

**City of Arvada Skate Park**  
**Special Event Permit Supplemental Rules and Regulations For Event Rental**

**Hours of Rental Availability:**

- Please contact City of Arvada Rosa Kougl at 720-898-7393 for Special Event Rental.
- The Skate Park may be rented between the hours of 9:00 am and 6:00 pm Monday through Sunday. (Setup cannot occur before 9:00 am).
- One day event rentals only.
- **Skate related events only.** Approval from City Team as to whether the proposed event complies with the use and nature of the special use park is required.
- Event must be completed on time or will be shut down immediately at the prescribed time. You will be responsible for all post-event cleanup and additional fees incurred for off duty Police Officers needing to remain on the premises.

**Rental Fees:**

- A City of Arvada Special Event Permit and \$100 processing fee is required. All permit requests are submitted through the online Special Event Permit process found on our website; arvada.org. You may submit your permit 60 days in advance of your event date. Please allow ample time for processing and approval as coordination from outside parties that program the park for youth camps is required.
- \$100.00 per rental hour. A minimum 3 hour rental period is required. The rental period will be discussed with the City Team. Rental time includes event setup time as well as the take down time, including total clean up time.
- A \$300.00 damage deposit is required.
- The Director of Vibrant Community and Neighborhoods has the discretion to reduce fees. Consideration will be given to Skate related events as follows:
  - Events sponsored by Not for Profit Organizations and/or Non-Profit status that have documented Federal 501(C)(3) status or a similar Non-Profit status under state law. Only one waiver per year per organization will be considered.
  - Events sponsored by the City of Arvada Festivals Committee.
  - Events sponsored by the Apex Parks and Recreation District as a program related activity.

**Security:**

- Events require the use of off duty Arvada Police Officers for the extent of the event time frame.
- All fees and charges will be the responsibility of the event coordinators and paid to the officer before the event begins.

### **Insurance Requirement:**

- General Liability- \$1,000,000/\$2,000,000 aggregate with the City of Arvada listed as an additional insured for the date of the event.
- Employees working the event – Statutory limits for workers Compensation required.
- If using vehicles owned by the organization: \$300,000/\$1,000,000 auto liability.
- For additional information or clarification contact the City of Arvada Risk Management Department at 720-898-7590.

### **Clinics and Commercial Shoots:**

- Clinics and Commercial Shoots would need to be discussed with Parks, Golf and Hospitality. Please contact City of Arvada Rosa Kougl at 720-898-7393.
- Not to exceed 20 participants, \$150.00 per 2 hour period, with a 4 hour limit.

### **Skate Park Usage and Guidelines:**

Use of the Skate Park may be permitted for Skate related only Special Events, Clinics and Contests with the use of the following required guidelines:

- All fees, permits, layouts, event plans, additional ancillary documents and insurances are required in completed and approved form before the event can take place.
- Your event needs to be processed and approved through the Online Special Event Permit process, you will be notified of your approval electronically.
- You will need to have your approved permit with you at the event for the Park Maintenance Team and Police to see.
- Skate Park cannot be completely closed to the public. During the event only pre-designated areas may be utilized for the event, clinic or contest.
- Canopy/Tent set up will be in accordance with Park Maintenance Team and Fire Code approval.
- Food vendors must be licensed by the city. If approved, food vendors are not permitted to set up or distribute food items inside the Skate Park activity area. Park Maintenance Team will coordinate vendor setup sites with the Event Coordinator.
- Packaged food condiments such as but not limited to mustard, ketchup, mayonnaise, relish, salt and pepper are prohibited.
- All condiments must be self-contained at point of sale; bulk condiments and bulk plastic utensils suggested. Straws in wrappers are prohibited, dispensed straws are suggested. Juice boxes with straws are prohibited.
- Protection of the surface under food vendor service areas is required. Any staining requiring post event clean-up will be deducted from the event damage deposit.
- All other concessionaires must set up according to Park Maintenance Team direction.
- Stickers and adhesive material and the distribution of stickers or adhesives are prohibited at the Skate Park. Absolutely NO stickers.
- Stickers or adhesives requiring removal by Team post event will involve a deduction in the damage deposit.

- Post event clean-up is required. Clean up fees will be deducted from damage deposit for clean-up requiring City Team assistance.
- A pre-event checklist and walk-through will be completed with the Event Coordinator and Park Maintenance Team at the beginning of the rental period.
- A post-event walk through will be completed with the Event Coordinator and Park Maintenance Team to determine possible deductions from damage deposit.
- Banners and wind flags are prohibited on Skate Park features and park amenities. The location of any signage must be submitted via a signage plan and picture of sign; indicating the size of the signage. Once your signage is approved, the Park Maintenance Team will determine signage placement with the Event Coordinator.
- Smoking, alcohol, tobacco products, cigarettes, vaping, electronic smoking devices, and marijuana use is prohibited in all areas and parking lots of the Skate Park. Use of these substances will be an immediate closure of the event.
- Any approved speakers or sound system must direct all music and announcements to the west and south directions only.
- Electricity and water are not guaranteed or provided as part of the reservation.
- No vehicles of any kind are permitted within the Skate Park or in other areas posted.
- Parking in designated areas only. You are required to submit a parking plan with parking attendants overseeing and adhering to the plan. Overflow parking requiring the field east of the facility will require prior approval by the City and will require Event's parking attendees directing parking for the duration of the event.
- The Apex Recreation parking lot and 72nd Avenue are prohibited from use. Parking Attendants are required and your audience cannot park in the Apex Recreation parking lot.
- Use of outside lights other than Skate Park lights are prohibited.
- Waxing, bikes with metal pegs, motorized vehicles and scooters, makeshift skate items, and remote control cars are prohibited.
- Fireworks and glass containers are prohibited.
- Trash dumpsters are required when your event is over 250 participants.
- Port-o-lets: Port-o-lets are required for every 100 participants at the event. Complete removal of the port-o-lets needs to occur within 24 hours of the completion of the event.

Please contact City of Arvada Rosa Kougl at 720-898-7393 for further information or to discuss other matters of the Skate Park rental.

**Arvada Skate Park Checklist For Rentals**

Date of event: \_\_\_\_\_

1. Graffiti \_\_\_\_\_
2. Trash/Parking lot and native area \_\_\_\_\_
3. Turf/Condition \_\_\_\_\_
4. Glass \_\_\_\_\_
5. Restrooms \_\_\_\_\_
6. Trees and shrubs \_\_\_\_\_
7. Irrigation \_\_\_\_\_
8. Parking lot \_\_\_\_\_
9. Stickers/Adhesives/Tape \_\_\_\_\_
10. Shelters \_\_\_\_\_
11. Benches /Tables \_\_\_\_\_
12. Rental permit number with signature \_\_\_\_\_
13. Parks Team signature \_\_\_\_\_
14. Post event Parks signature \_\_\_\_\_
15. Post event signature rental party \_\_\_\_\_

Walk-through with Park Maintenance Team:

Signatures

Park Maintenance Team: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_