

Large Group or Special Event Reservation Site Impact Form

FACILITY: Amphitheater... Centennial... Fairgrounds... Other... _____

RESERVATION DATE (S): _____ **ARRIVAL & DEPARTURE TIME:** _____
(Include Set Up/Take Down)

EVENT DESCRIPTION AND SPECIFIC DETAILS: _____

HOW WILL EVENT BE ADVERTISED: _____

NUMBER OF PEOPLE ATTENDING: _____

CONTACT NAME/ADDRESS: _____

CONTACT PHONE & EMAIL: _____

Large groups and/or special events impact Loveland park sites and require a higher level of service, as well as accommodations from the City and the person making the reservation. Large groups/special events necessitate additional planning and coordination by City staff, impact available parking, utilities and restroom facilities on site and require additional clean-up. As a result, it is the responsibility of the reserving group to meet the following conditions
(Please read and initial each condition):

- _____ 1. Large groups (151+) and/or special events will be assessed a \$150 to \$500 “site impact” fee to recover costs associated with the higher level of service required for such events.
- _____ 2. Existing restroom facilities are not adequately sized for large groups - therefore it is the responsibility of the reserving individual/group to arrange for portable restrooms during the event. One portable toilet must be provided for every 50 people over the set maximum for the chosen location (see back of form). Portable toilets may need servicing during the event, which is the responsibility of the reserving group.
- _____ 3. Trash receptacles in the park cannot accommodate additional trash produced by large special events. As a result, it is the responsibility of the reserving group to provide trash receptacles for their event. Arrangements for trash service may be made by contacting Nate Rasmussen (City of Loveland’s Solid Waste Division – 962-2709) at least one week before the scheduled event. Additional fees may apply.
- _____ 4. Portable grills/stoves used for an event must remain on a hard surface area, not allowed on grass or in landscaping, and all grease/drippings must be collected and prevented from leaking onto the ground.
- _____ 5. Please fill out the event application at: <http://lovelandpermits.cityofloveland.org/>
Contact: Loveland Police Department at 962-2239 for details
- _____ 6. Selling or offering for sale any goods, services, or any other thing of value is prohibited per city ord. 5.12.010
- _____ 7. Large events in North Lake Park and at the Norma Hammond Amphitheater require more parking than is currently available. Therefore, if holding an event at these locations you must arrange with Loveland High School to utilize their lot for overflow parking. Please call R2J Administration Office – Leah Howard at 613-5351 or Leah.Howard@thompsonschoools.org. There will be a charge to use the parking lot.

I agree to the conditions of hosting a large group or special event stated herein. I understand that it is my responsibility to adhere to the conditions noted above in to minimize the negative impacts of my event on the park, its facilities and other users. I also understand that the City will retain my damage deposit in full if I fail to meet any of the above conditions.

Signature of Person Responsible for Reservation _____ Date: _____

Reservation Request Taken By: _____ Date: _____

Departmental Approval: _____ Date: _____
(Additional information on backside)

Existing restroom facilities are not adequately sized for large groups - therefore it is the responsibility of the reserving individual/group to arrange for portable restrooms during the event. One portable toilet must be provided for every 50 people over the set maximum for the chosen location:

<u>Location</u>	<u>Set Maximum</u>
Centennial Park	150
Fairgrounds Park	250 per pavilion
Hammond Amphitheater	150
North Lake Park	100 per shelter