

**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](http://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? \_\_\_\_\_

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**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.**