

Permit # _____ Staff Initials _____



TOWN OF HUDSON

50 S. Beech St, P.O. Box 351, Hudson, CO 80642

Phone: (303)536-9311 Fax: (303)536-4753

www.hudsoncolorado.org

Pavilion Reservation Request

Instructions: Please fill in ALL the requested information, sign below and bring in completed form with damage deposit payment of \$50 to Town Hall at the above address. The shelter is not reserved until the signed form and damage deposit are received and permit is approved and issued (usage fee may apply). Approved permits will be mailed or upon request can be picked up at Town Hall two (2) weeks before your event. Damage deposits will be returned 1 week after date of rental. Please read the Pavilion use information provide on the back of this form.

Group Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Home Phone Number: _____ Cell Phone Number: _____

Email: _____

Type of Function: _____

Group Size (expected number of individuals that will attend): _____

Date of Use: _____ Please Circle one: Resident Non-Resident

Set up Begins: _____ Actual Event Start: _____ Clean up Begins/Ends: _____ / _____

Activities/Additional Facilities Needed (please list specific activities and facilities needed, for example, parking, restrooms, field use, etc. ; additional facilities may require a separate permits at an additional cost): _____

- In order to measure use of facilities by the public, the Recreation/Events Coordinator may restrict times when facilities are available for rent.

ALL TOWN OF HUDSON ORDINANCES AND PARK RULES AND REGULATIONS MUST BE COMPLIED WITH IN USE OF THIS FACILITY. Park closes at 10:30pm

I have received and read the Shelter Reservation Information sheet and list of the general rules and agree to use the shelter 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 1 week for processing refunds.

Signature

Date

Pavilion Use Information

- Residents of the Town of Hudson may begin making pavilion reservations on January 2nd for the current year. Non-resident reservations will begin March 1st for the current year, (non-resident fee may apply).
- A pavilion reservation request form will need to be filled out and submitted before the pavilion can be reserved. Reservation request forms are available at Town Hall.
- A resident is defined as anyone who resides within the Town borders or those organizations whose physical building is located within the Town borders. This includes a business, church or school. ***Proof of residency is required.***
- A damage deposit of \$50 will be charged for all groups that use the pavilion. \$25 will be returned after the pavilion has been inspected by Town Staff. A refund check or a credit receipt will be mailed one (1) week after your event. The entire damage deposit will be kept if the pavilion is damaged in any way and if it's not cleaned. The Town Marshal will patrol the area.
- Your reservation paperwork and receipt, with the signature of the Recreation/Events Coordinator, or Town Staff is your permit for use at the pavilion.
- You may choose your time of use if it falls within normal park hours.
- The pavilion permit is only for the permitted area of use.
- If a group arrives with a permit, any other group that is using the pavilion will be expected to vacate the pavilion.
- Make checks payable to the Town of Hudson.
- Requests for refunds must be made two (2) weeks in advance.
- Renters that cancel events, day of, due to inclement weather can reserve a different day within the same calendar year. Resident's damage deposits will be refunded upon request. Non-resident's damage deposit will be refunded, usage fee will not be.
- Reservations can be made in person at Town Hall or emailed to the Recreation/Events Coordinator at jkaye@hudsoncolorado.org, call 303.536.9311 for more information.