

**UTE PASS CULTURAL CENTER  
OUTDOOR USAGE**

*P.O. Box 9007, Woodland Park, CO 80866  
BOOKING SHEET/PROPOSAL FOR USE*

Payment for the deposit of the usage fee by Visa, Master Card, check or cash is accepted to confirm your reservation.

Today's Date: \_\_\_\_\_ Primary Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Organization/BusinessName: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start time for event(s): \_\_\_\_\_

Set up time: \_\_\_\_\_ Take Down Time: \_\_\_\_\_

What activities will you be doing? (Explain everything in detail. If it's not listed here, you are not authorized to do it.)

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Pavilion usage? For what purpose? \_\_\_\_\_

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How many persons will be involved in your event? (This should include participants as well as spectators.) \_\_\_\_\_

Will you be vending any items or will you allow outside vendors at your event? \_\_\_\_\_

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How many vendors will be at your event? \_\_\_\_\_ (A city business license is required for vendors that sell in the city more that once a year. The license is \$50 and must be obtained from City Hall prior to the event. A business licenses from us does not exclude you from having all the necessary licenses, permits, insurance, health certificates etc. required to conduct your business legally.

Do you have a need for electricity? \_\_\_\_YES; \_\_\_\_NO (Electrical supply is limited.)  
Requirements will be reviewed in advance.

Will you put up any temporary structures? \_\_\_\_\_ YES; \_\_\_\_\_ NO If tent or canopies are set up, we strongly recommend free standing units. Parks, Buildings and Grounds must give prior approval and you must also meet with the appropriate maintenance personnel for the location of sprinkler systems before any structure is erected.

Any Other Special Notes: \_\_\_\_\_

*If you want to use the marquee out front, you must reserve it. It is on a first come, first serve basis. **No signs are to be placed outside the building without city planning department approval. Contact 719-687-9246 for more information.***

CHARGES: \_\_\_\_\_ **Rent** (= \_\_\_\_\_ hours x \$ \_\_\_\_\_ per hour  
(You will be charged the equivalent Cultural Center Rent, as it cannot be rented during your event.)

\_\_\_\_\_ **Custodian for event:** \$25/Hour

Total Estimated Cost: \_\_\_\_\_ Deposit 50% of rental: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

**Please pick up trash and put in containers provided. No glass containers are allowed.** If you think that you will need more than the provided containers, you must make arrangements (at your cost) to supply more. User will be required to pay for any and all damage, loss and excessive cleanup.

**Alcoholic beverages are prohibited unless you have a special event permit. Groups must apply for a special event permit through the City not less than thirty (30) days before the event. Proof of insurance will be required.**

**No vehicles allowed on the grass. Park all cars in designated parking areas.** Use of parking areas for any other reason requires prior permission from Cultural Center Staff and/or the city of Woodland Park. Do remember the lot behind the building is shared with the library. (You will also have to obtain their permission to use the parking lot.) The parking in front of the building is public. You must obtain a permit from the City to close the street to block off any of the parking.

**No dogs allowed.**

The City of Woodland Park shall not be held responsible for any damage or loss, which may occur to non City of Woodland Park property, brought to or exhibited on the premises.

The City of Woodland Park will not be responsible for safeguarding displays and equipment located on the premises by any user or any activity.

ALL AND ANY VIOLATION(S) OF THESE RULES AND REGULATIONS CAN RESULT IN MONETARY FINES OR FUTURE DENIAL OF USE FOR THE EFFECTED USER(S).

Should the User fail to perform the terms and conditions of the Agreement, the City may terminate this Agreement without prior notice to the User.

Cancellation Policy: Cancellation within thirty (30) days prior to use of the area, the deposit shall be forfeited. Cancellation outside the thirty (30) days will incur a \$100.00 processing fee.

Change Policy: Usage may be changed, (at no extra charge) providing the dates are available, and do not interfere with any other function.

User agreements are not transferable.

**INDEMNIFICATION**

User expressly agrees to indemnify and hold harmless the City of Woodland Park from any claims, losses, liabilities, costs, damages, or related expenses incurred by the City, its agents and employees, as a result of any injury to any person or any damage to any property arising in any way out of the use of the area by user or any employee, agent, independent contractor, invitee, guest or licensee, including any person attending or attempting to attend the event or activity for which the premises are being used, whether or not such person has been invited or authorized to attend by the user. User's liability under this paragraph shall include all costs and expenses incurred, including, but not limited to, reasonable attorney's fees. The City's right to indemnity under this agreement shall arise even though joint or concurrent liability may be imposed on the City by statute, ordinance, regulation, or other law.

User further agrees to assume any risk associated with the event for which this agreement is granted. By signing below, user acknowledges receipt of the Rules and Regulations for the area and agrees to comply with said rules and regulations as well as all applicable rules, laws, ordinances, and regulations adopted or established, from time to time, by the City of Woodland Park.

Depending on the scope of your activities, the sponsors/event organizers may be required to furnish a CERTIFICATE OF INSURANCE of a general liability policy covering claims, which might arise from the event including participant and spectator liability. These policies must have a minimum limit of \$1,000,000 per occurrence and must name the City of Woodland Park as additional insured.

**I understand that any false information or omission may result in the termination of any rental made.**

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

DATED: \_\_\_\_\_

Applicant's Printed Name and signature

**PLEASE MAKE A COPY OF THESE DOCUMENTS FOR YOUR RECORDS.**