

**Non-Profit Organization/Governmental Agency Rental Application
"Lake House"**



Evergreen Park & Recreation District
29612 Upper Bear Creek Road
Evergreen, Colorado 80439
Phone: 720.880.1300
Fax: 720.880.1380
www.evergreenrecreation.com

PLEASE PRINT ALL INFORMATION CLEARLY

Today's Date: _____

Event Name: _____

Day and Date of Event (Call the Lake House for date availability): _____

Number of Guests: _____ (200 capacity)

Venue – Paid In/Start/Set-Up Time: (set-up, decorate, first person in-no earlier than the paid start time): _____

Venue – Out Time: (breakdown, cleanup, last person out-no later than 12 AM): _____

Actual Start of Event: _____

Requested Rooms: Great Room _____ Octagon Room _____ Both Rooms _____

Complete Name of Applicant/Organization/Contact Person, Mailing Address, Email Address, Web Address, Phone Numbers:

Please provide a brief description of this event: _____

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. (Please contact the Lake House for further details.)

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? _____

Please provide a brief overview/outline of the event, which should include, but not be limited to, the following items and attach to this application:

Crowd Control

Parking - Traffic Congestion

Clean up of Facility (Inside and Outside on the grounds)

Additional Restroom Facilities

Additional Trash/Recycling Receptacles

The sale of alcoholic beverages is strictly prohibited except under special licensing/permitting rules for designated locations. (Check with EPRD Staff for sites permitted for alcohol sales and all applicable rules and regulations).

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

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

Does function/event include the consumption of alcohol? 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 Office Use Only:

Application Approved _____ Denied _____ Date: _____

Category A _____ B _____ C _____ D _____

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