

I. 2020 Parks Use Permits - General Conditions of Use Agreements

By accepting the park use permit, I agree to adhere to the following general parks use and parks use permit conditions: I (we) agree that my answers to the questions on this permit are accurate and, accordingly, and that I will sign each section of this permit or send an email that is equal to my signature, to the Parks Department as acknowledgement that I both agree to all the terms, conditions and/or restrictions, AND that I will contact and/or perform all tasks required of me as detailed and printed hereunder, including but not limited to the return of this Permit duly executed, by scanned email to: Kirstin.Klein@cityofaspen.com or by fax to the City of Aspen Special Events. FAX #: 970-544.9447 (You can also mail a hard copy to: City of Aspen Attn: Kirstin Klein, 630 W. Main St Aspen, CO 81611) Agree upon and signed:

_____. By accepting the park use permit, I agree to adhere to the following general parks use and parks use permit conditions:

1. VEHICLES MUST STAY OFF GRASS AND WALKWAYS. NO VEHICLES ARE ALLOWED IN THE PARKS.
2. Crowds must be orderly. If complaints are received during an event, the Aspen Police Department may be asked to intervene and tickets may be issued.
3. Areas must be cleaned and all trash removed immediately after the event.
4. No person shall use any public park for any business purposes, and no activities of any kind shall be conducted without the necessary permits and licenses reviewed and approved by the City of Aspen. In addition, liability insurance may be required for any event held in a Park.
5. Applicant understands that a park use permit does not give them exclusive use of the park, but only assures the applicant that no other group event will be scheduled at the same time. Fee paid only include the cost of using the parks as the site and does not include any other city supplied amenities, labor, or materials.
6. Applicant and any hired vendors will be responsible and charged for any and all damages done to the Parks (during set up, at the event, after the event). If you are using a vendor for your event, please make sure your vendor is aware of these requirements and responsibilities.
7. There are no grills located in the parks. You can bring in personal gas grills but they must be placed on plywood surfaces which have been wetted down in order to protect the park turf from hot dripping oil and damage. Only propane grills are allowed, no wood or charcoal materials are allowed in parks. The City of Aspen will not be responsible for any grills left in the parks after the event.
8. All parks close at dark which in the summer season is estimated around 9 pm. No activities are allowed after dark including removal of tents, tables, chairs, etc. unless prior arrangements are made in writing with Parks staff.
9. Applicant, attendees, and any hired vendors working with the applicant will comply with all City of Aspen Rules, Regulations, and Ordinances without exception.
10. Applicant will be responsible to ensure compliance to any current public orders related to COVID-19.

II. Canary Initiative & Environmental Health Conditions Agreement re Parks Use:

Aspen City Council passed an initiative that requires events on City properties to meet ZGreen event standards. By accepting this waiver, you agree that you have read and will abide by the guidelines and requirements as stated and that you will contact the City of Aspen's Environmental Health Department for full details on compliance at [Sustainable Events](#) or by calling the Environmental Health office at PH: 970.920-5039.

Required actions: Set-up and clearly label recycling bins in all areas of the event. Recycling bins must be paired with trash cans and items separated and removed immediately after the event. Suggested actions: Use reusable linens, cutlery and dishes; or products that can be composted. Do not allow the sale or giveaway of bottled water, use water in reusable multi-use containers that you provide. Avoid the use of Styrofoam products.

III. Intent to Use Amplified Sound or Music in Parks Agreement:

Aspen's noise ordinance outlines the maximum noise levels allowed during daytime and nighttime hours in each of the City's zone districts. Please contact the City of Aspen's Environmental Health Dept. for a full set of rules and regulations on the noise ordinance at PH: 970.920.5039 or visit their website at: [NOISE](#) for more details. Special Event Permit holders may be granted a waiver to the maximum decibel levels outlined in the noise ordinance depending on whether the event is open to the public or private. If a waiver is granted, please familiarize yourself with the guidelines for Special Events located in our [FAQ's](#) (#8). Environmental Health has a noise meter you may borrow to ensure your compliance. Neighbor notification will also be required. Please contact Kirstin.klein@cityofaspen.com or 970.429.2094 if you have additional questions.

IV. Parks Stake Agreement:

In order to prevent any damages, please try to use sand bags or water weights for any tent structures. If you plan to place stakes into the ground (for a tent, canopy, pop-up tent, blow up structure, etc.), then the installation Vendor or Applicant MUST schedule an appointment with the Parks Dept. Irrigation Crew in order to secure placement of the structure. You must do this at least one week in advance of your activity. Please call the Parks Department at 970-920-5120 to schedule an appointment or for more information. Applicant and any hired vendors will be responsible and charged for any and all damages done to the Park or any related parks systems including irrigation.

V. Parks Food, Merchandise and/or Alcohol Agreement:

Events that are selling food, merchandise may be required to obtain additional permits. Staff can help you determine if a [Temporary Food Service Permit](#) or [Temporary Sales Tax/Business License](#) is needed.

Events that are open to the public and serving/selling alcohol are required to obtain a [Special Event Liquor Permit](#). Applications must be submitted a minimum of 14 business days prior to the event. Private (invitation only) events are not required to obtain a liquor permit, however the host must obtain insurance to cover the event. As needed, staff can guide you through the steps needed to comply with regulations for serving alcohol at your event. Additional information can be found under our [FAQ's](#) (#3).

By accepting the park use permit, and by signing this waiver agreement (or by sending an email to kirstin.klein@cityofaspen.com), I agree to adhere to all of the permit conditions.

Agree upon and signed: _____, Dated:

_____.