



**Facility Reservation Request Form**  
**EATON AREA PARK & RECREATION DISTRICT**

1675 3RD ST. EATON CO 80615

970.454.1070

Please Contact– McKaea Pfeiff at [eaccrrentals@eaprd.com](mailto:eaccrrentals@eaprd.com)

Name of Renter or Name of Event: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Audio/Visual

# Attending: \_\_\_\_\_

Rental Request: \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

\*Please allow 15 minutes for set up/clean up.

**\*If rental exceeds allotted time there will be an additional charge \$25 per 15 minutes.**

**Seating Capacity in A-M-P : 100 Chairs SPRUCE :47**

**Banquet Capacity A-M-P: 72 Per room-Including tables and chairs SPRUCE: 28**

**Party Capacity– Party A or B 20/ Party A & B 40**

Please check the requested community room(s). Prices are listed per room/per hour

Aspen  Maple  Ponderosa Non– Profit/Government \$30 / DD– \$40/ ND-\$50

Spruce Non– Profit/Government \$20 / DD– \$35/ ND-\$45

Kitchen Non– Profit/Government \$20 / DD– \$25/ ND-\$35

**\*Kitchen separate from other room(s) rented**

Patio Non– Profit/Government \$20 / DD– \$25/ ND-\$35

Party A  Party B  Party A&B Non– Profit/Government \$30 / DD– \$40/ND-\$50

After Hours \$25 per hour

Event Security \$40 per hour

**\*Required if alcohol is being served/ must have from start to finish of event**

Hot beverage cart  Cold beverage cart \$25 each

**Damage Deposit**-community room(s)/kitchen/patio/party \$250;\$500 with alcohol

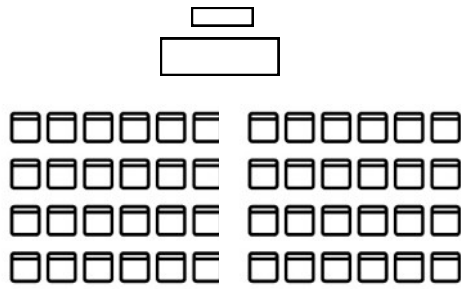
**Event total \$ \_\_\_\_\_**

**PAYMENT FOR ROOMS MUST BE PAID IN FULL WHEN RESERVATION IS APPROVED**

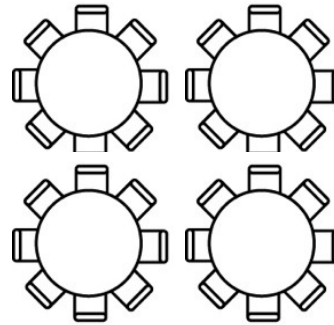
**DAMAGE DEPOSIT MUST BE PROVIDED, CHECK OR CASH, 48 HOURS PRIOR TO EVENT**

Room Set- Up Options ( check requested set-up) :

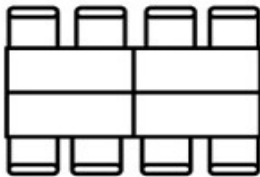
Theater



Banquet



Boardroom



Classroom

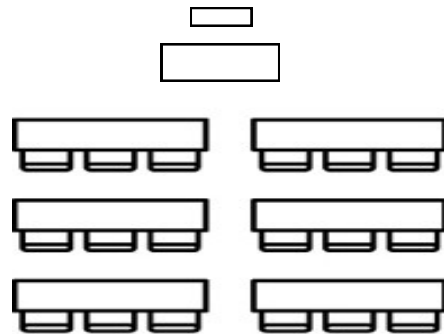


Table and Chairs

# of Round:
# of Rectangle:
# of Chairs

Draw set up if not listed above

Check #: \_\_\_\_\_ Credit Card #: \_\_\_\_\_ Expiration  
Date: \_\_\_\_\_

**\*Party Room is already furnished and setup for daily use.**

**\*Disclaimer-** It is an inconvenience and health concern for all guests and staff if there is a pool closure due to fecal/vomitus in the pool. In the event that those attending your party choose to eat before swimming, increasing the risk of fecal/vomitus incidents in the pool, causing a pool closure, the rental fee and damage deposit WILL NOT be refunded.

**If my application is approved, I agree to the following:**

All persons to whom permits have been granted must agree in writing to hold the district, its employees and agents harmless, and indemnify same from any and all liability for injury to persons or property occurring as a result of the activity sponsored by permittee and said person shall be liable to the district for any and all damage to parks, recreation facilities and equipment owned by same, which results from or during the activity of permittee of is caused by participant in said activity. All persons agree to comply with the Town of Eaton Municipal Code and Parks and Regulations.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Staff Only -Date Agreement received \_\_\_\_\_ By:\_\_\_\_\_**

I AGREE TO THE FOLLOWING CONDITIONS (PLEASE INITIAL ACCEPTANCE OF EACH CATEGORY):

**GENERAL** | \_\_\_\_\_ |

The requesting individual representative is of legal age (18)

The requesting individual or organization granted use (and those granted access to the property or facility) will abide by all policies, rules, ordinances and regulations of the EAPRD, specifically including those regarding the use of EACC property or facilities and the conduct of persons in or on EACC property or facilities, whether now or hereafter adopted.

Decorations may only be attached to the walls or ceiling using approved Sticky Tack, Available at the Welcome Desk

Evening events must be completed by EACC set closing time. For pre-approved late night events 11pm shutdown, clean-up and everyone out by midnight. If rental goes beyond rented time renters will be charged \$25 for every 15 mins that goes over rented time. These charges will be taken out of your deposit.

The EACC does not provide utensils, linens, cups, plates, etc.

Parents are responsible for the behavior of their children at all times.

The EACC reserves the right to use photographs and images of anyone in any activity, park, special events, or public place in present Or future publications. We reserve the right to refuse anyone privileges of taping or photographing events.

**ALCOHOL** | \_\_\_\_\_ |

**Alcohol is limited to beer and wine only, NO exceptions. It is only permitted for maximum of four (4) consecutive hours and cannot be served past 10:30 p.m.** Cash bars are not allowed unless renter had obtained a Town Permit to sell alcohol.

**If your event is non- alcohol and alcohol is present or being consumed, you will be charged \$250.00 from the damage deposit and this could result in your event being immediately shut down at the discretion of the event staff.**

Alcohol may not be taken out of EACC Rooms and Patio to any outside areas. Alcohol must be confined in the rented facility.

Under no circumstances will alcohol be served to or consumed by anyone under 21 years of age. **Alcohol cannot be served by anyone under the age of 21 years of age.** You must adhere to all state and local laws concerning alcohol use. **Failure to abide by state and local laws concerning alcohol use, and the above restrictions, will result in your event being immediately shut down and forfeiting full amount of deposit. The police will be notified and dispatched to the premises.**

**RENTER RESPONSIBILITIES** | \_\_\_\_\_ |

**The EACC will assess charges for any violations of the rental contract, and fines will be taken of the deposit. Violations will be assessed for:**

Attendance in excess of # attending specified on agreement \$200.00.

Refusal to abide with closing time \$25 per every 15 mins that renter goes over.

Refusal to abide by amplified music levels \$100.00.

Glass containers present \$100.00

The renter must pay for all damages to the facility, even if the damages exceed the refundable security deposit.

**REFUND POLICY** | \_\_\_\_\_ |

If event is cancelled by renter/lease, a \$25.00 cancellation fee to cover cost of processing will apply before refund or deposit will be issued. If the event is cancelled less than (14) business days prior to the event, 50% of the total room rental fees will be charged & will be deducted by the EACC to cover the cost processing and lack of availability of facility to others before the refund and deposit are issued.

If the event is cancelled (7) business days prior to the event ALL room rental fees will not be refunded. Reservations for **Large Event** groups of 110+ may be made up to 12 months in advance. **Major Special Events** may be reserved beyond 12 months with approval of the Facility Manager or District Director of EAPRD. If applicant cancels prior to 6 months before the date of event, a \$100.00 administrative charge will be assessed for processing. If applicants cancels 180 days prior to event they will forfeit rental fee or \$1000.00 whichever is less.

Applicant has reviewed and agreed to adhere to all policies, rules and regulations of the EACC.

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Applicants Signature

Date