



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 www.norwoodtown.com

NORWOOD RESERVATION REQUEST

Submit form to cross@norwoodtown.com

Event Organizer or Person Responsible: _____

Requested Date/s: _____ to _____ Time/s: _____

Mailing Address: _____

Day Phone Number: _____ Evening Phone Number: _____

Briefly describe your event: _____

COMMUNITY CENTER RESERVATIONS ONLY

How many people are you expecting? _____ Will there be music? ☐ No ☐ Live ☐ Amplified

Do you need access to the kitchen? ☐ No ☐ Yes If yes, will you be cooking in the kitchen: _____

CHAIR/TABLES RESERVATION ONLY

How many chairs/tables do you need? _____

- If chairs/tables get broke or not all returned, replacement costs will be charged to the Event Organizer.

FOR PARK RESERVATIONS ONLY

Will you erect a tent? ☐ No ☐ Yes If yes, a set up schedule is required.

How many people are you expecting? _____ Will there be music? ☐ No ☐ Live ☐ Amplified

Events that wish to erect a tent or fencing must obtain written permission from Public Works Department

- The area must remain open to the public at all times (unless liquor license is obtained).
- Alcohol cannot be sold (unless liquor license is obtained), and glass is not permitted in the Town Park.
- Events must bring their own trash bags and cleaning supplies. Each organization is responsible for clean up.
- **MOTORIZED VEHICLES ARE NOT ALLOWED** in the park area or on pathways in Town Park.
- Landscape of facility damages will be billed to Event Organizer at replacement cost PLUS 15%.



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COMMUNITY CENTER RENTAL

\$20 - Up to 4 hours
\$40 - All Day
\$25 - Kitchen Use

CHAIR RENTAL

\$10 - Up to 25 chairs
\$20 - Over 25 chairs

TABLE RENTAL

\$5 each

PARK RESERVATION

\$ No Charge \$

COMMUNITY CENTER DEPOSIT

\$15 - \$25 depending on event and number of people attending
\$200 deposit if alcohol is being served

- Deposit will be returned if checklist is adhered to and no damages
- If a self-addressed stamped envelope is not included with your deposit, your check will be torn up after the event

CHAIR and TABLE DEPOSIT

\$ No Deposit Required \$

- If table or chairs are broken or not returned, replacement costs will be charged to the Event Organizer.

ADDITIONAL CLEANING CHARGE

\$25 an hour will be charged to Event Organizer if staff must clean chairs, community center or park.

I have read and fully understand all information on the Norwood Reservation Request. As designated individual or representative of the organization or group listed on the request, I agree or state the organization or group will not hold the Town of Norwood, Norwood Water Commission, Norwood Sanitation District, Board of Trustees or any Town personnel responsible for any accident or injury which may occur during the use of the Town Park, Community Center or rentals of any kind.

I further understand that the additional cleaning charges will be assessed if I/we do not follow the cleaning guidelines.
I/We understand we will be invoiced and payment will be immediately paid.

Signature

Date

FOR STAFF TO FILL OUT

<u>Rental Amount and Method:</u>	<u>Deposit Amount and Method:</u>	<u>Key Number and Date Picked Up:</u>
Town Staff Approval: _____ Cleaner Notified: _____		
PW Director: _____ Marshal: _____		
Clean Up Inspection By: _____ on _____		
NOTES: _____		
★ KEY RETURNED ON: _____ ★ DEPOSIT RETURNED OR DESTROYED ON: _____		



COMMUNITY CENTER CLEAN-UP CHECKLIST *(initial once complete)*

- _____ Trash Picked Up
- _____ Floors Swept
- _____ Floors Mopped
- _____ Tables and Chairs Returned how they were
- _____ Tables cleaned off
- _____ Trash Taken Out and Bag Replaced
- _____ Bathrooms Picked Up and Trash Taken Out

KITCHEN CLEAN-UP CHECKLIST *(initial once complete)*

- _____ Stove Cleaned
- _____ Microwave Cleaned
- _____ Pots/Pans Cleaned and Put Back
- _____ Plates, Cups, and Utensils Cleaned and Put Back
- _____ Floors Swept
- _____ Floors Mopped
- _____ Food Removed from Fridge/Freezer
- _____ Trash Taken Out and Bag Replaced

PARK CLEAN-UP CHECKLIST *(initial once complete)*

- _____ Trash Picked Up
- _____ Sweep Concrete Areas
- _____ Empty Trash Containers
- _____ Wipe Down Picnic Tables