



# Chapman Hill Rink and Pavilion Rental Form

Return application to: 500 Florida Rd., Durango Co 81301

Fax To: 970-385-2968

**No reservation will be made without FULL payment**

DATE: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

CONTACT NAME (S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

### ROOMS REQUESTED:

- Alpine Room       Freestyle Room       Hat Trick Room       Slalom Room       Pavilion (all rooms)
- Birthday Party       Rink Dry Time       Rink Ice Time       Ski Hill Park Permit       Other \_\_\_\_\_

- Additional hourly price for each staff required for large events
- Deposits will be required
- Concession Operation is the responsibility of the City on all events, all other food vending must be approved by Parks and Recreation
- 15% gross fee required on all events for profit in addition to rental fees
- Renter may be required to provide proof of insurance naming the City as Additional Insured on specific events

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Is the use of this property for monetary gain?  YES  NO

Proposed Activity: \_\_\_\_\_

Will concessions be needed?  YES  NO      What type of food? \_\_\_\_\_

### ROOM SETUP:

- Rectangle Tables Number \_\_\_\_\_  Chairs Number \_\_\_\_\_
- Sound System (check this box if you desire to bring your own sound system. Some noise restrictions may apply)
- Outdoor bar-b-que (additional cost \$30)

Please explain or draw room setup instructions in space below

### CONDITIONS OF THIS RENTAL PERMIT:

1. The provisions of City Ordinance section 18-34 shall apply.
2. If any food or merchandise is to be sold, applicant must attach to this permit, thirty (30) days prior to proposed activity, a letter of intent and receive approval as specified in City Ordinances section 18-34.
3. All served Food and Drink must be prepared off site. The concession area will not be available for non-city use. All caterers must be licensed and must have their license on file with the Durango Parks and Recreation Department.
4. No stages or platforms are permitted unless approved by City Building and Fire Codes.
5. City Ordinance sections 16-4 prohibits loud noises. A noise ordinance variance must be obtained from the Police Department for use of amplifiers.
6. The provisions of City Ordinance section 4-28 shall apply. It shall be unlawful for any person the ride, lead or drive horses upon this facility.
7. Chapman Hill Rink, Pavilion, and all indoor facilities are non-smoking.
8. No Alcohol will be permitted without an approved Special Events Permit.

I, the undersigned, accept responsibility for the above conditions and agree to make restitution for any damage to the facility or City property. I hereby exempt and release the City of Durango, its officers, employees, agents and servants from any and all loss, liability, claims, demands, actions, and causes of actions whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced facility use requested herein.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chapman Hill Supervisor \_\_\_\_\_ DATE \_\_\_\_\_

Staff Comments \_\_\_\_\_