

Island Grove Regional Park Greeley, Colorado

ISLAND GROVE POLICY HANDBOOK **PRIVATE EVENTS**



COME PLAY IN OUR PARK!

Scheduling Office 1229 D. St. Greeley, CO 80631
970.350.9339 or 970.350.9392
www.greeleygov.com/islandgrove

Revised: 6/7/23

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ISLAND GROVE STAFF CONTACTS

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<u>Events Coordinator</u>	<u>Rochelle Peth</u>	<u>970.350.9339</u> <u>970.371.1210</u>	rochelle.peth@greeleygov.com
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<u>Facilities Supervisor - Buildings</u>	<u>Debra Warner</u>	<u>970.336.4093</u> <u>970.371.5969</u>	debra.warner@greeleygov.com
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<u>Crew Leader - Evenings</u>	<u>Gilbert Sifuentez</u>	<u>970.371.5964</u>	gilbert.sifuentez@greeleygov.com
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ISLAND GROVE ADVISORY BOARD

<u>Greeley City Council</u>	<u>Tommy Butler</u>
<u>City of Greeley</u>	<u>James Herman</u>
<u>Weld County Commissioner</u>	<u>Lori Saine</u>
<u>Weld County</u>	<u>Bill Hall</u>
<u>Weld County</u>	<u>Tim Magnuson</u>
<u>Joint Appointee</u>	<u>Richard Quaco</u>

CONCESSIONAIRES

Liquor – All Island Grove Facilities

Park Concessionaires, L.L.C., 3502 W. 10th St., Greeley, CO 80631
Deb Nelson 970.576.2044 or Leona Larson 970.302.8746

Food – All Facilities

Contact Rochelle Peth at 970.350.9339 or Jenn Barday at 970.350.9392 for more information.

Administrative Guidelines: City Facilities and Venues

Booking

City staff booking entertainment into any City facility or venue mirrors the process followed by many public venues throughout the country. The operational management seeks out and schedules events that reflect the venue's purpose, mission, and design, using advisory boards as sounding boards. In regards to outside requests to reserve a City venue, the operational management may deny such request based on the following: (1) unpaid balances owed to the City venue or similar venues that are known to the City, (2) past history or reputation of disruptive incidents in a City venue or similar venues, (3) when an organization, individual, or event has been misrepresented in its identity, nature, and/or content, (4) when the requesting organization or individual violated laws, ordinances, rules and regulations or the contract provisions and/or acted or operated in a manner which constitutes a nuisance and/or disturbance, (5) in the opinion of the operational management that the request may cause undue or unusual damage to the City venue, (6) may cause in the opinion of operational management security concerns, (7) the request conflicts with a similar request previously scheduled on or near the venue, and/or (8) in the opinion of operational management the event will not take place causing a loss of revenue to the facility.

Operational management denials may be appealed to the Culture, Parks and Recreations Department Director or the Director's designee.

It is the City of Greeley, Colorado's policy to allow the use of facilities owned by the City of Greeley and Weld County at Island Grove Regional Park on a rental basis.

Organizations that have scheduled an event the previous year will be given priority in requesting dates for the following year.

Rental or Use Endorsement

The rental and use of city facilities shall not constitute an endorsement by the City of Greeley of an organization or group or any particular issue or perspective related to programs presented in the facility.

Federal, State Laws, City Ordinances

Any group or organization using city facilities or venues shall comply with all federal, state, and local laws and regulations.

Insurance

For public events, the Tenant shall obtain and maintain full force and effect during the Tenant's use and occupation of the facilities, at Tenant's sole expense, sufficient general or public liability insurance.

The Tenant shall furnish the City, thirty (30) days before Tenant's occupancy of the facility, a copy of the said policy of insurance. Failure to provide insurance within the time stated shall immediately terminate the rental agreement.

More information is available on page 10.

BOOKING POLICIES

1. Booking events on dates not secured by annual user groups are done on a first-come, first-served basis up to 6-12 months in advance depending on facility and/or event type. For more information contact the Scheduling Office.
2. It is the policy of the City of Greeley to allow the use of facilities owned by the City of Greeley and Weld County at Island Grove Regional Park on a rental basis to groups when such rentals do not interfere with the schedules of annual user groups, both public and private.
3. All tenants of the Island Grove Regional Park complex, all ground facilities, and premises (including annual events) are reminded that it is their sole responsibility to initiate and complete proper forms for event bookings for future facility usage.
 - Annual users must notify the Island Grove Regional Park Events Coordinator in writing or email to reschedule their annual event no later than 2 weeks after their current event. Failure to do this may result in forfeiting of any rights of priority option for rental. The City of Greeley will not be held responsible for complying with this policy.
4. Like events will not be booked within 12 days before or 12 days after the previously booked date for a like event, where sales of tickets and/or like products are sold. This policy may be waived if the first Lessee provides a signed letter permitting the second event to the Island Grove Events Coordinator.

Fees & Deposits

1. Fees for Island Grove Regional Park are approved each year by the Greeley City Council during the budget process. These rates are in effect from January through December of the following year. All charges will be at the rate established for the year when an event is held.
2. Fees for the day before and after an event that are strictly for setup and teardown only are available for a discounted rate and will be limited to half-day access (6 hours maximum)
3. A deposit will be taken at the signing of the contract and will be forfeited upon cancellation depending on the circumstances as stated in the cancellation policy below.

CANCELLATION POLICY

- a. The rental fee and damage deposit listed below for the following facilities is due in full at the time of booking:

▪ Bunkhouse and Buckle Club	\$300 damage deposit
▪ Poudre River Pavilion**	\$200 damage deposit
▪ Platte River Pavilion**	\$100 damage deposit
▪ Conference Rooms	
• One Room	\$300 damage deposit
• Two or More Rooms	\$500 damage deposit

If canceled, the refund policy for the rental rate is as follows.

<u>Canceling Time Frame</u>	<u>Amount Forfeited by Lessee</u>
60 days prior the event	No Refund
61-90 days prior to the event	\$250
Over 90 days prior to the event	\$200

Big Thompson Pavilion and Mt. Elbert Pavilion No Refund**

**** In the event of inclement weather, no refund will be given for pavilion rentals****

Rebooking fee - \$50 prior to 90 days until the event date. Under 90 days will result in cancellation and cancellation policy will apply. Up to the discretion of the park manager and scheduling coordinator.

In the event that a disturbance occurs, and the Police Department is called, the event will be closed, and everyone will be evacuated. This is a rule, no matter what time it is, and all rental fees are forfeited.

- b. **Rental fees for all other facilities**, Lessee must pay a \$500 down payment if total rental fees are less than \$1,000 and must be made on the date the reservation is made. The down payment will be applied towards Lessee's total rental fee, the remainder of the rental fee due in full no less than two weeks before the reservation date. A \$550 refundable damage deposit is due at the time of booking, along with the down payment, and is refunded if the buildings are left as policy requires. A series of events held on consecutive weeks need only to pay one deposit, which will be banked and applied to the last event in the series.

If Lessee/Tenant cancels before a scheduled event and the rental fee is more significant than \$600, money paid will be forfeited according to the following:

<u>Canceling Time Frame</u>	<u>Amount Forfeited by Lessee</u>
90 days prior to event	No Refund
91-120 days prior to event	\$750
Over 120 prior to event	\$550

Rebooking fee - \$50 prior to 90 days until the event date. Under 90 days will result in cancellation and cancellation policy will apply. Up to the discretion of the park manager and scheduling coordinator.

- 4. All events held at Island Grove Regional Park that charges admission or participant fees are subject to fees and taxes due and an additional admission/entry fee as follows.

<u>Participant/Entry Fees</u>		<u>Admission Fee</u>	
All Entrees	\$1.50/each	Events Charging \$6.00 or less	\$.50 each
		Events Charging \$6.01 or more	\$1.50 each

- These fees are split accordingly, 1/3 of the collected fees will be deposited as revenue in the appropriate account and 2/3 will be deposited into the Island Grove Improvement fund which includes improvements or emergency repairs. In the past these have included adding air conditioning to the Event Center and adding additional RV hookups throughout the park.

- 5. Changes for the Event Center color scheme lighting will be charged an additional fee of \$25 per light change.
- 6. For all Island Grove facility rentals, except the Bunkhouse, Buckle Club, Pavilions, and Greeley Saddle Club, an Island Grove facility service employee must be on site. Labor fees for facility workers are the responsibility of the Lessee at a council-approved fee. For more information please reference our rental fees packet.

General Policies and Procedures

1. Island Grove facilities are closed and not available for rent on Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
2. The Lessee will be responsible for all damages to the property, except natural wear and tear occasioned by reasonable and careful use thereof.
3. The Lessee will be responsible for set up and rough clean up. Set up by Island Grove staff is available for an additional fee.
 - The Lessee will be required to pick up all trash and place trash in the appropriate containers including picking up trash in the parking lots and surrounding areas outside.
 - Lessee is responsible for cleaning out horse stalls used and removal/disposal of livestock bedding
 - Events that generate excessive trash that requires extra trash removal by Island Grove's trash provider, must pay an additional fee.
 - Island Grove staff is responsible for taking down and stacking tables and chairs.
4. Island Grove may require the Lessee to furnish security during its activity. Lessee will provide staff and other personnel (ex. Security, ushers, announcers, signor for hearing impaired, audio/visual technician, etc.) to conduct its activities in the facilities.
5. Reserved parking for the C.S.U. Extension office and Greeley Stampede staff must be maintained. Violators will be towed at Lessee's expense.
6. Island Grove operating hours

Monday through Thursday	6:30 a.m. to 10:00 p.m.
Friday and Saturday	6:30 a.m. to 12:00 a.m.
Sunday	6:30 a.m. to 10:00 p.m.

Buildings will be closed and locked no later than 10:00 p.m. Sunday- Thursday and 12:00 a.m. Friday and Saturday

- For all events serving alcohol, liquor services shall cease at 8:45 p.m. Sunday-Thursday and 10:45 p.m. Friday and Saturday. All other activities shall stop one (1) hour prior to the building closing time

The rental period starts when a building/facility is first opened the Lessee, not when the event begins. The rental period ends when all occupants have exited and doors are locked.

All facilities must be completely vacated by closing time. Including all personal items, decorations, entertainment equipment and rough trash, or you will be charged **\$50 per minute** after that.

7. A Lessee, its agent, and immediate family are limited to no more than six corresponding date events per calendar year. An event is defined as one continuous activity/celebration not exceeding three days at a time. For events such as the Weld County Fair, Greeley Independence Stampede, and sponsored activities, reserved dates may be granted together at the discretion of the City of Greeley and Director of Culture, Parks & Recreation.
8. Lessees may not post or exhibit any signs, advertisements, show bills, posters, or cards of any description in or on the facility without prior permission from the Island Grove Facility Manager.

Lessee will provide Island Grove Events Coordinator with all show/event premiums, flyers, admission fees, time of event, and contact phone numbers to schedule staff and provide information to the public.

9. The City of Greeley and Weld County will not be responsible for any items left at any Island Grove Regional Park facilities.
 - Anything left in the facility following the conclusion of the event may be removed or placed in off-premises storage and arranged by the Island Grove Regional Park Facility Manager at the sole expense of the Lessee.
 - The Lessee expressly releases the City of Greeley from all claims for loss or damage of any kind or nature arising

from such removal and storage.

10. Lessees may not undertake any plumbing, electrical, carpentry, or mechanical work on any of the facilities without prior authorization of the Island Grove Regional Park Facility Manager.
11. City of Greeley staff members will be in uniform and have identification/name tags allowing them entrance to all areas of the facilities except where there is danger or when it would interfere with the program or performance (identifications are not to be used for seating)
- 12. When helium Mylar or latex balloons are used for decorating in the buildings, a \$25 fee may be assessed to cover damages with the balloons and string. Balloons with confetti or glitter inside are prohibited. Lessee will forfeit damage deposit if helium tanks are left behind at the facility after rental has ended.**
- 13. Lessee is not permitted to use nails, tacks, duct tape, fake snow, glitter, confetti, balloons with confetti or glitter inside of them, powder/confetti cannons or silly string in Island Grove's facilities. Command Strips are highly recommended. ALL GENDER REVEAL ACTIVITIES MUST BE APPROVED BY THE SCHEDULING OFFICE.**
- 14. Bouncy houses, pinatas, mechanical bulls and water balloons are not permitted in the park areas. Canopies may be used but they will need to be weighed down with sandbags. Stakes are not permitted.**
15. All exits must be unobstructed according to the City of Greeley code, and the exit signs must be in clear view to occupants in the buildings.
16. Island Grove management prohibits the open carry of firearms within the grounds and in all facilities at Island Grove Regional Park unless a hunting permit has been granted, according to the Chapter 7.30 of the Greeley Municipal Code unless otherwise authorized in writing by the Island Grove Regional Park Facility Manager. Island Grove management prohibits the possession of firearms without a permit in compliance with the Colorado Revised Statute (C.R.S) 18-2-214 (Concealed Carry). Island Grove management retains the right to restrict the carrying of concealed weapons into building or portions of facilities that are not open to the public. Island Grove management reserves the right to limit the carrying of concealed weapons on the grounds and into all buildings at Island Grove Regional Park, which have been leased, whether permanently or temporarily, to a private tenant.
17. The policy for Island Grove's recreational vehicle waste dump station is as follows:

Section 14.12.250 (a) of the City Code, the discharge of any waters containing toxic or poisonous solvent, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to contaminate the sledges of the City wastewater treatment facilities, to injure, interfere with or pass through any sewage treatment process, to constitute a hazard to humans or animals, to create a public nuisance, or to create any hazard in the receiving waters of the wastewater treatment plant is prohibited

INSURANCE

The Lessee agrees to indemnify, hold harmless, and defend the City of Greeley, City Council, Weld County Board of Commissioners, and all employees and agents thereof, for any damage to either property or persons resulting from accidents, injury, or other incidents resulting from Lessee's use of the facility. Notwithstanding the preceding and in addition to any insurance coverage carried by the Lessor.

A lessee further agrees to indemnify, hold harmless, and defend the City of Greeley and Weld County for all damages resulting from accidents, injuries, or other incidents caused in whole or in part by any negligent act or omission of Lessee, or anyone directly or indirectly employed by Lessee, or whose act for which Lessee may be liable unless the City of Greeley grants a waiver of insurance.

The Lessee agrees that before using said facilities, it will furnish the Lessor with proof of insurance satisfactory to the City of Greeley, Director CPRD. Such insurance will include contractual liability coverage and will provide insurance in the following amounts.

For Public Events

- A comprehensive general liability insurance policy with minimum limits of \$1,000,000 to \$5,000,000 combined single limits for each occurrence.
- Worker's compensation and employer's liability insurance, which will cover the obligations of the Tenant, in accordance with the provisions of the Worker's Compensation Act, of Colorado, as amended. (Art. 40 to 47 of Title 8, C.R.S.)

For Private Events

- Liability insurance that includes coverage for bodily injury with a minimum limit of \$1,000,000 combined single limits for each occurrence may be required.

For Public and Private Events with Special Event Permits for Alcohol

Alcohol is sold by a licensed concessionaire only. Insurance for events where alcohol is served will be provided at the Lessee's cost as a service by the concessionaire.

- *At least two weeks before the scheduled event, the Lessee/Tenant will provide a certificate(s) of insurance to the City of Greeley / Island Grove Regional Park, demonstrating that the insurance mentioned above requirements have been met and that such policy or policies will be in effect throughout the contracted period and at such times before that the contracted period as Tenant may reasonably expect to be conducting activities within the area of leased facilities.*

Events with Livestock and Automobile/Motorcycles

A comprehensive general liability insurance policy with a minimum limit of \$5,000,000 combined single limit for each occurrence. These events must meet the approval of the City of Greeley's Safety Manager.

ALCOHOL, FOOD, & SECURITY

Alcohol

The serving and sale of alcoholic beverages at Island Grove Regional Park buildings and grounds are by the licensed concessionaire or by special event permit.

Island Grove Liquor Concessionaire

Park Concessionaires: 3502 W. 10th St., Greeley, Co 80631 970.576.2044 or 970.352.9371.

Insurance for events where alcohol will be served is the responsibility of the liquor concessionaire. Liquor concessionaire may charge a fee for this service.

Island Grove has the following security policies for events where alcohol is served:

- Events where alcohol is present require two (2) security guards per every 100 attendees up to 300 attendees. After 300 attendees, one (1) security guard is required for every 100 attendees. There is a two (2) security guard minimum on events with less than 100 attendees.
- Once event guests have vacated the facility, two (2) security guards must remain at the facility until all remaining persons have vacated the facility (band members, decorators, vendors, etc.)
- Absolutely no outside alcoholic beverages are permitted inside the facilities at Island Grove Regional Park. If outside alcoholic beverages are present, the event will be closed, everyone will be evacuated and all rental fees including the damage deposit will be forfeited.
- It is the responsibility of the renter to set up security for their event. A list of approved security companies can be obtained on our website or by contacting the scheduling office.
 - Jenn Barday – Jenn.barday@greeleygov.com or 970.350.9392
 - Rochelle Peth — Rochelle.peth@greeleygov.com or 970.350.9339
- **Renter is required to provide the scheduling office with a copy of their security contract no later than two weeks prior to their scheduled event.**
- *Security requirements are subject to change at any time.*

Food – Island Grove Catering / Concession Fee

- For all private events where food is being served, a \$1.50 surcharge fee per person will be added to the contract. Renters may bring in their own food or use any caterer of their choice. Private events with less than 100 attendees are exempt from this policy.. Please contact the Scheduling Office for more information or questions regarding this policy.
- For all public events where food is served or sold, food vendors will be charged 15% of all food and beverage sales and must be approved by the Scheduling Office at least 2 weeks prior to the event. The City reserves the right to officially approve caterers and concessionaires to sell, give away food, beverages, periodicals, programs, and other merchandise.
- Events that provide free food (i.e., the Stampedes' Gold Spur City) or events that offer to taste and charge an entry fee (i.e., Taste of Weld County and the Colorado Oil and Gas Chili Cook-off) will be exempt from this policy.
- Weld County Extension offices and 4-H groups or clubs providing food services for their events will be exempt from this fee. However, if they supply food service to other events, they will be subject to this policy.

FIRE AND LIFE SAFETY REQUIREMENTS

FOR ALL EXHIBITORS PARTICIPATING IN SHOWS AT ISLAND GROVE REGIONAL PARK

City of Greeley Fire Department
1155 10th Avenue, Greeley, CO 80631
970-350-9500

POLICY FOR PUBLIC DISTRIBUTION NUMBER 25-1

This policy is meant to provide necessary information for the most common conditions and situations. A permit and plan review is required for events held at Island Grove Regional Park. Questions can be addressed to the Fire Department by calling 970-350-9500 between 8 am and 5 pm, M-F.

1. A sponsor of a show may be required to submit both a floor and site plan to the City of Greeley Fire Department a minimum of 10 days before the event.
2. All exits from the builds will remain unlocked and free of obstructions while the building is occupied. Exit signs must remain visible. A 48-inch aisle way to exit doors will be maintained inside and outside of buildings.
3. There will be no spraying of flammable or combustible paints or primers. This includes, but is not limited to, aerosol cans. All paint or chemical touch-ups must be done before arrival at City or County-owned property.
4. When displaying motorized equipment inside any park facility, the equipment shall have:
 - a. At least one battery terminal disconnected.
 - b. Fuel tanks will contain less than 5 gallons or be less than one-fourth full, whichever is less.
 - c. Fuel tanks will be sealed to prevent the escape of vapors.
 - d. Fuel systems will be free of all leaks.
 - e. Absorbent padding must be placed under all oil leaks. No granular oil absorbent is allowed.
5. All fire extinguishing equipment must be unobstructed and visible.
6. All drapes, hangings, curtains, drops, and other decorative material, such as hay or straw, etc., will be treated or maintained in flame-retardant conditions. A certificate or further acceptable proof of fire-retardant treatment will be provided to Fire Prevention personnel.
7. The sale, display, storage of gun powder (smokeless or black) are not permitted on the City of Greeley property.
8. Demonstrations or operation of any heat-producing devices or sources of ignition, including but not limited to heaters, stoves, barbecue, candles, torches, lanterns, internal combustion engines, or any other open flame, must be approved by the Greeley Fire Marshal. No fireworks or other open flames will be allowed unless said devices have a permit issued by the City of Greeley Fire Department. (Permit information is available through the Fire Department. The permit application requires 48 hours advance notice before an event. The inspection of fireworks can take place up to two hours before an event.)
9. No liquid petroleum gas will be allowed in the buildings. All outdoor liquid petroleum gas requires a special permit from the Fire Department.
10. Compressed gas cylinders must be secured in all areas, especially food preparation areas.
11. Smoking is not permitted in any City of Greeley or Weld County building or Arena Grandstands.
12. Guest may smoke outside any building in accordance with building signage.
13. No parking is allowed in posted fire lanes. Any unattended vehicle in a fire lane will be ticketed or towed at the owner's expense.
14. No parking is allowed within 20 feet of a fire hydrant. Nothing will be attached to fire hydrant; fire hydrants will remain fully visible at all times.
15. All electrical hookups will be made by a licensed electrical contractor.
16. No glass containers are allowed in Island Grove Regional Park. (Greeley Municipal Code #13.40.055 Ordinance N)

For further information or additional questions, please contact Greeley Community Safety 970.350.9510

ISLAND GROVE

REGIONAL PARK

607 N. 15th Avenue, Greeley, Colorado 80631



