



ESTES PARK
COLORADO

Town of Estes Park Rental Program
2009 Rental Agreement

Estes Park Senior Center
220 Fourth Street
Estes Park, CO 80517

Estes Park Museum
200 Fourth Street
Estes Park, CO 80517

Fall River Hydroplant Picnic Grounds
1754 Fish Hatchery Road
Estes Park, CO 80517

Corresponding and Scheduling Office: Kelly Claypool, Program Coordinator
220 Fourth Street, Estes Park, CO 80517
970/577-3769 ♦ 970-586-2996 ♦ kclaypool@estes.org

Please Print

Lessee /Organization Name _____

Mailing Address _____

Physical Address _____

Responsible Person _____

Business Phone _____ Home Phone _____ Cell Phone _____

E-mail Address _____ Function Type _____

Function Date _____ Date Agreement Renewed, if Annual _____ Recurring Dates _____

Estimated Attendance # _____ Actual Attendance # _____

Requested Arrival Time _____ Departure Time _____ (Include set-up and clean-up hours)

In consideration of the issuance of this requested facility use permit, the lessee agrees to defend, indemnify and hold the Town of Estes Park, the Estes Park Museum, the Estes Park Museum Friends and Foundation Inc. the Estes Park Senior Center and Estes Park Senior Citizens Center Inc. free and harmless from and against all claims or demands arising from any act, omissions, or negligence of the lessee, their licensees, agents, servants, or employees, arising from any occurrence or accident causing, or allegedly causing, bodily injury (including liability for personal injury) or damage to property to whomsoever belonging arising out, or allegedly arising out of, the use of premises as defined in this Rental Agreement or while in or about said premises, including all attorneys' fees and court costs incurred by the Town of Estes Park, the Estes Park Museum, the Estes Park Museum Friends and Foundation Inc., the Estes Park Senior Center, Estes Park Senior Citizens Center Inc., and their officers, agents and employees.

The undersigned hereby assumes personal and individual liability for himself/herself and on behalf of lessee for any damages to said facility or equipment occurring through or during the occupancy or use of said facility by the lessee. The undersigned will leave said facility in a condition as good as or better than originally found. The undersigned personally and individually and on the behalf of the lessee accepts liability for all repairs to the facility and/or repair or replacement of equipment in the event of damage. The Town of Estes Park may withhold the deposit to apply toward cost of cleanup and repair. Fifty per cent of the estimated rental fee, plus a security deposit and a signed Rental Agreement, are required to hold the selected date and time. The security deposit must be paid in a separate transaction. Cancellation less than two weeks prior to the event will result in the loss of the security deposit. All rental fees are to be paid no later than the day of the event to the Scheduling Office. Checks, cash and money orders are accepted. Lessees must occupy the facility at the time specified or forfeit use and fee for that date. I have received and read a copy of the Rental Agreement and understand that I am responsible to see that it is met. The Town of Estes Park reserves the right to cancel the event with notice.

Lessee _____ Date _____

TOEP Representative _____ Date _____

Total Rental Amount \$ _____
Deposit of 50% of Rental Fee \$ _____
Building attendant fee: \$ _____
Balance Due _____
Balance Paid _____
Security Deposit: \$100.00 _____
Date of Deposit Refund _____

Payment Form _____ Date _____
Circle one: (CAO or TOEP) Payment form: _____
Payment Form _____ Date _____
Payment Form _____ Date _____
Amt Returned _____ Amt Retained _____

Rental Guidelines: Signed off and copy returned to lessee....Date _____ By _____