



TOWN OF LA VETA
APPLICATION TO USE LA VETA TOWN PARK

Submit at least 60 days before date requested

Name of Event: _____ Date(s) of Event: _____
Type of Event: _____ Event Starting Time: _____ Ending Time: _____
Estimated Attendance: _____ Event Coordinator: _____
Phone #: _____ E-mail: _____

TOWN FACILITIES REQUESTED

- ☐ Town Park ☐ Town Park Pavilion ☐ School Nature Trail
☐ Alternate Location (Specify) _____

VENDOR INFORMATION

- ☐ Food or Beverage ☐ Alcohol Vendor ☐ Craft Vendor
☐ Entertainer (specify) _____
☐ Other (specify) _____
☐ Animals (specify) _____

SPECIAL USES

(List all special uses, be specific, Example: buggy rides, trampolines, horses, trash cans, electricity, etc.)

INSURANCE COVERAGE REQUIREMENTS

(If insurance is required, below are the limits, Provide a certificate of insurance, naming the Town of La Veta as additional insured)

\$2,000,000 General Aggregate (per event/Certificate)
\$2,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence
\$1,000,000 Damage to Premises Rented to you
\$ 5,000 Medical Payments
\$1,000,000 Liquor Liability Each Occurrence

Event Coordinator Signature:

APPROVAL

By: _____
Date: _____
Insurance required: ☐ Yes ☐ No
Comments:

Town of La Veta
209 South Main Street
P. O. Box 174
La Veta, CO 81055-0174

(719) 742-3631
fax (719) 742-5420
Huerfano County

REQUIREMENTS FOR USING LA VETA TOWN PARKS

Event and use may have to be approved by the Board of Trustees, in advance.

You may be required to provide additional restroom facilities, i.e. port-a-potties.

The Town of La Veta will not provide electricity, unless requested by the Event Coordinator. There will be a \$15.00 fee to use the electricity in the Pavilion. Arrangements must be made with vendors to provide their own power needs through use of generators. Electric outlets at the Town Hall will not be accessible to the public during any event. Vendors requiring use of generators shall be located on the outer perimeter of the Park, with the generator being placed on the parking areas and not on the grass area.

If booths are to be set up, do not use any staking material such as iron or wood into the grass.

A detailed plan showing booth spaces, number of booths, and specified uses other than booths must be provided.

Notify vendors, in advance, that Ryus Avenue is parallel parking only except where angle parking is marked. No vehicles are allowed to enter the park.

Boxcar restrooms may be available for events. If available, event coordinator shall provide extra toilet paper, towels and ensure cleaning throughout the event, Town staff will not be available during the event to replenish paper products.

Generally, no fencing of any areas of the park will be allowed. Permission for fencing of any area must be approved by the Town Board prior to event.

You are responsible for providing bags for trash and garbage and you must see to the removal of the trash immediately following the event. If trashcans or anything is needed from the town, the request must be listed on the attached form. It will be responsibility of the event coordinator to make arrangements for the pickup and return of the trashcans, the town maintenance department will not be responsible for bringing them to and from the park for the event.

It is the responsibility of the event coordinator to contact the La Veta Marshal's office to determine if any "No Parking" signs are needed and if so which areas of the park they will be placed. It is the responsibility of the event coordinator to advise the vendors to watch for the no parking areas to prevent any parking citations. There will no parking allowed within 100 feet of the Northwest corner of the Park, due to emergency vehicles needing access around the corner.

Any violations of this contract may result in the event not being allowed the following year.

Initials