



Skate Park Special Event Supplemental Rules and Regulations For Event Rental

These Rules and Regulations are in addition to all existing Arvada Park Rules and Regulations and Arvada Skate Park Rules and Regulations.

Hours of Availability

- The Skate Park may be rented between the hours of 9:00 am and 6:00 pm, Monday through Sunday.
 - One day rentals only.
 - Use of lights is not permitted.
- Event must be completed on time or will be shut down immediately at the prescribed time.
- The standard Arvada Special Event Permit is required. In addition, a Skate Park Recreation Form must be completed, accompanied by all required reservation fees.

Fees

- \$100 per hour with a minimum of 3 hour rental period and a maximum of a 9 hour rental period.
- Rental time includes the set up time as well as the take down time, including **total** clean up.
- A \$300 damage deposit is required. Deductions will be made as noted.

Trash Dumpster: \$75.00 additional fee required for a dumpster for any event of over 250 participants and spectators.

Port-A-Lets: \$50.00 per additional port-a-let required in increments of 100 participants above the initial count of 300 participants for which the Parks Department provides the required port-a-lets. A parks representative will, at the end of the event, check for damage and/or clean up not completed.

Clinic Fees

- Not to exceed 20 participants, \$150.00 per two hour period, with a four hour limit.

Fee Reduction Waiver

- The Director of Parks, Golf and Hospitality has the discretion to reduce fees up to 75% for non APEX or Arvada sponsored events. Consideration will be given to events as follows:
 - Events sponsored by Not for Profit Organizations and/or Non-Profit entities that have a documented Federal 501 (C) (3) Status or a similar Non Profit Status under State Law. Only one waiver per year per organization will be considered.
 - Events sponsored by the City of Arvada Festivals Committee
 - Events sponsored by the APEX Parks and Recreation District as a program related activity.

Insurance

- An event at the Arvada Skate Park must include the following as applicable:
 - **General Liability** - \$1,000,000/\$2,000,000 aggregate with the City of Arvada listed as an additional insured for the date of the event.
 - **Employees Working the Event** – Statutory limits for Workers Compensation required.
 - **If using vehicles owned by the organization:** \$300,000/\$1,000,000 Auto Liability.
- For additional information or clarification contact the City of Arvada Risk Management at **720-898-7590**.

Skate Park Usage Guidelines

Use of the Skate Park may be permitted for Clinic, Special Events and Contests with the use of the following required guidelines:

- A.** All fees, permits, layout and insurances are required in a completed format before event can take place.
- B.** Skate Park cannot be completely closed to the public. During the event only pre-designated areas may be utilized for the event, clinic or contest.
- C.** Canopy set up will be in accordance with Park staff direction.
- D.** Food vendors must be licensed by the City. No food vendors are permitted to set up or distribute food items inside the skate park activity area.
 - Packaged food condiments such as mustard and ketchup are prohibited. All condiments must be self-contained at point of sale.
 - Protection of surface under food vendor service area is required. Any staining requiring post event clean-up will be deducted from the event damage deposit.
- E.** All other concessionaries must set up according to staff direction. Stickers and the distribution of stickers are prohibited at the event.
 - Stickers requiring removal by staff post event will involve a deduction in their damage deposit.
- F.** Post event clean-up is required during allotted rental period. Clean up fees will be deducted from damage deposit for clean-up requiring City staff assistance.
- G.** A pre-event check list will be accomplished with event and City staff at the beginning of the rental period.
- H.** A post-event walk through will be completed with event and parks staff to determine possible deductions from damage deposit.
- I.** No banner may be hung on Skate Park features or park amenities. The location of banners to be placed by stakes in the ground must be determined by City staff.
- J.** Smoking and alcohol use are prohibited in all areas of the Skate Park.
- K.** Any amplified music equipment must be approved by City staff. All approved speakers must direct all music and announcements to the west and south directions only.
- L.** Electricity and water are not guaranteed or provided as part of the reservation.
- M.** No vehicles of any kind permitted within the Skate Park or in other areas posted.
- N.** Parking in designated areas only. Overflow parking requiring use of the field to the east of the facility will require prior approval by the City and will require parking attendees directing parking for the duration of the event.

Security

At the discretion of the City of Arvada, events may require the use of off duty Arvada Police Officers for the extent of the event time line. All fees and charges will be the responsibility of the event promoters