



# Eaton Area Park & Recreation District

1675 3rd Street, Eaton, CO 80615

Phone: (970) 454-1070 | Website: www.eaprd.com | Email: katarinacook@eaprd.com

## Facility Reservation Request Form

### Renter's information

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Name on Credit Card: \_\_\_\_\_ Last 4 of Card: \_\_\_\_\_ CVC/CCV: \_\_\_\_\_

### Event Information

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

Group/Organization: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

\*Start time: \_\_\_\_\_ am/pm \*End time: \_\_\_\_\_ am/pm \*Rental time includes set up/clean up

Rooms and Fees				
Check	Room	Capacity	In-District Discount (DD) Non-District (ND)	Additional (Please circle)
	Community Room (1)	70	\$50/hr DD \$60/hr ND	
	Community Rooms (2)	140	\$100/hr DD \$120/hr ND	As
	Community Room (3)	210	\$150/hr DD \$180/hr ND	
	Activity Room / Backstage	45	\$45/hr DD \$55/hr ND	Spruce
	Pool Party 2 hr (includes a party room and pool use)	40	\$150 DD \$190 ND	11:30am-1:30pm 2:30pm-4:30pm
	Pool Party 4 hr	40	\$280 DD \$350 ND	11:30am-3:30pm

Rental Add-on's		
Check	Item	Price
	Kitchen (Must Rent Aspen)	\$25/hr
	Coffee Cart	\$30/room
	Cleaning	\$60/room
	After hours (additional to room cost)	\$48/hr
	Alcohol Security	\$65/hr per 100 guests
	Sound System and Microphone	-
	Projector and Screen	-
	Televisions	-
	HDMI Cord	-
	Podium	-

## Room Rental Terms and Conditions

Please initial below to acknowledge an understanding of the Eaton Area Park and Recreation District rental guidelines:

- \_\_\_\_\_ **Payment:** All reservations must be paid in full at the time of booking to ensure confirmation with the exception of large event rentals.
- \_\_\_\_\_ **Application Disclaimer:** I understand that my application is not approved until confirmed by an Eaton Area Park and Recreation Employee in writing.
- \_\_\_\_\_ **Rental Time:** Renters may enter the room at the scheduled start time and must vacate the space by the scheduled end time. Additional hourly rates will apply if the rental time is exceeded.
- \_\_\_\_\_ **Damage Disclaimer:** The renter is responsible for any damages that occur during the rental period, including but not limited to paint chipping, scratches on flooring, holes in walls, broken appliances, and any other form of damage to the property. The renter agrees to cover the cost of repair or replacement for any damages caused during the rental period.
- \_\_\_\_\_ **Cancellation Policy:** Once reservation and payment are confirmed, cancellations made up to 15 days in advance will result in a 25% charge. Cancellations made within 14-7 days of rental date will result in a 50% charge. Cancellations made 7 days or less before the event, "no shows," will result in all charges being forfeited and held by the Eaton Area Community Center.
- \_\_\_\_\_ **Pool Party Disclaimer:** For pool party rentals, the first half of the rental is designated for swimming, while the second half is for food in the party rooms. If guests choose to eat before swimming, it increases the risk for an incident that could lead to a pool closure, in which case the rental fee will not be refunded.
- \_\_\_\_\_ **Decorations and Open Flames:** Renters are permitted to decorate rooms but may only place decorations on walls with painters tape. Renter must take all decorations down and dispose of them after event is over. Glitter, rice, confetti, birdseed, smoke/fog machines, glass containers, etc are not permitted in the facility. Open flames are not permitted.
- \_\_\_\_\_ **Smoking Policy:** The Eaton Area Community Center is a smoke-free campus. If any member of the rental party violates this policy, a fee of \$25 per individual smoking will be charged.
- \_\_\_\_\_ **Alcohol:** Alcohol must be provided through Quality Mixology, with additional bartender service fees. All alcohol is purchased through Maplewood Wine & Spirits (see Quality Mixology flyer for details). A \$65/hr security charge applies for up to 100 guests, with additional security at \$65/hr for over 100 guests. Security will be on-site starting one hour before alcohol arrives, and remain until it's stored. Alcohol is served for four consecutive hours, with the last hour as "last call." Leftover alcohol will be stored for pickup the next day. No glass bottles allowed.

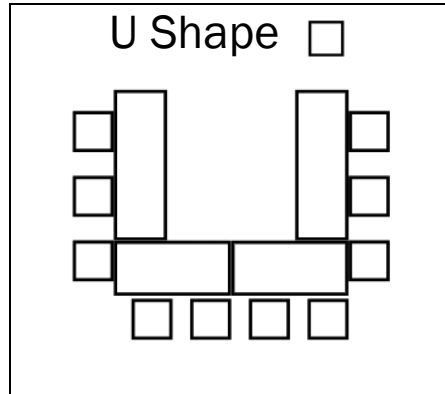
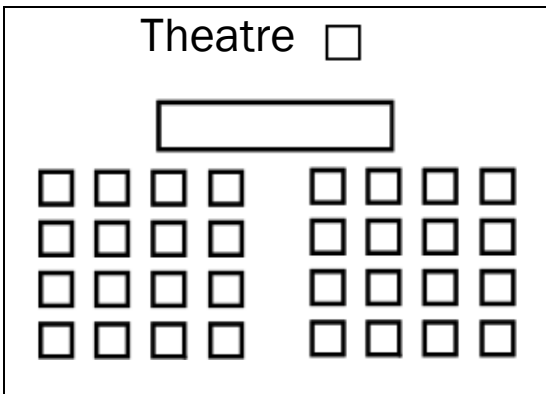
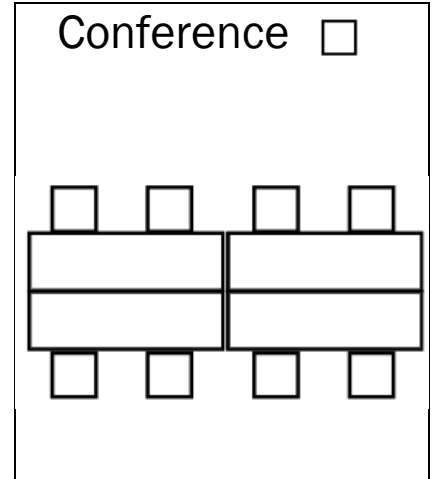
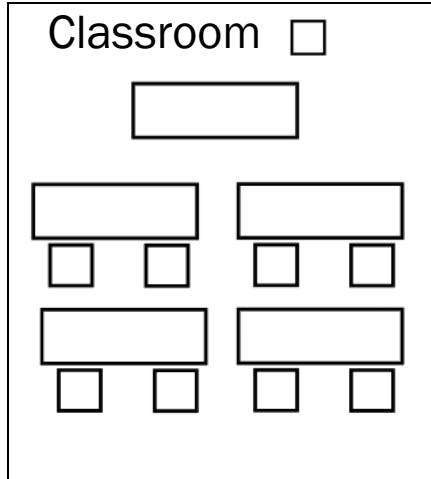
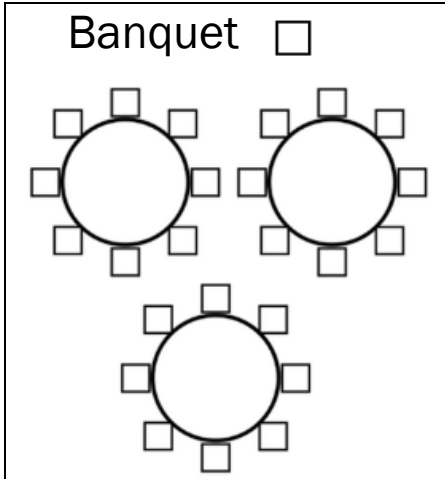
All persons to whom permits have been granted must agree in writing to hold the district, its employees and agents harmless, and indemnify same from any and all liability for injury to persons or property occurring as a result of the activity sponsored by permittee and said person shall be liable to the district for any and all damage to parks, recreation facilities and equipment owned by same, which results from or during the activity of permittee or is caused by participant in said activity. All persons agree to comply with the Town of Eaton Municipal Code and Parks Regulations.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Room Layout Options

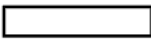
(Check mark preferred option, tables are 5ft unless requested otherwise)




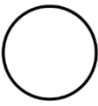
Tables and Chairs		
Item	Quantity	Inventory
Chairs		270
5' Round table		30
5' Rectangle table (folding)		39
6' Rectangle table		12
8' Rectangle table		9

         Chairs/Table  
(6-7 recommended)

Other set up (please draw)

  
 Rectangle table

  
 Chair

  
 Round table

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_