

**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 _____

Contact person email address: _____ Cell # _____

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:

50 or more, must	250 or more, must...	500 or more, must...
Register	Register	Register
Pack own trash out from activity	Pack own trash out from activity	Pack own trash out from activity
	Provide evidence of adequate sanitation facilities	Provide evidence of adequate sanitation facilities
		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

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

_____ **intl.** 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.

Copies to: Public Works

Police Department

James Lindt

Trevor LaLonde