

Administration Office • 4005 Kipling Street • Wheat Ridge, CO 80033 • 303-231-1300

**INSTRUCTIONS FOR FORM:** Please fill in ALL of the requested information, sign below and bring in completed form with payment to the Wheat Ridge Recreation Center at the above address. The pavilion is not reserved until the signed form and payments (including damage deposit where applicable) are received and permit is approved and issued. Approved permits will be mailed. Requests for refunds must be made 21 days in advance. A 50% surcharge will apply to all refunds. Renters that cancel events due to inclement weather may reschedule their event or apply for a 50% refund.

**Group Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Function:** \_\_\_\_\_

**Group size** (include total number of people expected to attend): \_\_\_\_\_

**Date of Use:** \_\_\_\_\_ Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

**Park Name and Area of Use:** \_\_\_\_\_

**Small Pavilions Available to Reserve – 30 people maximum occupancy** (please circle):

Fruitdale Panorama Paramount Randall (Wheat Ridge and Mountain View residents only; ID required)

**Large Pavilions Available to Reserve – see maximum occupancy below** (please circle):

Anderson (seats 75; 100 max.) Discovery #1 (seats 70; 75 max.) Prospect (seats 100; 150 max.)

**Set up begins:** \_\_\_\_\_ **Actual Event start:** \_\_\_\_\_ **Clean up begins/ends:** \_\_\_\_\_ / \_\_\_\_\_

**Activities/Additional Facilities Needed** (list specific activities and facilities needed, for example, drink stations, parking, restrooms, field use, swimming pool, trail, etc.; additional facilities may require separate permits at additional fees):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Director of Parks and Recreation may approve or disapprove the request based on the following criteria:

- a. Impact on the area in use in terms of large numbers of individuals in the area.
- b. Impact on daily use.
- c. Coordination with any other large group activity being held in the pavilion or park area.
- d. Parking availability for regular daily use and requested event usage.
- e. Requested event must not conflict with any Park Rules and Regulations already in effect.
- f. Impact fees may apply.

**ALL CITY OF WHEAT RIDGE ORDINANCES AND PARK RULES AND REGULATIONS MUST BE COMPLIED WITH IN USE OF THIS FACILITY. Parks close at 10:00 p.m. Greenbelt areas are open sunrise to sunset.**

I have received and read the Pavilion Reservation Information sheet and list of the general rules and agree to use the pavilion under these guidelines. (A complete list of park rules and regulations is available upon request.) Refund of deposit will be mailed to name and address above unless otherwise noted. Please allow 2-3 weeks for processing refund.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**Special Use Permit Required**

Rental Fee: \_\_\_\_\_

Paid: Check Cash Charge

Deposit: \_\_\_\_\_

Paid: Check Cash Charge