



EVERGREEN LAKE HOUSE

NON-PROFIT ORGANIZATION / GOVERNMENTAL AGENCY RENTAL APPLICATION - 2024/25

Please send completed reservation form to EPRD via an emailed PDF to:
Krista Emrich, Lake House Manager - kemrich@eprd.co
or mail completed form to: Evergreen Lake House, 1521 Bergen Pkwy, Evergreen, CO 80439

PLEASE PRINT ALL INFORMATION CLEARLY -

Today's Date: _____

NAME OF EVENT: _____

APPROXIMATE # OF GUESTS (200 MAX): _____

EVENT DATE: _____

(NOTE: Call the Lake House for date availability)

ROOMS: GREAT OCTAGON BOTH

(NOTE: Both rooms must be rented for events scheduled Fri-Sun. In addition, both rooms must be rented for any event with groups over 150 people)

EVENT TIMES: [START TIME] _____ [CLEAN & EMPTY BY*] _____

*Non-profit organization is responsible for all clean-up. Trash must be taken to dumpster. A \$200 cleaning fee will be charged if additional cleaning is required.

HOW DID YOU HEAR ABOUT EVERGREEN LAKE HOUSE? _____

PROVIDE A BRIEF DESCRIPTION OF THIS EVENT: _____

RENTER INFORMATION -

(Please help to keep us informed of any changes in your personal & company information)

Primary Renter's Name: _____

Organization/Company Name: _____

Street Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell: _____ Email: _____

On-Site Contact Name: _____ Cell: _____

Please provide a copy of the 501(C) IRS letter of determination or letter of registration or certificate from the Colorado Secretary of State with this application.

Please provide a Certificate of Liability Insurance with proper verbiage. Contact the Lake House for further details.

EPRD offers a discount to Evergreen Lake House rental pricing for non-profit organizations.

Setup, staffing and supply fees will apply.

~ The District requires all category events to list the **Evergreen Park & Recreation District** as a sponsor on all literature and advertisements. ~



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EVENT OVERVIEW -

In a separate document, please provide a brief Overview/Outline of the event, which should include, but not limited to, the following items and attach all relevant documentation to this application:

- Crowd Control
- Parking/Traffic Congestion
- Clean Up of Facility (Inside & Outside, including grounds)
- Additional Restroom Facilities
- Additional Trash/Recycling Receptacles

What, if any, fees will be charged for admission or participation in the event? _____

Will any of the proceeds be returned to EPRD? _____

If so, what percentage? _____

ALCOHOL POLICY -

The sale of alcoholic beverages is strictly prohibited except under special licensing/permitting rules for the Evergreen Lake House location. Check with EPRD Staff for all applicable procedures, rules and regulations.

Does function/event include the consumption of alcohol? Yes No

Does function/event include the sale of alcohol? Yes No

Does function/event include alcohol in the sale of tickets? Yes No

Signed: _____

Date: _____

By signing I acknowledge and understand the above information, rental rate(s), payment, cancellation and refund policy.

EPRD reserves the right to make changes at any time regarding pricing, procedures, and policies.

For Internal Use Only

Application: Approved Denied Date: _____

Category: A B C D