BIKE PARK RENTAL FORM

Carbondale Recreation and Community Center
567 Colorado Ave
Carbondale, CO 81623
Phone: 970-510-1278

RENTER NAME: _____ **DOB**: _____

PHONE: _____ **EMAIL**: _____

NAME AND MAILING ADDRESS FOR DAMAGE DEPOSIT REFUND CHECK:

Name: _____ **Street:** _____

City: _____ **State:** _____ **Zip:** _____ **ESTIMATED NUMBER OF PLAYERS:** _____

DESCRIPTION OR NAME OF EVENT OR ACTIVITY: _____
(IF APPLICABLE)
NAME OF ORGANIZATION: _____ **TAX ID #:** _____

DATES & TIMES REQUESTED: 7am to 1 hour after dusk; no reservations past 10pm

DATE: M/D/Y	MOVE IN TIME	MOVE OUT TIME	TOTAL HOURS

RATES:

	STANDARD RATE	TAX EXEMPT RATE
PER HOUR	$26	$21
CAMP SESSION OR SEASONAL PER HEAD (YOUTH)	$11	$6
CAMP SESSION OR SEASONAL PER HEAD (ADULTS)	$20	$11
FULL DAY (8+ HOURS)	$184	$158
ALCOHOL PERMIT	$10	$10
DAMAGE DEPOSIT	$100 / Bike Event $200	$100 / Bike Event $200

TOTAL AMOUNT OWED: to be filled out by the Athletic Coordinator.

TOTAL # OF HRS, # OF DAYS, OR # OF PARTICIPANTS	BIKE PARK RENTAL FEE	ALCOHOL FEE	DAMAGE DEPOSIT	**TOTAL**

I certify by affixing my signature hereto that I have read, understand, and will conform with the rental information and rules of use, pay the rates as described and recognize that failure to comply will cause forfeiture of the deposit. I further certify and agree that I and the group that I represent will be responsible and liable for damages and/or clean-up that exceeds the deposit and will pay the Town of Carbondale for any and all of those costs.

Signature: _____ **Date:** _____

RENTAL INFORMATION AND RULES OF USE

1. Rental Designation:
    a. Rentals with over 100 people in attendance may be considered a special event.
    b. If your event is open to the public and serving alcohol it is a Special Event.
    c. If it is determined that your rental is a special event the Town of Carbondale Special Event Agreement will be used for your rental and different rates may apply.
    d. Special Events paperwork is obtained from and coordinated through the Town of Carbondale Clerk.
2. Priority of use is given to the following organizations in the following order:
    a. Town of Carbondale Programs & Activities
    b. Intergovernmental agreement or MOU use
    c. Carbondale Youth Club Sports
    d. Carbondale Residents Groups
    e. Area Youth Sports Groups
    f. Adult Groups
3. Rental Deadlines:
    a. Single use rentals
        i. 48 hours prior to rental: rental form completed, signed, paid for, and approved.
    b. Camp and Seasonal rentals
        i. 30 day prior to first use: rental form completed, signed, and approved.
            1. Organization must also provide a full schedule of bike park usage. Any additional use outside of these times will result in additional rental fees.
        ii. Last day of camp or session: Organization reports per head numbers to the Athletic Coordinator on the last day of the session/season.
        iii. 15 days after last use: the Athletic Coordinator will email an invoice to the organization upon receiving the head count.
    c. Bike Event
        i. 60 days prior to the event start date: rental form completed, signed, and approved.
        ii. 30 days prior to the event: full payment received.
    d. Rental paperwork is only processed Monday – Friday, plan accordingly.
4. Payment accepted in the form of:
    a. Credit card, cash, or check (made out to Town of Carbondale or CRCC).
5. Rules of Use:
    a. The receipt of payment and rental form acts as proof of rental; upon arrival it is the (RENTERS) responsibility to remove anyone in the park.
        i. No signs will be posted in advance.
    b. The tracks and surrounding area must be left clean, and the (RENTER) must remove all trash generated during the event.
    c. Town of Carbondale ordinances that pertain to rules and regulations that govern the use of all parks, playgrounds, recreational areas and facilities shall be adhered to. Immediate termination of the event and removal from the premises may occur by an authorized representative of the Town if in violation of these rules and regulations.
    d. Obnoxious behavior or excessive noise will not be permitted.

6. Cancellation Policy:
    a. 8 days or more days prior to the rental: a full refund will be issued.
    b. 7 days or less prior to the rental: 50% of the total rental fees will be returned to the renter.
    c. 24 hours or less before the rental: no refunds will be issued.
    d. The Town of Carbondale reserves the right to close the bike park due to poor conditions. Any closures mandated by the town will result in a full refund.
        i. Groups, organizations, or individuals failing to honor any closures are subject to a revocation of their rental and removal from the premises.
        ii. Any closures mandated by the Town will not result in a price break on the per head user fee unless it affects 50% or more of the camp session or season.
        iii. The Town will make every effort to give advance notice of bike park closures to all permitted user groups.
        iv. If a season or session is cancelled by an organization, the group in question will drop one priority level for the next season or session.
        v. If two or more seasons or sessions are cancelled consecutively by and organization, the group in question will not be eligible for the per season user fee the next season or session and will be required to pay full rental rates.
7. Damage Deposits and Refunds:
    a. Town reserves the right to charge the cost of any damage done to the site.
    b. Fees will be removed from the damage deposit.
        i. Anything above the $100/$200 amount will be billed to the (RENTER). If the (RENTER) refuses to pay for any damages, they forfeit the right to future access to any additional town or CRCC rentals.
    c. Upon arrival if the bike park has any damage or overflowing trash or rubbish on site send photos to the Athletic Coordinator at wtempest@carbondaleco.net to prevent charges to be removed from your damage deposit.
    d. The damage deposit will be refunded within 30 days of rental or within 30 days of repairs.
    e. Refund will be made either to the credit card used for the reservation, if approved by the credit card agency, or via check made out to and mailed to the address on page 1 of this agreement.
8. Alcohol:
    a. Alcohol permits are available for all private, invite only rentals.
    b. Permit Process:
        i. Request permit on the application.
        ii. The Athletic Coordinator will obtain the permit and inform the (RENTER) when the permit is ready for pick up.
        iii. (RENTER) will pick up the completed permit at the Recreation Center Front Desk
        iv. (RENTER) will post the permit at the rental site during the event.
    c. No containers of alcoholic beverages are allowed on the bike park tracks. They must remain in the designated surrounding park area.
9. Liability Insurance:
    a. Rentals for the purpose of an event advertised to and open to the public require liability insurance coverage to be obtained and a copy of the proof of insurance will be submitted with the rental agreement.

i. The certificate shall name the Town of Carbondale as an additional insured (for example: “Town of Carbondale, its officers, employees, & agents”). This commercial general liability insurance certificate requires the following minimum amount of coverage.
    1. $1,000,000 each occurrence; $2,000,000 aggregate & $50,000 property damage.

10. Indemnification:
    a. (RENTER) specifically, by executing this Permit, agrees to indemnify the Town of Carbondale for any and all damage to any equipment, facility or public park, whichever is applicable, by any person or persons participating or attending the event or program.
    b. (RENTER) further agrees to assume any and all liability for damages to any person or persons for injuries, including death.