

**TOWN OF BASALT  
PUBLIC PROPERTY REGISTRATION AND ACKNOWLEDGEMENT  
THIS IS NOT A RESERVATION FORM  
IT IS YOUR RESPONSIBILITY TO SECURE THE PARK FOR YOUR EVENT  
PARKS ARE ON A FIRST COME, FIRST SERVE BASIS**

Park or public space being requested for use: \_\_\_\_\_

Date(s) and times requested \_\_\_\_\_

Purpose: \_\_\_\_\_

Number of people anticipated: \_\_\_\_\_

Name of person or group requesting use of the space: \_\_\_\_\_

Contact person (name): \_\_\_\_\_

Contact person phone numbers: Days: \_\_\_\_\_ Eves: \_\_\_\_\_

Contact person physical address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person mailing address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Will electricity be used: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how is electricity to be supplied? \_\_\_\_\_

Will you install shelters? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe type of shelter: \_\_\_\_\_

Will you put stakes in the ground? \_\_\_\_\_ Yes \_\_\_\_\_ No

Groups of:

<b>50 or more must...</b>	<b>250 or more, must...</b>	<b>500 or more, must...</b>
Register	Register	Register
	Provide evidence of adequate sanitation facilities	Provide evidence of adequate sanitation facilities
	Pack own trash out from activity.	Pack own trash out from activity.
		Submit an activity plan to the Town
		Obtain approval from the Board of Trustees
		Provide adequate proof of insurance for event/activity
		Submit a clean-up deposit in the amount of \$200

Any group wanting to put stakes in the ground must post a \$200 damage deposit before putting stakes in the ground (for tents, etc.).

Any individual or group conducting sales on public property must obtain a Basalt business license and show proof of a State of Colorado sales tax license. For group sales, the applicant must coordinate collection of sales tax with the Town Finance Director.