



Evergreen Park & Recreation District
 1521 Bergen Parkway
 Evergreen, CO 80439
www.evergreenrecreation.com

EPRD PARK USE PERMIT APPLICATION 2024

(A permit is required for any scheduled park activity of 25 or more attendees)

Please send completed application to EPRD via email below:
 Joey Purmort, Parks Office Administrator - jpurmort@eprdco.gov
 Application may also be mailed to EPRD Park Operations, 1521 Bergen Pkwy, Evergreen, CO 80439

TYPE OF PERMIT -

DATE OF REQUEST: _____

PLEASE CHECK THE APPROPRIATE BOX FOR THE TYPE OF PERMIT IN WHICH YOU ARE INTERESTED:

(Based on information provided on application, EPRD staff will be able to help determine the appropriate type of permit)

(Refer to "[2024 EPRD Park Rental Fees.pdf](#)" for EPRD rental/booking rates)

Festival/Event

Non-Profit Group

Private Party

Free Public Event

Public Event

Wedding / Anniversary / Memorial

Ticketed Event

Private Event

Special Occasion / Birthday Party

PLEASE CHECK THE APPROPRIATE BOX(ES) FOR THE PARK/VENUE YOU ARE INTERESTED IN:

Alderfer Ranch Pavilion(s)
 1 Pavilion Both Pavilions

Kittredge Park Pavilion

Stagecoach Park Pavilion

Arrowhead Park Pavilion(s)
 1 Pavilion Both Pavilions

Marshdale Park Pavilion

Wulf Park Pavilion

Buchanan Park Field

Marshdale Park Field(s)
 East Field West Field

Other EPRD Park*: _____

Commercial Film/Photo Shoot

Stagecoach Park Field

*When renting the **Evergreen Lake Park** for events/parties/festivals, the **Evergreen Lake House** must be rented as well. Please contact Lake House Staff for further details on the Evergreen Lake Park rental location, 720-880-1300.

EVENT & CONTRACT INFO -

(Before completing the application please read the appropriate guidelines "[2024 EPRD General Park Permit Guidelines.pdf](#)" & "[2024 EPRD Park Rental Fees.pdf](#)" for the park selected above. If there are any questions or concerns prior to submittal, please reach out to Park Operations staff at 720.880.1015 or jpurmort@eprdco.gov

Applicant Name: _____ Email Address: _____

Street Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip: _____

Business/Home Phone: _____ Fax: _____ Cell: _____

On-Site Contact Name: _____ Cell: _____

May EPRD give your name(s), email(s) and/or phone number(s) to the public? Yes No

If you answered "Yes" to above, please provide Name(s), Phone #(s), Email(s) for public inquiries: _____

DOES THIS ORGANIZATION HAVE A NON-PROFIT 501(c)3 STATUS? Yes No

(A Copy of the IRS letter of determination or letter of registration or certificate from the Colorado Secretary of State must be submitted at time of application for permit fee discount)

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EVENT & CONTRACT INFO - cont'd

Name of Event: _____ # of Attendees: _____

Organization/Sponsor Affiliated with Event: _____

Purpose of Event: _____

Set-Up Date(s): _____ Time(s): _____

Event Date(s): _____ Time(s): _____

Breakdown Date(s): _____ Time(s): _____

ALCOHOLIC BEVERAGES -

The SALE of alcoholic beverages is strictly prohibited except under [Jeffco special licensing/permitting rules](#) for designated EPRD locations. Please allow 30-60 days for Jeffco liquor permits for public events.

(Check with the EPRD Staff for sites permitted for alcohol sales and all applicable rules and regulations before applying for the Jeffco permit)

Does your function/event include the consumption of alcohol? Yes No

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

PUBLIC EVENT FEATURES (Disregard this section if just park pavilion rental, ie. birthday party)

Food vendors must contact [Jeffco Public Health](#) for proper licensing and approval. Please describe the food and beverages intended for sale/distribution: _____

Electricity & Water (Only a few parks have utilities): Electric Water

30'x30' Canopy Tent (no walls): _____ qty needed (EPRD has 3 available) 16'x20' Mobile Stage

Amplified Sound: Yes No (Amplified sound available at Buchanan Fields, Arrowhead Park, Kittredge Park, Stagecoach Park, Wulf Park)

Please describe your use/need for amplified sound, including hours of sound, PA systems used, amps, etc. Amplified sound request must be approved by Evergreen Park & Recreation District: _____

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- EVENT FEATURES *cont'd*

Please describe the event in detail: _____

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, approximately what percentage? _____

Please explain how the following will be addressed *(please submit additional documents as needed):*

Crowd Control: _____

Traffic Congestion: _____

Parking: _____

Additional Rest Room Facilities, if applicable: _____

Additional Trash/Recycling Receptacles, if applicable: _____

What, if any, assistance are you requesting from EPRD staff? Items listed will be reviewed and discussed with staff upon receipt of application. EPRD staff may be hired at \$25/hr: _____

Signature: _____ **Date:** _____

----- **For Internal Use Only:** -----

Parks Dept Approval (if applicable): _____

Date: _____

Athletics Dept Approval (if applicable): _____

Date: _____

Lake House Approval (if applicable): _____

Date: _____