



CITY AND COUNTY OF BROOMFIELD Parks and Shelter Information Page



PARK RESERVATIONS

303.464.5509 • www.broomfield.org/Parks

Our parks and shelters are available for use from 5:00 am until 11:00 pm every day. Parks and shelters are open to the public unless the facility has been reserved. A reservation and paid permit gives a patron sole use of a specific facility for a specified timeframe. **A permit is required for all large organized events, live bands, inflatable use, water use, and for alcohol consumption.**

Reservations are posted at the shelters on a weekly basis to inform the public of times the facility is not available to them. We ask the public to please acknowledge the postings and adhere to times posted. The Broomfield Police Department will enforce Parks/Shelters Permits and can be reached at 303-438-6400.

Alcohol - Alcohol Beverage Permits are required in addition to a park permit if you intend to consume or serve alcohol. *There is a non refundable administrative fee for alcohol beverage permits. Park Reservation Permits and Alcohol Permits require 10 business days to process.*

THE RECREATION SERVICES ALCOHOL PERMIT DOES NOT TAKE THE PLACE OF A SPECIAL EVENTS PERMIT FOR THE SALE, BY THE DRINK, OF ALCOHOLIC OR FERMENTED MALT BEVERAGES REQUIRED BY BROOMFIELD MUNICIPAL CODE AND COLORADO REVISED STATUTE. APPLICATION FOR A SPECIAL EVENTS PERMIT MUST BE SUBMITTED 30 DAYS IN ADVANCE OF THE EVENT. FOR INFORMATION ABOUT SPECIAL EVENTS PERMITS AND WHETHER ONE IS REQUIRED PLEASE CONTACT THE CITY CLERK'S OFFICE AT 303-438-6332.

Weather - No refunds given for inclement weather, however, call 303-464-5509 within the first 3 days after the originally scheduled picnic to reschedule your event.

Clean-up - Please clean up after your group by disposing of trash appropriately. For large groups, it's a good idea to bring additional trash bags with you, as the trash receptacles tend to fill up quickly. You may leave tied trash bags by the trash receptacles for pick up. We encourage citizens to use the parks and shelters and we ask for your help to keep them clean by disposing of trash in the receptacles provided.

Picnic Tables - The number of picnic tables at a shelter varies from shelter to shelter. We will not be able to provide additional tables for your event; however you are welcome to bring your own tables/chairs. If you are moving the park's tables around, please move them back when your event is completed.

Special Requests - Please ask for prior approval if you would like to bring additional items or entertainment into the park (i.e. tents, inflatables or a live band) or if you need water access since your park permit must reflect approval of special requests and special arrangements may have to be made. If you are setting up a tent or an inflatable, staking is not permitted; you will need to use sand bags, water jugs, or concrete weights to secure it. Inflatables require a generator since the electrical outlets provided at the parks do not supply enough electricity to support large items. Driving onto a park is not permitted. You will be held responsible for damages to the park during your event.

Cancellations/Changes -Reservations made more than 30 days in advance require a 50% non refundable deposit due at time of booking. All permit balances are due 30 days prior to the event date. Reservations made less than 30 days prior to the event date require full payment at time of booking. We will do our best to contact those with unpaid balances, but cannot guarantee that renters with unpaid balances will be notified. The reservation will be cancelled and the renter will lose the deposit and lose priority on the park or shelter. Cancellations/Changes made two weeks or more prior to the event will forfeit 50% of the total reservation fee. Cancellations/Changes made less than two weeks prior to the event will forfeit 100% - the entire reservation fee.

Reservation is not final until you have paid in full and received confirmation from Broomfield Recreation Services.
Reservation requests for the upcoming year can be made beginning October 1st.
Broomfield County Commons and West Interlocken Park are available for requests after March 1st with Limited Availability.



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PREMIUM SHELTERS (Larger Shelter with Permanent Restroom)
Community, East Interlocken, Midway-Girl Scout Shelter, Northmoor, Anthem Community Park
Limited Availability: Broomfield County Commons - Main Pavilion, West Interlocken

Number of Guests	Broomfield County Resident Fee Per Hour	Non Resident Fee Per Hour
Under 50	19.00	\$57.00
51-100	\$30.00	\$80.00
101-200	\$48.00	\$143.00
201+	CALL	CALL

REGULAR SHELTERS (Regular Shelter with Portalet)
Broadlands, Country Estates, Lac Amora, Outlook, Quail Creek, Trails at Westlake, Wildgrass #2, Highland, Legacy, Broomfield County Commons-Yellow East, Yellow West

Number of Guests	Broomfield County Resident Fee Per Hour	Non Resident Fee Per Hour
Under 50	\$15.00	\$45.00
51-100	\$23.00	\$70.00
100+	\$38.00	\$114.00

For a Full List of Parks & Shelters, please visit:

<http://www.broomfield.org/Facilities.aspx?page=list&search=1&CID=2>

PARK AMENITIES	Intersection	Fee	Shelter Size	Restrooms	Playground	Elec	BBQ	Misc.
Community	W. 2 nd Ave & Main St.	Premium	Large	Permanent	Yes	Yes	Yes	Tennis
East Interlocken	Interlocken Pkwy & Interlocken Blvd	Premium	XL 2 Shelters	Permanent	No	Yes	Yes	
West Interlocken	455 Eldorado Blvd	Premium	Medium	Permanent	No	Yes	Yes	Tennis
Midway - Girl Scout Shelter	W. Midway Blvd & Laurel St	Premium	Large	Permanent	Yes-Sensory	Yes	Yes	
Northmoor	E. 13 th Ave & Birch/Cedar St	Premium	Large	Permanent	Yes	Yes	Yes	Basketball Tennis
Anthem Community Park	Sheridan Pkwy & Lowell Blvd.	Premium	Large	Permanent	No	Yes	Yes	
Broomfield County Commons - Main Pavilion	E. 13 th Ave & Sheridan Blvd (east side)	Premium	Extra Large	Permanent	Yes	Yes	No	
Broadlands	Meadow Mountain Dr & Sheridan Blvd	Regular	Medium	Portalet	Yes	Yes	Yes	
Country Estates	North of 136 th Ave on Aspen St	Regular	Medium	Portalet	Yes	No	No	Basketball Inline Hockey
Lac Amora	Oak Circle N & Miramonte Blvd	Regular	Medium	Portalet	Yes	No	Yes	
Outlook	W. 136 th Ave & Main St.	Regular	Medium	Portalet	Yes	No	Yes	Volleyball
Quail Creek	W. 138 th Ave & Zuni St.	Regular	Small	Portalet	Yes	No	Yes	
Wildgrass #2	Sheridan Blvd & Eagle River Loop	Regular	Small		Yes	No	Yes	Basketball



**CITY AND COUNTY OF BROOMFIELD
Parks and Shelter
Reservation Request**



Please submit by secure e-fax to 303.410.3819 or email to parkrental@broomfield.org

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Name _____ Email _____

Organization (if applicable) _____

Address _____

City _____ Zip _____ County _____

Phone (Day) _____ Phone (Eve) _____

Requested Date _____ Times (start & end) _____

Alternative Date _____ Alt Times (start & end) _____

Number of People Attending _____ Age Group _____

Event Function	Hourly Rate	X # of Hours	Alcohol Permit?	Grand TOTAL
<i>Please be specific. (i.e. Wedding, Birthday Party, Company Picnic, etc.)</i>				
(1st Choice) Park Shelter _____				
(2nd Choice) Park Shelter _____				

Alcohol Permit Alcohol Permit needs to be submitted separately. See Additional Attachment.
 Yes No \$12 resident and \$20 nonresident non-refundable administrative fee for an Alcohol Permit. Fee will be added to your rental.

The Recreation Services Alcohol Permit does NOT take the place of a Special Events Permit for the sale, by the drink, of alcoholic or fermented malt beverages required by Broomfield Municipal Code and Colorado Revised Statute. Application for a Special Events Permit must be submitted 30 days in advance of the event. For information about Special Events Permits and whether one is required, please contact the City Clerk's Office at 303-438-6332.

Payment: _____ Exp. Date: _____
 (AE, Discover, Visa, MC)

Please Mark: **Pay 50% Deposit Only (OR)** **Pay in FULL now**
 I have read and agree to the terms and conditions of the change/cancellation policy.
 I understand that the Parks Department will monitor the number of people at my event. I will be charged appropriately if my number exceeds my reservation/permit.

Signature: _____ **Date:** _____

Special Requests: Athletic Fields (Baseball/Softball/Soccer)-Additional Fees Apply. Fields may not be available.
 Please see Parks Rental Agreement for additional information. You May Supply: Inflatable Live Music
 Water Access- Deposit and/or Water Key may be required. State Reason: _____

Additional Information/Notes - Please explain: _____

For Office Use Only	Date Received	Walk in/Fax/Email Location BCC/PDRC	Time:	Staff Initial:
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**CITY AND COUNTY OF BROOMFIELD
Parks and Shelter
Park and Shelter Policy Agreement**



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_____ I understand that an Alcohol Permit is required if I intend to serve alcohol or if anyone with my group brings alcohol to my event. There is a non-refundable fee that will be added to my park permit fee and it must be requested at least ten business days prior to event.

_____ I understand that it is my responsibility to contact the City Clerk’s office at least 30 days in advance of the event to obtain a Special Events permit if alcohol will be sold at my event or if the event is open to the public.

_____ I understand that the times reflected on my park permit are the actual start and end times of my event and that if I need set up and clean up time, it must be included on my permit.

_____ I understand that as the renter of the park, I will be the sole responsible person for my guests and I will be responsible for any damages to the park during my event. I will be present at the park the entire time of my event and will have both my approved Park Permit and Alcohol Permits in my possession.

_____ I understand I will be charged additionally if there is excessive trash or any damages to the park.

_____ I understand that no refunds are given for inclement weather, however, I may call 303-464-5509 within the first 3 days after the originally scheduled rental to reschedule my event if bad weather occurs.

_____ I understand that the Parks department will monitor the number of people at my event and I will be charged appropriately if my number of guests exceeds my reservation/permit.

_____ I understand that if I bring Inflatables/Tents, they must be weighted down, not staked into the ground.

_____ I understand the **Electrical Outlets** will NOT support large items such as inflatables. I cannot plug an **Inflatable** into the Park electrical outlet and that *I need to provide a generator* instead. **Electricity** is only available for small items such as: crock pots or portable stereos. If the circuit is tripped, the Parks Department may or may not be available to restore electricity.

_____ I understand that additional **Water** access (water used from spigot) will not be turned on for me unless I have prior approval and it is reflected on my permit. If I am allowed to use additional water, I understand that I must bring my own hose with an auto shut off nozzle and that I will not allow the water to pool in any area in the park. I also understand that *I will call to request a water key 1 week prior to my event. A deposit and water key may be required for water access.* I understand I will be charged additional fees for damages due to excessive water use, including flooding.

_____ I understand if I am using the City provided **BBQ’s**, I will bring my own charcoal. If I need to bring my own BBQ, I will keep it on a cement surface and I will thoroughly clean up any grease drippings. I also understand I am not allowed to drive beyond the parking lot.

_____ I understand that if I plan to have live music or a DJ, I need prior approval and it must be reflected on my permit. I also understand that electricity for such events needs to be provided by a generator and not plugged into the Park electrical outlets. I also understand that if there are complaints about the noise level of such events, I may be asked to cease and The City and County of Broomfield will not be responsible for time or money lost to DJ or Band.

_____ I have read and understand the Cancellation/Change Policy - *Cancellations/Changes forfeit a percentage of the total reservation fee. Cancellations/Changes made 2 weeks or more prior to event forfeit 50%, Cancellations/Changes made less than 2 weeks prior forfeit 100 %.*

_____ I agree that failure to abide by the above mentioned policies may result in additional fees and/or rental cancellation. I agree to all the rules and regulations of the Parks & Shelters Agreement

_____ Applicant Signature

_____ Date