



Evergreen Park & Recreation District

Park Permit Terms and Conditions

A permit is required for any scheduled park activity of 25 or more attendees. A permit may also be secured for smaller groups in an effort to reserve the specified park amenity rather than rely on first come, first serve. The permit must be in the possession of the group while the site is in use, and permit-holders must comply with the following terms and conditions and the conditions set forth in the permit. Permits are non-transferable and non-refundable. Evergreen Park & Recreation District (EPRD) reserves the right to limit, change and/or revoke the venue of the user's permit.

- 1. Permit Agreement:** Once application has been approved, permit agreement will be mailed, emailed or faxed to the Applicant/Contact Person listed on the application unless otherwise requested by the applicant. Specific requirements and due dates will be outlined on the permit agreement. It is the responsibility of the Applicant/Contact Person to see that all permit requirements are met.
- 2. Fees:** If all pertaining fees are not received by the EPRD Staff by the required date, the reservation will be canceled and the site/facility will be made available to other users. Fees are due in full; deposits or partial payments are not accepted. Acceptable forms of payment include cash, check and money orders (made payable to Evergreen Park & Recreation District) or credit card. Payment can be mailed to: EPRD, Attn: Park Permit, 1521 Bergen Parkway, Evergreen, CO 80439.
- 3. Usage Policy:** If a site has been permitted, the permit-holder has priority over other users. Contact the EPRD representative, whose telephone number is listed on the permit for any site issues.
- 4. Pre Event Walk Through:** Pre-event walk through must be completed **no later** than 10 business days prior to event with EPRD Staff.
- 5. Event Representative must remain on site until all vendors have left the area and breakdown and clean up is complete.**
- 6. Post Event Walk/Final Clean Up:** Event Representative must meet with Park Staff (and/or Lake House staff if applicable) after the event concludes for a final walk through regarding clean up, and for withholding of damage deposit. Certain events may require an additional walk through the day after the event. Failure to comply can and will result in additional clean up charges.
- 7. Opening Date:** All applications will be reviewed in the order received by EPRD and Park Use Permit Staff. Applications for permits may be submitted in person, by fax, by email, or by mail. Applications for events requesting the same dates and same park from the prior 2 years are considered priority events and will receive priority consideration. Applicants are encouraged to submit proper documents 1 year prior to event.
- 8. Cancellation Policy:** There is no refund for inclement weather. If permit-holder cancels the event less than 30 days prior to event, EPRD will retain the damage/security/cleaning deposit.
- 9. Special Events:** Organized events with expected attendance of more than 25 must meet with the Lake House Supervisors and/or Park Operations Manager no less than 45 days prior to event date set-up. The Buchanan Park, Evergreen Lake Park, Marshdale Park, Stagecoach Park, and Alderfer Barn and Meadow Area are the only locations capable of accommodating events of this size.

(When renting the Lake Park for large-scale events/festivals, the Evergreen Lake House must be rented as well. Please contact Lake House Staff for further details, 720-880-1300.)
- 10. Restroom Facilities:** Sites that include restroom facilities or port-a-potty units are taken on an "as is" basis; the rental fee is for reservation rights only.
- 11. Daily Park Hours:** EPRD managed parks are open for public use from one hour before sunrise to one hour after sunset unless otherwise permitted by EPRD.

12. **Curfew:** It is prohibited to enter, use, or occupy, EPRD managed lands outside the daily park hours. It is prohibited to park any vehicles and/or trailers on EPRD managed lands during the established curfew without express parking permission from EPRD clearly posted on said vehicle.
13. **Attendee Conduct:** The permit-holder is responsible for his/her actions and the actions of attendees at the event.
14. **Communication:** The permit-holder may be required to provide EPRD Staff with a cell phone contact number or, if requested, a communication radio.
15. **Security:** The number of police officers required for traffic and on-site security is based upon the type of events, expected attendance, sales, cash handling and traffic control. If law enforcement is required by EPRD for an event, a copy of the agreement between the permit-holder and the Jefferson County Sheriff Department is filed with EPRD Staff not less than 15 days prior to the event. A private security service may be contracted instead of the Jefferson County Sheriff Department to provide overnight security (exception: if sale of alcohol, permit-holder must use the Sheriff Department). The cost for hiring security is the responsibility of the permit-holder.
16. **Amplified Sound:** All outdoor events held at EPRD park locations must adhere to the Jefferson County Regulatory Policy on Noise Abatement. Furthermore, EPRD requires that all events held at EPRD park & field locations adhere to the District's supplemental regulations on amplified sound as outlined below. Amplified sound includes DJ's, bands, stereo equipment, pa systems, boomboxes, etc.

Alderfer Barn	Alderfer Picnic Pavilions & Meadow Area	Buchanan Park	Evergreen Lake Park	Marshdale Park	Stagecoach Park	Wulf Park	Other EPRD Managed Parks
Amplified Sound inside Alderfer Barn is permitted 8:00 am – 10:00 pm, 7 days a week. Amplified Sound is not permitted outside of the barn.	Amplified Sound is not permitted at this location.	Amplified Sound is permitted Sunday – Thursday 8:00 am – 5:00 pm & Friday – Saturday 8:00 am – 8:00 pm	Amplified Sound is permitted Sunday – Thursday 8:00 am – 7:00 pm & Friday – Saturday 8:00 am – 9:00 pm	Amplified Sound is not permitted at this location.	Amplified Sound is permitted Sunday – Thursday 8:00 am – 5:00 pm & Friday – Saturday 8:00 am – 8:00 pm	Amplified Sound is permitted Sunday – Thursday 8:00 am – 5:00 pm & Friday – Saturday 8:00 am – 8:00 pm	Amplified Sound is permitted Sunday – Thursday 8:00 am – 5:00 pm & Friday – Saturday 8:00 am – 8:00 pm

Evergreen Park & Recreation District reserves the right to restrict or adjust the # of hours of amplified sound and the amplified sound level on a case-by-case basis.

17. **Electricity:** Use of electricity is available at the following sites: Alderfer Ranch Pavilion, Alderfer Barn Event Venue, Evergreen Lake Park and Lake House, and Buchanan Park Fields.
18. **Water:** Use of water is available at the following sites: Buchanan Park Fields, and Evergreen Lake Park.
19. **Portable Toilets, Trash Receptacles and Recycling:** EPRD provides portable toilets throughout the various Park locations. The permit-holder is responsible for providing an adequate number of portable toilets, trash receptacles and hand-sinks over and above those that are supplied by EPRD on a daily basis. Sites that include restroom facilities or port-a-potty units are taken on an “as is” basis; the rental fee is for reservation rights only. **Events with attendance over 500 people will be required to arrange for additional portable toilets and trash and recycling receptacles, and collection at an additional expense. Recycling, and/or composting of materials will be required for all events.** For further details, please discuss with District Staff. As determined by EPRD, the park permit applicant may be required to provide an adequate plan regarding portable toilets and trash receptacles for event prior to final permit approval by EPRD Staff.
20. **Disposal of Waste Materials:** Trash must be properly disposed of in dumpsters or trash barrels. Ice may be placed in barrels or spread out on hard surfaces. Trash is not to be left in flowerbeds or on grass. Due to potential damage to vegetation and the sewer system, hot coals and grease must be properly disposed of off-site.
21. **Litter:** It is prohibited to deposit or leave any refuse, trash, or litter in or on EPRD managed lands except by depositing such refuse, trash or litter in designated refuse receptacles.
22. **Glass Bottles/Containers:** Glass bottles and containers are prohibited in all parks.
23. **Admission:** Charging admission or gate charges is prohibited unless specifically approved by EPRD.

24. **Sale of Goods and Services / Commercial Activity:** It is prohibited to conduct any (commercial ?) or concession, or to provide any service, product or activity for which a fee is charged, on EPRD managed lands except when a valid EPRD permit is issued.
25. **Parking:** It is prohibited to park bicycles, vehicles or trailers on EPRD managed lands where prohibited or in such a manner as to create a hazard or to obstruct vehicular, pedestrian, equestrian or bicycle traffic or damage natural resources. It is prohibited for a vehicle and/or trailer to be parked in a handicapped parking space on EPRD managed lands unless said vehicle and/or trailer displays a valid State-issued handicapped license plate or tag. It is prohibited to park any vehicle and/or trailer on EPRD managed lands in such a manner that obstructs access to emergency vehicles and/or equipment. As determined by EPRD, the park permit-holder may be required to provide an adequate plan for parking/traffic/crowd control for event prior to final permit approval by EPRD Staff. See #30 for additional information on EPRD on-site staff and parking coordinator requirements.
26. **Vehicular Access:** Motorized vehicle on any EPRD managed park property, lawn, turf, restricted roadway, bicycle/pedestrian pathway, turf trail, or athletic field is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Carpooling is encouraged, as there is limited space at many of the EPRD managed park locations.
27. **Roadway Gates:** Roadways and other areas that restrict vehicle usage, are secured by gates and/or steel posts, and may not be opened and used for event parking.
28. **Signage:** Signs, banners, party decoration and canopies may not be attached to trees, shelters, light fixtures, or other park structures. Blocking areas, including sidewalks, parking lots, paths, and roadways is prohibited. Signs, banners, party decorations, etc must be taken down by the end of the event. Please contact EPRD Staff for clarification on when signage can initially be displayed on event site.
29. **Prohibited Items and Activities:** Prohibited items and activities at the Parks include: aircraft, fireworks, golf, horseback riding, hot air balloons, and weapons, including but not limited to knives, firearms, bow and arrows, martial arts weapons, or other activities deemed by the District to be a danger to patrons or damaging to property. Exception: Law Enforcement/Park Rangers.

30. Supplemental Park Permit Requirements:

Park Name	Special Event Daily Capacity Maximum	Special Event Parking/Traffic Coordinator Requirement* <i>(additional cost to park permit lessee)</i>		EPRD On-Site Staff Requirement** <i>(additional cost to park permit lessee)</i>	
Alderfer Barn	(300)	N/A		N/A Add Staff for larger events	
Alderfer Meadow Area	500	N/A		N/A Add Staff for larger events	
Alderfer Picnic Pavilion (1)	50	N/A		N/A Add Staff for larger events	
Buchanan Park	5000	501-2000 daily attendees:	Minimum of 1 Jefferson County Sheriff Deputy on-site during Event Hours	501-2000 daily attendees:	1 EPRD employee required to be on-site during Event Hours
		2001 – 5000 daily attendees:	Minimum of 2 Jefferson County Sheriff Deputy on-site during Event Hours Additional Sheriff Deputies may be required per the recommendation from the Jefferson County Sheriff's Department	2001 – 5000 daily attendees:	2 EPRD employees required to be on-site during Event Hours
Evergreen Lake Park <i>(additional rental of the Evergreen Lake House is required)</i>	2500	501-2000 daily attendees:	Minimum of 1 Jefferson County Sheriff Deputy on-site during Event Hours	501-2000 daily attendees:	1 EPRD employee required to be on-site during Event Hours
		2001 – 2500 daily attendees:	Minimum of 2 Jefferson County Sheriff Deputy on-site during Event Hours Additional Sheriff Deputies may be required per the recommendation from the Jefferson County Sheriff's Department	2001 – 2500 daily attendees:	2 EPRD employees required to be on-site during Event Hours
Marshdale Park	500-600	501-1000 daily attendees:	Minimum of 1 Jefferson County Sheriff Deputy on-site during Event Hours Additional Sheriff Deputies may be required per the recommendation from the Jefferson County Sheriff's Department	501-1000 daily attendees:	1 EPRD employee required to be on-site during event hours
Stagecoach Park	250	N/A		N/A	
Wulf Park Pavilion	50	N/A		N/A	
Other EPRD Managed Parks Kittredge Park	100	N/A		N/A	

* If required by EPRD for an event, see #15. Park Permit Lessees must schedule the Jefferson County Sheriff(s) directly through the Sheriff Office. This is an additional cost required by the Evergreen Park & Recreation District (EPRD) Park Permit at the expense of the Event Organizer/Licensee. The required Sheriff Deputy(s) for event parking coordination is an EPRD requirement in addition to any condition(s) stipulated by the Jefferson County Special Event Permit. If law enforcement is required by EPRD, a copy of the agreement between the permit-holder and the Jefferson County Sheriff Department is filed with EPRD Staff not less than 30 days prior to the event.

** As part of the EPRD Park Permit fees, Lessees will be charged for the required on-site EPRD employee(s) based on the number of hours of the permitted event.