

Administration Office • 4005 Kipling Street • Wheat Ridge, CO 80033 • 303-231-1300

INSTRUCTIONS FOR FORM: Please fill in ALL of the requested information, sign below and bring in completed form with payment to the Wheat Ridge Recreation Center at the above address. The pavilion is not reserved until the signed form and payments (including damage deposit where applicable) are received and permit is approved and issued. Approved permits will be mailed. Requests for refunds must be received at least 21 days in advance or no refunds will be given. Renters that cancel events due to inclement weather may reschedule their event within the calendar year. A 50% charge will apply to all refunds

Group Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Type of Function: _____

Group size (include total number of people expected to attend): _____

Date of Use: _____ Resident _____ Non-Resident _____

Park Name and Area of Use: _____

Small Pavilions Available to Reserve – 30 people maximum occupancy (please circle):

Note: Randall available to Wheat Ridge and Mountain View residents only; ID required

Fruitdale Panorama Paramount Randall Hopper Hollow (both shelters- seating for 18)

Large Pavilions Available to Reserve – see maximum occupancy below (please circle):

Anderson (seats 75; 100 max.) Discovery #1 (seats 70; 75 max.) Prospect (seats 100; 150 max.)

Set up begins: _____ **Actual Event start:** _____ **Clean up begins/ends:** _____ / _____

Activities/Additional Facilities Needed (list specific activities and facilities needed, for example, drink stations, parking, restrooms, field use, swimming pool, trail, etc.; additional facilities may require separate permits at additional fees):

The Director of Parks and Recreation may approve or disapprove the request based on the following criteria:

- Impact on the area in use in terms of large numbers of individuals in the area.
- Impact on daily use.
- Coordination with any other large group activity being held in the pavilion or park area.
- Parking availability for regular daily use and requested event usage.
- Requested event must not conflict with any Park Rules and Regulations already in effect.
- Impact fees may apply.

ALL CITY OF WHEAT RIDGE ORDINANCES AND PARK RULES AND REGULATIONS MUST BE COMPLIED WITH IN USE OF THIS FACILITY. Parks close at 10:00 p.m. Greenbelt areas are open sunrise to sunset.

I have received and read the Pavilion Reservation Information sheet and list of the general rules and agree to use the pavilion under these guidelines. (A complete list of park rules and regulations is available upon request.) Refund of deposit will be mailed to name and address above unless otherwise noted. Please allow 2-3 weeks for processing refund.

Signature

Date

OFFICE USE ONLY

Special Use Permit Required

Rental Fee: _____

Paid: Check Cash Charge

Deposit: _____

Paid: Check Cash Charge