



**PARK, SPECIAL EVENT & PARK SHELTER USE REQUEST**

Individual/Group/Organization Name (Applicant): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Type of Organization (Check One):

Association    Corporation    Family    Business    Unaffiliated Group    Other \_\_\_\_\_

501 ( c ) ( 3 ) Non-Profit Organization: \_\_\_\_\_

Specific Facility Requested: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Specific Purpose/Activity (Description of Use): \_\_\_\_\_

Estimated Number of Participants/People Involved in the Activity: \_\_\_\_\_

Please List Any Special Conditions: \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Questions**

Is a Town of Jackson or Teton County Special Event Permit required?

Yes  No    If yes, has it been applied for?     Yes  No  
 Has it been received?     Yes  No

Parking Plan: \_\_\_\_\_

Will you require erecting any type of structure, utilization of electrical or other utility service?

Yes  No    If yes, please explain: \_\_\_\_\_

Will you be placing of any form of equipment or vehicle on or within the facility?

Yes  No    If yes, please describe in detail: \_\_\_\_\_

Will admission be charged?

Yes  No    If yes, what is the charge: \_\_\_\_\_

Will any service, goods, food or beverages be sold or will any activity proposed for the facility involve the payment of money?

Yes  No    If yes, please describe: \_\_\_\_\_

Will alcoholic beverages be sold?     Yes  No    If yes, please state the license under which sales occur: \_\_\_\_\_

*\*Please note if the group is 75 or more, it is considered a Special Event, and the Applicant will be required to provide an additional porta-toilet is required.*

*\*\*For all groups, trash must be removed from the premises by the Applicant at the end of the rental.*

*\*\*\*Driving onto the grass or turf at any park is prohibited. By doing so, you will forfeit your entire deposit.*

**Park Shelter Reservation Fees**

Non Profit Organization*	\$30 for 3 hours	<b>Total</b>
Commercial Organizations/For Profit*	\$50 for 3 hours	_____

		_____
--	--	-------

**Special Event Reservation Fees**

Non Profit Organization	\$75 for 3 hours or \$250 per day	_____
For Profit/Charging Admission/Vendor Sales	\$400 per day	_____

		_____
--	--	-------

**Weddings & Reunions**

Resident	\$250 per day	_____
Non – Resident	\$325 per day	_____

		_____
--	--	-------

**Additional Services/ Fees**

Lights	\$10 per hour	_____
Pre-Event Set Up	\$30 per hour	_____
Irrigation Locates	\$32 fee	_____
Irrigation Adjustments	\$32 fee	_____
Electrical Hook-ups	\$20 per day	_____
Mowing	\$42 per hour	_____
Special Event Deposit	\$200 per day	_____

Deposit Due: \_\_\_\_\_

**Total Due:** \_\_\_\_\_

*\*Please note if the group is 75 or more, it will be considered a Special Event.*



**PARK, SPECIAL EVENT & PARK SHELTER USE REQUEST**

The UNDERSIGNED, having represented to the Teton County / Jackson Parks and Recreation Department that the foregoing is a true and correct statement of the intended use of the facility set for the above, hereby agrees for himself / herself and for the applicant entity or sponsoring agency to the following conditions for the issuance of a permit for the use of such facility:

1. **Use:** The use of the facility shall be on the date, at the times, and solely for the activities and purposes approved herein and for no other use or purpose whatsoever.
2. **Deposit:** If a deposit is required, it will be refunded after usage. The department reserves the right to keep any and all of the deposit to cover the cost of any cleaning, repairs, replacement, trash removal or other expense incurred by the Teton County / Jackson Parks and Recreation Department as a result of the applicant's failure to perform strictly under the terms of this agreement and to leave the facility in the condition in which it was found.
3. **Compliance:** Applicant agrees that any use made of the property or facilities referred to herein and any erection of structures, construction, moving of any equipment, vehicles, or the performance of any other work shall be accomplished in a manner approved by and satisfactory to Teton County / Jackson Parks and Recreation Department.
4. **Observance of Laws and Standard of Care:** Under this Agreement, the applicant shall comply with all applicable state, municipal, local laws, and park rules and regulations and shall observe a standard of care which avoid any injury to or inconvenience of the public or other users of the facility. Applicant shall assure that the use of the facility shall not constitute a nuisance or breach of the peace and understands that the undersigned Applicant shall be personally responsible and liable for any breach of this term.
5. **Damage:** The Applicant shall not alter, destroy, displace or damage the facility or any property located thereon, and shall promptly replace, return, repair and restore any such property to a condition satisfactory to the Teton County / Jackson Parks and Recreation Department in a clean and sanitary condition.
6. **Indemnification:** The applicant, for himself / herself and for any agency or other entity which he / she represents, expressly agrees to defend, indemnify and save harmless the Teton County / Jackson Parks and Recreation Department, its board members, directors and employees, and the public officials and employees of the Town of Jackson and the county of Teton, Wyoming from, and against any and all loss, damage, claim of liability whatsoever, including claims for negligent acts or omissions, arising from personal injury, death, or damage to property of the Applicant and the entity that he / she represents, from any or their employees or other persons directly or indirectly affiliated therewith, or from any the guests, invite or licensees of the Applicant due to the exercise of the privileges granted in the Agreement.
7. **Insurance:** Should the applicant be required to provide liability insurance, it shall cause the Teton County / Jackson Parks and Recreation Department to be a name insured thereunder.
8. **Expenses:** Any cost, expense or liability connected with or in any manner incident to the granting of the permit shall be borne by the Applicant and any entity that he / she represents, shall agree to pay all costs arising out of the breach thereof, including a reasonable attorney's fee, which may be incurred in the collection of any sums due.

Signed and agreed by: \_\_\_\_\_  
*Applicant* *Date*

**CREDIT CARD DEPOSIT GUARANTEE**

Agreement entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Teton County Parks & Recreation, Jackson, WY, 83001, hereinafter referred to as "Licensor", and \_\_\_\_\_, of \_\_\_\_\_, hereinafter referred to as "Licensee". I, \_\_\_\_\_, as the Licensee of the Teton County Parks & Shelters, hereby authorize the use of my credit card listed below as the guarantee for the cleaning/security deposit(s) in association with my use of the Teton County Parks & Shelters. These deposits shall be in the amount of \$\_\_\_\_\_.

Credit Card (circle one):      Visa      MasterCard      Discover      AMEX  
 Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ CVN# \_\_\_\_\_ Billing Address: \_\_\_\_\_

In guaranteeing my deposit in this manner, I agree to give Teton County permission to run this credit card in the event that the need arises to withhold this deposit, as outlined in my signed contract for the use of the Teton County Parks & Recreation.

\_\_\_\_\_  
*Signed* *Date*

FOR OFFICE USE ONLY: APPROVED BY: _____ TITLE: _____
Fee Charged: \$ _____ Security Deposit: \$ _____ <span style="float: right;">Fee Paid: \$ _____</span>