any political cause, party or candidate
- be non-commercial
- not promote any religion or religious viewpoint
- be in accord with the strategic plan and operating principles of the City of Fruita

If you need to update an event that you have already submitted, please email your changes to dwoods@fruita.org

Instructions for In the Spotlight

The City of Fruita wants you (and your special event, news item or other interesting tidbit) for their "In the Spotlight" feature on the City of Fruita Website! If you'd like your event, news or interesting tidbit displayed in the "In the Spotlight" section of our website, <http://www.fruita.org/community/webform/spotlight-item-submission-form> fill out the required fields with the appropriate information and click "submit". Your request will be reviewed by City personnel and if appropriate (keep it clean please!), it will be added to our homepage. If you'd like to see what's in the spotlight, just go to www.fruita.org and click the "+" sign next to the "In the Spotlight" section of the homepage. Please note: if you have file attachments or images that you'd like us to display on your Spotlight page, please email them separately to cdehmel@fruita.org make sure to tell us who you are in the email, so we can add your information to the right place.



Streets Activity or Closure Request (TCP)

The applicant requests closure of the street(s) indicated on the **event site plan sketch and professional traffic control plan attached** to this application.* Barricades and other traffic control devices are indicated on the sketch. The City of Fruita Public Works Department will review the requests and make changes as it deems necessary. Applicant will be notified of any changes upon approval of the application. **The applicant is required to provide a traffic control plan as part of this application and must obtain traffic-control devices either their own or through a company.** All traffic control must meet the “Manual on Uniform Traffic Control Devices Standards.”

Name of Barricade Company: _____

Name of Traffic Control Supervisor: _____

Phone: _____

**Street closures must emphasize access for any emergency vehicle access.* You must note on your event site plan sketch minimum 20-foot clearances which emergency vehicles can get through the street if necessary.

Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider, unless the City notes otherwise in the event approval. The city reserves the right to stop any activity if proper traffic control devices are not in place during the event.

Event-holders who wish to close a road must petition surrounding neighbors and businesses and any bus stop(s) (GVT 970-256-7433 and Mesa County School District 51, or the student transport provider for MCSD 51 at 970-697-1050) prior to their application submission AND flier the neighborhood as a reminder of the event and closure details one to two weeks in advance of the event. **Form 4B.** A draft of the notification to be disseminated one to two weeks in advance of the event is also attached for review. Homes and surrounding businesses near the event must be notified of an event that will affect people’s ability to access their home or businesses. This not only includes road closures but traffic or pedestrian conditions due to the event.

I have read, understand and agree to the Street Activity and Closure requirements.

Applicant Signature

Date

City of Fruita Use Only

Permit Request Reviewed by:

Parks and Recreation _____

Police Department: _____

Public Works Department: _____

Lower Valley Fire Protection District: _____

Other: _____

Approved Denied Date: _____



Parks & Trails Permit

You must apply for use of a City park or trail, even if you are not formally setting up in the park, but expect crowds from your event to overflow into a park or onto a trail.

The applicant requests use of the following City of Fruita park:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Circle Park | <input type="checkbox"/> Civic Center Pavilion | <input type="checkbox"/> Heritage Park | <input type="checkbox"/> Little Salt Wash Park |
| <input type="checkbox"/> Olga Anson Park | <input type="checkbox"/> FCC Backyard | <input type="checkbox"/> Prospector Park | <input type="checkbox"/> Raptor Skate Park / Orr Park |
| <input type="checkbox"/> Reed Park | <input type="checkbox"/> Dan Williams Memorial Park | <input type="checkbox"/> Rotary Triangle Park | <input type="checkbox"/> Snooks Bottom - Open Space Park |
| <input type="checkbox"/> Fruita Bike Park | | <input type="checkbox"/> Riverfront Park / Disc Golf Park | |
| <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Trail: _____ | |

If the applicant requests the LSW fields they are available at the site for an hourly fee of \$25.00 each: _____

Please attach an event site plan sketch to this application that shows what areas of the park will be in use and for what purpose. ***If you only need use of a park or shelter for a private event, call the Parks and Recreation Department at 970-858-0360.**

Set up will begin at: _____ Tear down will be complete at: _____

The applicant requests a public park including utilities **if they are available** at the site. If a park shelter is requested it will be reserved with a shelter rental flat fee of **\$25.00 payable at time of reservation:** _____

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Electric outlets | <input type="checkbox"/> Potable water | <input type="checkbox"/> Restroom facilities | <input type="checkbox"/> Other: _____ |
|---|--|--|---------------------------------------|

The event-holder must provide:

The event

- Additional portable restrooms: Qty: _____
- Trash removal and cleanup of site at end of event
- Trash receptacles and on site dumpsters: Qty: _____
- Special fencing (note where on site diagram)
- Hand washing facilities (note where on site diagram)
- Supplemental electricity generator as necessary

*(A Sound Amplification Permit is NOT necessary for **Special Events**. Only, regarding amplified voice or music on private property (City Clerk's office) or City park use (Parks and Recreation office) for \$10.

The City of Fruita will automatically turn off park sprinkler systems for permitted special events. The curfew in all City parks is 10 p.m., and this applies to special event holders. Crowds spilling over from parks cannot block access to public streets that have not been closed by permit through the City of Fruita.

Event-holders who fail to return City parks to the condition in which they were prior to the event will be charged for trash removal and cleanup of the site, and may forfeit their chances of obtaining future event approval. *All event apparatus must be removed by 5 p.m. the day after the event.*

I have read, understand and agree to the requirements concerning the use of City of Fruita Parks.

Applicant Signature

Date

City of Fruita Use Only

Permit Request Reviewed by:

- | | |
|--------------------------------|---|
| Parks and Recreation _____ | Police Department: _____ |
| Public Works Department: _____ | Lower Valley Fire Protection District: _____ |
| Other: _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____ |



Permit to Create Potentially Hazardous Conditions

Event Name: _____

Event Date: _____ Start/End Times: _____

Event Location: _____

Event Planner/Contact Person: _____

Address: _____

Phone: _____ Fax: _____

The applicant hereby requests to use, install, operate or conduct the following:

- Parade (see **Form 6B**)
- Tent, canopy or more than 200-square-feet of adjacent tents/canopies (see **Form 6C**)
- Open burning (bonfires, cooking, etc.)
- Other (please describe) _____

An event site plan sketch with dimensions is attached to this application. The Lower Valley Fire Protection District will contact you to go over additional paperwork that may be required. Conditions, surroundings and arrangements must be in compliance with the City of Fruita Fire Code, and additional requirements may be established by the Lower Valley Fire Protection District as deemed necessary.

The applicant agrees to indemnify and hold harmless the City of Fruita, its officers, officials, representatives, agents and employees from and against all liability, claims, demands and expenses including court costs and attorney fees, on account of any injury, loss or damage which arises out of or are in any manner connected with the event from which the applicant has obtained a Firearm Permit from the City of Fruita.

Applicant Signature

Date

Permit specific provisions established by the Lower Valley Fire Protection District include:

City of Fruita Use Only

Permit Request Reviewed by:

Parks and Recreation _____

Police Department: _____

Public Works Department: _____

Lower Valley Fire Protection District: _____

Other: _____

Approved Denied Date: _____



Parade and Race Application

Parade route must be included in event site plan sketch, including parade staging area, start and end.

Participants:

Number and type of motor vehicles: _____

Number and type of mounted animals: _____

Number of pedestrians/foot racers: _____ Number of bicyclists: _____

Other (please describe): _____

TOTAL estimated number of participants: _____

Live entertainment type, location, times: _____

As a condition to being granted the permission to hold an event deemed potentially hazardous, the applicant agrees to abide by the rules, regulations and conditions set forth. The City reserves unto itself all police power it has with respect to the regulation and control of its rights-of-way. Any permission to use the rights-of-way shall be subject to the City's exercise of police power and the granting of permission to use the rights-of-way shall not entitle the user to any compensation from the City by virtue of the exercise of its police power. Conditions, surroundings and arrangements must be in accordance with the Uniform Fire Code. The Fire Marshal may modify the event plan as he deems necessary. **No vehicles or floats can exceed a height of 13 feet or a length of 45 feet.**

If your parade includes floats, the parade supervisor is required to provide all parade participants a copy of the following provisions prior to any floats being built. The organizer and each float participant must keep a signed copy of the provision available for inspection.

- Decorative materials on parade floats are required to be non-combustible or flame retardant/resistive. If decorative materials are purchased as flame resistant material or treated with flame retardant, the material packaging or containers and application directions of such are to be kept on file along with a declaration that retardant was applied as applicable.
- No smoking, flames or other sources of ignition are allowed on floats using flammable or readily combustible materials.
- Motorized floats or towing apparatus are required to be equipped with at least one portable fire extinguisher with a 2A10BC-rating that is readily accessible to the operator.
- Children may not walk along side parade entries.
- Parades must include parade marshals to keep pace and prevent gaps.

I have read, understand and agree to the conditions as set forth by the fire marshal and any other conditions deemed appropriate.

Applicant Signature

Date

Permit specific provisions established by the Lower Valley Fire Protection District include:

City of Fruita Use Only

Permit Request Reviewed by:

Parks and Recreation _____

Police Department: _____

Public Works Department: _____

Lower Valley Fire Protection District: _____

Other: _____

Approved Denied Date: _____



Tents, Canopies and Membranous Structure Permit

The following provisions are required to erect and use tents or temporary structures in excess of 200-square-feet and canopies in excess of 400-square-feet for a period of 180 days or less in a 12 month period on a single premise:

- The structure shall be adequately roped, braced and anchored to withstand the elements of weather against collapse. A certificate of structure stability may be required upon request.
- No tents or canopies shall be staked into ground in any park without parks approval and supervision.
- Materials are required to be flame retardant or made flame retardant in an approved manner. This is to include any flammable decorative material used in or within 30-feet of the structure. A certificate of flame retardancy is required to be on premise and includes: structure size, fabric type, date material was last treated, trade name and type of flame retardant solution, name of person and firm treating the material, and name and address of tent supplier.
- No smoking, open flame or heating devices are allowed in structures or adjacent areas within 30-feet, where readily combustible materials are stored or used. "No Smoking" signs are required.
- Fireworks, open flames, flame-emitting or heating devices are not allowed in or adjacent to structures unless approved.
- Portable fire extinguishers are required to be a minimum rating of 2-A; 10BC, with one for structures 500-square feet or less, two for 500- to 1,000-square-feet, and one for each additional 2,000 square feet of floor area or fraction thereof. A 40-BC rated extinguisher is required for power generators and cooking areas. **Number required:** _____
- Exits shall be provided and distributed equally so that all areas are within 100-feet of an exit. Exits are to remain unobstructed and be a minimum of 8-feet tall. The number of exits will depend on the occupant capacity.
 Number of exits required: _____ Width required for each exit: _____
 Exit signs required? Yes No
 Illumination required? Yes No (capacity over 100)
 Exit illumination required? Yes No (capacity over 100)
- Aisles accessing exits are to be a minimum of 44-inches wide with a maximum dead end of 20-feet.
- Occupant load: _____ To be posted? Yes No
- Minimum separation from property lines, buildings or other structures: _____ feet
 Minimum fire access width: _____ feet Minimum distance for vehicle parking: _____ feet
- Flammable or combustible liquids are not to be stored within 50-feet of the structure, weeds and flammable vegetation within 30-feet of the structure.
- An electrical inspection and approval by the electrical inspector is required prior to final approval by the Lower Valley Fire Protection District for tents, canopies and temporary membranous structure using or requiring electricity. To arrange for an inspection, call 970-858-3133.
- Attach a site plan of the structure and include all outlying areas. Show exits, parking areas, extinguisher location(s), and any buildings or other structures in proximity. Include square footage of each structure.

I have read, understand and agree to the conditions as set forth by the fire marshal and any other conditions deemed appropriate.

Applicant Signature

Date

City of Fruita Use Only

Permit Request Reviewed by:

Parks and Recreation _____

Police Department: _____

Public Works Department: _____

Lower Valley Fire Protection District: _____

Other: _____

Approved Denied Date: _____



Event Security Application

The Fruita Police Department reserves the right to specify the need for and number of off-duty police officers or security personnel required to be in attendance at any event. The Fruita Police Department will review all special event applications for required security arrangements. The safety of the community and attendees are of primary concern at all times. Areas that will be considered include, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts. Please be sure to include this and other pertinent information in your event description summary.

If you know you will be hiring security, please fill in the information below. Otherwise, the Fruita Police Department will indicate any additional requirements at the bottom of this page.

The applicant has hired its own independent, licensed security staff for the event.

Security Firm Name: _____

Contact Person: _____

Phone: _____

The location of event security personnel must be noted on the event site plan sketch, which is attached to this application.

Permit specific provisions established by the Fruita Police Department include: _____

I have read, understand and agree to the conditions as set forth by the police department and any other conditions deemed appropriate.

Applicant Signature

Date

City of Fruita Use Only

Permit Request Reviewed by:

Parks and Recreation _____

Police Department: _____

Public Works Department: _____

Lower Valley Fire Protection District: _____

Other: _____

Approved Denied Date: _____



Special Event Liquor/Fermented Malt Beverage Permit Application

ONLY nonprofit organizations are eligible to apply for this permit.

If you would like to **sell** alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License. By State Law, CRS 12-48-102 (1)(a), applicants for a Special Event Liquor License must meet the following criteria:

“A special event permit issued under this article may be issued to an organization, whether or not presently licensed under articles 46 and 47 of this title, which has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain, or which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1, C.R.S.”

As part of the Special Event Application, at least 30 days in advance of the event, the applicant must submit to the City Clerk’s office each of the following supporting documents:

- A completed DR8439 Special Event Application Form (see State FORM #DR8439 attached)
- Copy of Certificate of Corporation in Good Standing (nonprofit) issued by the Secretary of State within last two years **or** if not incorporated, a nonprofit charter, **or** if a political candidate, attach copies of reports and statements that were filed with the Secretary of the State of Colorado
- Event site plan sketch reflecting bars, walls, partitions, ingress, egress and dimensions (*If the event is to be held outside, you must submit evidence of intended control, i.e., fencing, ropes, barriers, arm bands, etc.*)
- Copy of deed, lease or written permission from owner for use of the premises in the applicant’s name
- Submit \$50 per application for either a Fermented Malt Beverage permit or Malt Spirituous & Vinous liquor permit, payable to the **City of Fruita**

Incomplete applications will be rejected and returned to the applicant for completion. There are no refunds under any circumstances. The event must be held on the **date, time and location** specified in the application and may not be changed. Applicant is limited to 15 days of special events per calendar year. These may be grouped in any manner the applicant wishes. The Fruita City Clerk’s office must post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received, as a result of posting, a hearing may be held before the Local Authority for approval. During the event *age warning signs*, supplied by the City’s Clerk’s office, must be conspicuously displayed.

As a condition of being granted this permit, I hereby comply with City, County and State regulation related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless the City of Fruita, its officers, officials, employees and agents for all liability claims arising from the event, and have attached a certificate of insurance for the event to guarantee indemnification.

Applicant Signature

Date

City of Fruita Use Only

Permit Request Reviewed by:

Parks and Recreation _____

Police Department: _____

Public Works Department: _____

Lower Valley Fire Protection District: _____

Other: _____

Approved Denied Date: _____



Civic Center Room Rental Agreement and Application

858-0360 – 325 E. Aspen - Permit # _____

Name/Organization Name: _____ E-mail address: _____

Address: _____
Street City ZIP

Phone: _____ Date(s) of Rental: _____

Time(s) of Rental: _____ (am/pm) No. of People Expected: _____

The renter is required to sign for a key on the last working day before the event and the key must be returned to the Community Center Guest Services, 324 N Coulson, on the next business day. If no key is signed out, the renter forfeits the key deposit fee paid. The event set-up and clean-up is also the responsibility of the renter. Payment for rental use begins upon entering the room for set-up and the time the door is locked after clean-up. A Cancellation fee of \$5.00 is charged for requested cancelled reservations. If event is not cancelled in the 48 hours before event, there will be no fees refunded.

Type of function: _____

Note: If additional chairs, tables or special equipment are required it will be the renter's responsibility to make their own arrangements.

Rotary Room (max. capacity 49)	
Monument View Room (no tables or chairs available) (max. capacity 49)	
Independence Room (max. capacity 44)	North Council (max. capacity 49)

Civic Center Room use fees:

- First 2 hours *without food and drinks*\$20.00 \$ _____
- each additional hour.....\$10.00 _____ hours × \$10 = \$ _____

- First 2 hours *with food and/or drinks*\$50.00 \$ _____
- each additional hour.....\$20.00 _____ hours × \$20 = \$ _____

- Refundable Room Deposit.....\$50.00 \$ _____
- Refundable Key Deposit.....\$25.00 \$ _____

- Cleaning if necessary.....\$20.00/hour _____ hours × \$20 = \$ _____

- Total** \$ _____

TERMS AND CONDITIONS

- All rules, regulations and ordinances of the City of Fruita shall be strictly-complied with by all person(s) in attendance for the use noted above.
- Renter(s) is required to pick up a key for the Civic Center and the room from the Community Center Guest Services referencing this reservation. On departure of building, renter(s) is required to return the key(s) to the Community Center staff.
- Smoking is prohibited within the building. Receptacles can be found at each entrance.



Civic Center Room Rental Agreement and Application (continued)

- 4. All person(s) in attendance for the use noted above will confine themselves strictly to the use of the designated room(s). The entrances and halls are used for access only to the rooms and restrooms.
- 5. No damage of any kind or description will be done to the building or any of its contents by any person(s) in attendance for the use noted above, and that the undersigned person(s) will hold harmless and indemnify the City of Fruita for any person(s), whose property may be within the building, for loss or damage to such property caused by any person(s) in attendance for the use noted above, or for any damage or injury arising for any reason for the use noted above.
- 6. Renter(s) shall be responsible for the setting up of the rooms and leaving the room and contents in the same condition as found in. Spills in rooms must be cleaned up. Check the condition of the restrooms before leaving. When food items are left in the trash, or over-filled trash can; trash should be carried out to the dumpster (north of the building) and a new liner placed in can.
- 7. There may be someone using the room immediately following you, so be sure to leave it ready for their use. Please secure all doors upon conclusion of your building use. If additional cleaning time is required, you will be charged a cleaning fee for rooms.

Payment must be made in full when the application is submitted at the City of Fruita Recreation office in the Fruita Civic Center, 324 N Coulson, Fruita, CO 81521. We do not guarantee use of room until full payment has been received. The City reserves the right to use any City facility at any time. Upon any un-for-seen circumstances of the City requiring use of a previously rented facility, we will provide a 48-hour advance, verbal notice to the undersigned person(s) and refund any prepaid fees.

Refunds will be made to original payer of deposit.

After hours emergency phone number is 911.

After hours non-emergency phone number is 250-7835 (ONLY for Facility Use Problems such as power loss, clogged toilets, etc.)

I/We have read, and understand the above rental terms and conditions and agree to comply with all rules and regulations as previously stated. I also acknowledge that I am solely responsible for all person(s) in attendance of the above function and shall be held accountable for their action(s) as well as my own.

Signature

Date

Signature

Date

OFFICE USE ONLY

Date Key Out:	Key #:	Date Key In:
Calendar Amended:		Date Walk Through: _____ Initials: ____
Comments by Staff:		Date Deposit Refunded:



Event Name: _____

Event Date: _____

Form 10

Reservation Number: _____

Name of Person/Organization Renting: _____

Mailing Address: _____

Contact's Name: _____

Phone #: _____

Fax #: _____

E-mail Address: _____

Date of Rentals: _____ Time of Rental: _____

Number of People Expected: _____

Room(s) to be rented:	<input type="checkbox"/> Cherry Mtg. Room (capacity 31)	<input type="checkbox"/> Kitchen
	<input type="checkbox"/> Plum Mtg. Room (capacity 31)	<input type="checkbox"/> Pool Party Room (capacity 28)
	<input type="checkbox"/> Peach Mtg. Room (capacity 31)	<input type="checkbox"/> Outdoor Shelters – North – S. East – S. West
	<input type="checkbox"/> Full Mtg. Room (capacity 93)	

Room Set Up: Yes / No Set-up Choice: CR PR U SQ B R6 R8 WG D (see forms available upon request)

Note: If additional chairs, tables or special equipment is required it will be the renter's responsibility to make their own arrangements. (Set up is not offered for Pool Party room rentals).

Purpose of Meeting/Event: _____

The renter is required to check in and out at the front desk prior to entry into rental area. The event set-up and clean-up is the responsibility of the renter unless otherwise noted. One-half hour set up and clean up is provided with rentals up to 4 hours. One hour is provided for set-up and clean-up for rentals longer than 4 hours. Rentals 8 hours or longer may be able set up the night prior to the rental (if availability permits). A cancellation fee of \$5.00 is charged for the requested cancelled reservations. If event is not cancelled in the 48 hours before event, there will be no fees refunded.

Community Center Room Use Fees:

- | | |
|------------------------------------|-------------------------------------|
| 1 FCC Mtg. Room = \$30/hour | *Pool Party Room = \$90 for 2 hours |
| More than 6 hours = \$180 | \$30/additional hour |
| 2 FCC Mtg. Rooms = \$60/hour | Kitchen = \$30/hour |
| More than 6 hours= \$360 | Outdoor Pool Shelters = \$20/hour |
| 3 FCC Mtg. Rooms = \$90/hour | |
| More than 6 hours = \$540 | |
| More than 6 hours + kitchen =\$720 | |

Extras:

- Optional: Set up/Take down Fee of \$10 for 1 room, \$20 for 2 or more rooms.
- \$20/hr will be added to all rentals that take place before or after the facility hours.
- Optional: Day passes may be purchased for \$2.00 off per pass with a room rental.
- *Pool Party rental includes 10 youth/child and 2 adult day passes. Pool Parties must be booked 24 hours before the date of the rental.

Community Center Room Refundable Damage Deposits:

	No Alcohol	with Alcohol
1 Room =	\$50 deposit	\$100 deposit
2+ Rooms =	\$100 deposit	\$200 deposit

Alcohol Policy:

Will alcohol be served at your event? Yes / No

If “yes”: This must be a private party. **No** alcohol is allowed for public events.

Will your event take place beyond regular business hours of the facility? Yes / No

If “yes” to the previous two questions:

1. A security guard must be hired, at your expense, from one of the following companies:

Citadel Security and Investigations - 241-0370

Western Colorado Security – 245-2827

Lone Star Security – 434-4357

Grand Valley Security – 260-4893

Additional Comments: _____

TERMS AND CONDITIONS

1. All rules, regulations and ordinances of the City of Fruita shall be strictly-complied with by all person(s) in attendance for the use noted above.
2. Upon arrival, renter(s) is required to check with a staff member who will unlock the room for renter. On departure, renter(s) is required to check out with the front desk staff and complete a room checklist.
3. Smoking is prohibited within the building.
4. All person(s) in attendance for the use noted above will confine themselves strictly to the use of the designated room(s). The entrances and halls are used for access only to the rooms and restrooms.
5. No damage of any kind or description will be done to the building or any of its contents by any person(s) in attendance for the use noted above, and that the undersigned person(s) will hold harmless and indemnify the City of Fruita for any person(s), whose property may be within the building, for loss or damage to such property caused by any person(s) in attendance for the use noted above, or for any damage or injury arising for any reason for the use noted above.
6. **Renter(s) opting out of the set up/take down option shall be responsible for the setting up of the rooms and leaving the room and contents in the same condition as found in.** Spills in rooms must be cleaned up. Check the condition of the restrooms before leaving. When food items are left in trash, or over-filled trash can; trash should be carried out to the dumpster (northeast of the building) and a new liner placed in can. Failure to leave room in condition as found will result in a minimum of \$20.00 clean up fee withheld.
7. Renter(s) selecting the set up/take down option shall be responsible for cleaning spills and throwing all trash in the provided trash cans. FCC staff will set up/take down all tables and chairs and place trash bags in dumpster. Spills in rooms must be cleaned up. Check the condition of the restrooms before leaving. When food items are left in trash, or over-filled trash can; trash should be carried out to the dumpster (northeast of the building) and a new liner placed in can. Failure to leave room in condition as found will result in a minimum of \$20.00 clean up fee withheld.
8. There may be someone using the room immediately following you, so be sure to leave it ready for their use. Please secure all doors upon conclusion of your building use. If additional cleaning time is required, you will be charged a cleaning fee for rooms. ½ hour set up and clean up is included in rentals up to 4 hours. One hour is included for set-up and clean-up for rentals longer than 4 hours. Rentals 8 hours or longer may set up the night prior to the rental.
9. A security guard must be hired, at your expense for private parties when alcohol is provided after business hours.
10. With the rental of a room at the Fruita Community Center your group can get discounted daily rates into the facility (\$2.00 off per entrance). The discount is eligible only on the same day as the rental takes place, must be purchased within an hour of rental times, either before or after and can only be for as many people as the occupancy of the rented room.

11. **Refunds will be made to original payer of deposit.**

For any emergency (such as power loss, clogged toilets, etc) or any other questions, please visit the front desk.

I/We have read, and understand the above rental terms and conditions and agree to comply with all rules and regulations as previously stated. I also acknowledge that I am solely responsible for all person(s) in attendance of the above function and shall be held accountable for their actions(s) as well as my own.

Signature

Date

Signature

Date

OFFICE USE ONLY

<i>Calendar Amended:</i>	<i>Cancellation Requested –</i> <i>Date:</i> _____ <i>Staff:</i> _____ <i>Renter initials:</i> _____
<i>Comments by Staff:</i>	<i>Date Deposit Refunded:</i>

**CITY OF FRUITA
FESTIVAL (SPECIAL EVENT)
BUSINESS LICENSE APPLICATION**

Please complete the application below and return it to the City of Fruita, 325 E Aspen Ste 155, Fruita, CO 81521, with the appropriate business license fee. A business license, if approved, will be sent to you. If your application is not approved, you will be notified and your payment will be refunded. The business license fee is for the current year only. Each year a \$12.50 fee is required for all Special Events.

NAME OF FESTIVAL/EVENT: _____

BUSINESS INFORMATION

Application Date: _____

Business Name:	
Mailing Address:	State:
City:	Zip:
Type of Business:	
Phone:	CO Sales Tax #

BUSINESS OWNER INFORMATION

Name:	Phone#
Address	City
	State
E-mail:	Zip:

LICENSE FEE:

**THIS ONE TIME YEARLY FEE COVERS ALL EVENTS IN THAT CALENDAR YEAR.
HOWEVER, IT DOES NOT GUARANTEE PARTICIPATION OR BOOTH SPACE.**

Special Event (Festival) License Fee: \$12.50

<p>City of Fruita Tax Rate 8.27 % total for Retail Sales</p> <p>3.0% City of Fruita</p> <p>2.37% Mesa County</p> <p>2.9% State of Colorado</p> <p>Taxes are to be submitted to the State of Colorado Department of Revenue</p>

THIS LICENSE IS NOT TRANSFERABLE!

No individual, partnership, or other business shall do business in the City of Fruita without first obtaining a Business License as required by Chapter 5.04 of the Fruita Municipal Code.

For City of Fruita Use Only

Event :	Date Rec'd	Date License Sent:
Amount Rec'd	Check #	or Cash
Previous License #	New License #	



Post Event Evaluation

The City of Fruita would greatly appreciate your feedback after your event is over. Please return this form to the Parks and Recreation Department, 324 N Coulson, Fruita, CO 81521 to recreation@fruita.org or by fax to 970-858-9540. Thank you again for holding your event in Fruita. We hope your experience here was enjoyable and that your event was a success.

Event Name: _____

Event Date: _____ **Start/End Times:** _____

Event Location: _____

Organization or Applicant Name: _____ Profit Nonprofit

Event Planner/Contact Person: _____

Address: _____

Phone: _____ Fax: _____

1. About how many participants/attendees did your event draw to Fruita? _____

2. What type of advertising or publicity did your event receive? _____

3. Generally, did you exceed, meet or fall short of your event goals? Please explain. _____

4. What was the most successful aspect of your event? _____

5. Do you feel Fruita residents supported your event? Yes No

6. Do you feel Fruita businesses supported your event? Yes No

7. Do you feel the City of Fruita supported your event? Yes No

8. Do you plan to hold this event again next year? Yes No

If yes, do you plan to hold it in Fruita again, or elsewhere? Please explain. _____

SPECIAL EVENTS PERMIT /ADDITIONAL REQUIREMENTS

Please return to the Parks and Recreation Office by _____
and sign Form 1 of the Application and any other page relating to your Department

Event Name: _____ **Event Date:** _____

City of Fruita Special Events Coordinator

Comments:

Sign Form 1 in SE Packet before returning to Parks and Recreation

Parks Department

Comments:

Sign Form 1 in SE Packet before returning to Parks and Recreation

Police Department

Comments:

Sign Form 1 in SE Packet before returning to Parks and Recreation

Public Works Department

Comments:

Sign Form 1 in SE Packet before returning to Parks and Recreation

Lower Valley Fire Department

Comments:

Signature on Form 1 of Application: _____

Date: _____

Other

Comments:

Sign Form 1 in SE Packet before returning to Parks and Recreation