

Facility Use/Special Events Application



CITY OF VICTOR
P. O. Box 86, Victor, CO 80860
719-689-2284

(Fees: See City of Victor Fine and Fee Schedule)

Name of Applicant _____ Resident Non-resident
 (Person responsible for Event or Responsible Facility User)
 Organization: _____ Non-profit Commercial
 Non-profit Tax ID # _____
 Address: _____
 Home Phone: _____ Mobile: _____
 Fax No. _____ Email Address: _____

Please circle the Group Number your event is best classified:
 Group 1: City sponsored or co-sponsored events or activities
 Group 2: Non-profit organizations/community functions
 Group 3: Victor residents' private functions
 Group 4: Commercial or for-profit businesses and all other persons or organizations.

Facility Requested or Event Location: _____
 Description of Activity: _____
 Estimated Attendance: _____ Open to the Public? Yes No
 Food or Beverages Served? Yes No Alcohol Served/Sold? Yes No
 Requesting Street Closure? Yes No Music to be Played? Yes No

Day of Week (Mon-Sun)	Date(s)	Start time (inc. set up)	End Time (inc. clean up)

I verify that the information on this Application is correct. I have read the Facility Use & Special Events Policy and agree to work closely with City staff in the scheduling and planning of this event.

Applicant Signature: _____ Date: _____

**CITY OF VICTOR
FACILITY USE RULES AND REGULATIONS**

It is the responsibility of the Responsible Party listed as the Permittee to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. **These rules include but are not limited to:**

- Use begins and ends at the times stated on the permit, including set-up and clean-up. Groups are not permitted in the facility or on the grounds prior to the start time on the permit and are required to have the facility or grounds clean, picked up and off the premises by the permitted event end time.
- Parking is allowed in designated or public areas only. Please be courteous of neighboring properties.
- Alcoholic beverages are not allowed on City properties. Exceptions may be granted if groups obtain proper authorization from the City.
- Selling of food or other items is not allowed without City approval and may require a vendor's permit and the collection of sales taxes. Approval of this type of activity will need to be noted on the applicant's permit.
- Amplified sound is not allowed on any outdoor property without City approval and will be noted on your permit. Applicant may be required to secure support from adjacent/nearby residential or commercial properties should it be deemed a potential impact.
- Permanent banners may not be posted without City approval and will be noted on the permit.
- Balls, hockey pucks and any other equipment thrown, batted, kicked or otherwise landing on private property must not be retrieved without the property owner's permission.
- At the conclusion of the event or activity each user group is responsible for picking up trash and debris and depositing it into the proper trash bins or removing it from the facility or grounds. The grounds and any adjoining areas affected by the use must be picked up and cleared of all trash. The removal of dumpsters and port-a-potties must immediately follow the event.
- Motorized vehicles are restricted to hard or gravel surfaces in any park.
- Failure to adhere to any of these rules or City ordinances or regulations may result in the retention of a portion or all of the deposit and/or result in cancellation of current and/or prohibition of future use.

I have read and agree to abide by the City of Victor's Facility Use & Special Events Policy, Rules and Regulations and the Facility Use & Special Events Permit. I understand I am responsible for my own actions and the actions of the parties represented as a result of this permit. I agree to indemnify and hold harmless the CITY and its officers, insurers, volunteers, representatives, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of the Applicant, or any guest of the Applicant.

Applicant Name: _____ Title: _____
(Person responsible for Event or Responsible Permittee)

Signature: _____ Date: _____