

Staff Initials: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Info Sent: \_\_\_\_\_ PW Notified: \_\_\_\_\_

**TOWN OF MINTURN Park Permit**  
Little Beach Park & Amphitheater

**Name of Event (for example "Smith Anniversary Party") :** \_\_\_\_\_

*Weddings should be listed as such: "Smith/Jones Wedding" with both the bride and groom last name, respectively*

**Name of Contact:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Day of Event Contact (if different):** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** (Physical) \_\_\_\_\_

(Mailing) \_\_\_\_\_

**\*Email address:** \_\_\_\_\_

**Park Requested for Rental:** Little Beach Park and Amphitheater

Date(s): \_\_\_\_\_ Time: (from AM-PM) \_\_\_\_\_ to \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: (from) \_\_\_\_\_ to \_\_\_\_\_

**Activity Planned:** \_\_\_\_\_ **\*Number People Expected:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**Security Deposit:** All individuals are required to pay a security deposit (cash or check). An inspection of the premises will occur to determine condition of facility after use. If the condition is approved, security deposit will be refunded in full within thirty (30) working days after reservation date. Initial deposit will be held until event date / inspection, so please submit deposit payment separate from rental payment.

**Cancellations:** All cancellations must be received no later than thirty (30) days in advance to guarantee full refund of deposits and fees. If cancelling within 30 days of scheduled use, the entire deposit may be forfeited.

**Will alcohol be served?** Yes No **Will admission be charged?** Yes No

**Will alcohol be sold?** Yes No

*(NO ALCOHOL IS ALLOWED PER STATE LAW IN PUBLIC- Unless a Special Events Permit is granted)*

**Town Resident?** Yes No **Non-Profit Status\*?** Yes No

**County Resident\*?** Yes No **Out of County?** Yes No

*\*Proof of residency and non-profit status required*

**Please reference the Fees & Policies section on page 3 for reservation pricing**

	<b>FEES</b>	<b>AMOUNT PAID</b>	<b>DATE</b>	<b>PAYMENT TYPE</b>
<b>Facility Rental:</b>	_____	_____	_____	_____
<b>Deposit:</b>	_____	_____	_____	_____
<b>Total Fees:</b>	\$ _____	\$ _____	_____	_____
<b>Facility Rental Fees due by:</b>	_____	<b>Deposit Returned:</b>	_____	_____

**IN CONSIDERATION** of the permission by the Town of Minturn given the undersigned to use certain Town facilities, the undersigned herewith agrees to indemnify and hold harmless the Town of Minturn from all liability, claim or demand for any event or incident involving damages, injuries, or the no-payment of any obligation incurred by the undersigned which may be asserted against the Town of Minturn and further agree to defend the Town of Minturn against any claim arising therefrom, and to pay any judgment which may be obtained, together with costs and attorney's fees incurred by the Town of Minturn.

**FURTHER**, the undersigned agrees to furnish, at its cost, such liability insurance, if any be required or requested by the Town of Minturn, at least two weeks prior to the time of the intended use of the Town facility.

I have read the policy contained on the reverse side of this form for the use of Town Recreational Facilities, understand it, and agree to comply with all the provisions set forth therein. I also agree to comply with the provisions set forth above in this permit.

\_\_\_\_\_  
APPLICANT SIGNATURE/ NAME (PRINT)

\_\_\_\_\_  
DATE

# Town of Minturn Little Beach Park Guidelines

**Park hours: 7 AM to 9 PM. OPEN FROM May 15-October 15.**

## **Park and Facility Description:**

Little Beach Park is a public park. Facilities located at Little Beach Park include: half basketball court, playground, multi-purpose field, three grills, picnic tables, and an amphitheater. The amphitheater is the only section that can be exclusively reserved. The "park" area is available on a first come, first served basis. Basketball court and playground are not exclusively included in Park reservations.

The Little Beach Amphitheater is available for private parties. Groups using the amphitheater will enjoy gorgeous views of the Minturn Cliffs and the Eagle River. The informal lawn seating of the amphitheater is terraced and beautifully landscaped and the open-air stage has plenty of power for a band, DJ, movie or other entertainment.

The amphitheater is the only section that can be exclusively reserved. The park / playground area is available on a first come, first served basis. However, events renting the amphitheater may utilize this space as needed. The basketball court is the only area that may be fully tented, as it is only open level space that is suitable for a large tent. You may use smaller, individual pop-up tents in the playground / picnic area, on either side of the amphitheater stage, or in the basketball court area, as needed.

Tables and chairs, tents (if required) are the responsibility of the renter. Please note that the stage is NOT designed for servicing food and beverage. Tables, chairs, and food/beverage are not permitted to be set up on the stage. The stage flooring is specifically designed for musical acoustics and is very delicate. If you wish to have cover for your event in case of weather, it is recommended to provide tents. The basketball court area may be tented with one large tent. Any damage to the stage floor is the responsibility of the renter. Power is available on the stage at the Amphitheater.

Please note that the park does not have a potable water source. Any water for catering or other purposes must be brought in. Please also note that park services are limited. Renters are encouraged to check bathroom and other conditions prior to their event, and address as needed - as this is a public park which gets significant use.

**Reservations:** Persons interested in reserving Little Beach Park may call the Town of Minturn at (970) 827-5645 x5, or e-mail [events@minturn.org](mailto:events@minturn.org). Fees are decided annually by Resolution. Reservations are made for the current calendar year only. The facility is rented for either half day or full day reservations. Please reference the Fees & Policies section on page 3 for reservation pricing.

**Rules:** Due to Town of Minturn noise ordinances, all noise must cease at 9 PM. The facilities should be clean before you leave. All trash should be hauled away or placed in the dumpster at the amphitheater. If any trash is left out, a fine may be assessed. Groups larger than 150 people are required to rent port-o-let facilities and a dumpster. You may park cars in both the lower parking lot (just beyond the bridge) and on the south side of the upper park grounds. If you require additional parking (access to the gated parking area), this must be requested in advance and approved by the Events Department. Dogs must be leashed unless placed in designated fenced areas, and cleanup is required. Glass containers are not permitted in the park, no exceptions. Grills may be used in the park as long as they are monitored and a fire ban is not in effect. No open fires are permitted in the park. Due to irrigation lines, the Town of Minturn Public Works Department must approve tent stakes, tent pegs or signs. Please contact the Public Works Department if you need to set up a tent or other structure at (970) 376-4270.

**Access:** 30 days prior to your event, you will receive an information sheet containing all access information and other importation information that you may need for your event.

**Permits:** A Park Rental permit is required to reserve, for exclusive use, any Town-owned facility, property or equipment.

**Liability:** Each permit will contain a waiver, which releases all liability of the Town and must be signed by the lessee. Lessee must be at least 21 years of age and will be responsible for payment of fees and/or any damage occurring during rental.

**Payment and Security Deposit:** A security deposit (cash or check) is required at time of reservation booking. Rental Fees assessed are due no later than one month in advance of the event date. However, it is recommended that rental fees also be paid at time of booking, as the event is not considered definite until payment is received. Rental fees may be paid online (but not the deposit). Facilities will be inspected the first weekday following the event to determine their condition. If the facilities are in an acceptable condition, the security deposit will automatically be refunded within thirty (30) days. If the facilities rented are found to be in an unacceptable condition, the permit holder will be contacted to discuss the issues. If the damage assessments were larger than the deposit held, the lessee would be required to pay any additional amounts.

**Cancellations:** Cancellations must be made (30) days in advance of the rental date to guarantee full refund of any deposits and fees paid. Any cancellation received less than thirty (30) days prior to the rental date will be charged for the rental unless the facility is rebooked.

**Alcohol:** Alcoholic Beverages must be served in compliance with Minturn Municipal Code Section 10-10-30(d). MMC 10-10-30(d): The following property owned or managed by the Town is excluded from the coverage of this (Alcoholic Beverages) Section during the hours of 8:00 a.m. to 10:00 p.m.:

**Little Beach Park and Amphitheater**, but if a special event permit for the sale of liquor or fermented malt beverages has been issued for all or a portion of such property pursuant to Title 12, Article 48, C.R.S

If you are charging admission or wish to sell alcohol at your scheduled event you **must comply with any Colorado State Liquor Laws and obtain a Special Events Permit through the office of the Town Clerk. If you will be selling any alcohol, a liquor license is also required**, through the office of the Town Clerk. Glass containers are not permitted in the park.

**ALCOHOL MUST BE "CONTAINED" TO THE RESERVED EVENT AREA.**

<b>RENTAL FEES AND POLICIES</b>	<b><u>Town Resident</u></b>	<b><u>Non-Profit</u></b>	<b><u>General Public</u></b>
	\$150.00 1/2 Day	\$50.00 1/2 Day	\$300.00/ 1/2 Day
	\$250.00 Full Day	\$100.00 Full Day	\$500.00/ Full Day
	<b><u>Security Deposit</u></b> SAME	<b><u>Deposit</u></b> Waived	<b><u>Deposit</u></b> SAME

**Blocks of time: Half Day = 5 hours or less (including setup and teardown), Full Day = 5 hours or more (including setup and teardown)**

Please go over the Check-list thoroughly, as charges will apply for any of the responsibilities below not completed successfully:

- Lock stage storage, Lock gate entrance chain
- Lock any other areas there were unlocked for your event
- Any damaged or missing lock will be charged \$50.00/each
- Clean stage, deck and surrounding ground
- Turn all lights off
- Check and confirm for no graffiti or chalk writing on the stage or deck
- Check for any broken items on stage and deck
- Check for any damage to bathrooms
- All areas used free of trash
- Any damage to stage will be charged to the event host

Town of Minturn  
 PO Box 309  
 Minturn, CO 81645  
 events@minturn.org / 970.827.5645 x5

