



# City and County of Broomfield Parks and Shelter Reservation INFORMATION



Our parks and shelters are available for use from 5:00 am until 11:00 pm every day.

Parks and shelters are open to the public unless the facility has been reserved. A reservation and paid permit gives a patron sole use of a specific facility for a specified timeframe. **A permit is required for all large organized events, live bands, inflatable use, water use, and for alcohol consumption.**

Alcohol Beverage Permits are required **in addition** to a park permit if you intend to consume or serve alcohol. ***There is a \$10 non refundable administrative fee for alcohol beverage permits. Park Reservation Permits and Alcohol Permits require 10 business days to process.***

Reservations are posted at the shelters on a weekly basis to inform the public of times the facility is not available to them. We ask the public to please acknowledge the postings and adhere to times posted. The Broomfield Police Dept will enforce Parks/Shelters Permits and can be reached at 303-438-6400.

**Weather** - No refunds given for inclement weather, however, call 303-464-5509 within the first 3 days after the originally scheduled picnic to reschedule your event.

**Clean-up** - Please clean up after your group by disposing of trash appropriately. For large groups, it's a good idea to bring additional trash bags with you, as the trash receptacles tend to fill up quickly. You may leave tied trash bags by the trash receptacles for pick up. We encourage citizens to use the parks and shelters and we ask for your help to keep them clean by disposing of trash in the receptacles provided.

**Picnic Tables** - The number of picnic tables at a shelter varies from shelter to shelter. We will not be able to provide additional tables for your event; however you are welcome to bring your own tables/chairs. If you are moving the park's tables around, please move them back when your event is completed.

**Special Requests** - Please ask for prior approval if you would like to bring additional items or entertainment into the park (i.e. tents, inflatables or a live band) or if you need water access since your park permit must reflect approval of special requests and special arrangements may have to be made. If you are setting up a tent or an inflatable, staking is not permitted; you will need to use sand bags, water jugs, or concrete weights to secure it. Inflatables require a generator since the electrical outlets provided at the parks do not supply enough electricity to support large items. Driving onto a park is not permitted. You will be held responsible for damages to the park during your event.

**Cancellations/Changes** –Reservations made more than 30 days in advance require a 50% **non refundable** deposit due at time of booking. All permit balances are due 30 days prior to the event date. Reservations made less than 30 days prior to the event date require full payment at time of booking. We will do our best to contact those with unpaid balances, but cannot guarantee that renters with unpaid balances will be notified. The reservation will be cancelled and the renter will lose the deposit and lose priority on the park or shelter. Cancellations/Changes made two weeks or more prior to the event will forfeit 50% of the total reservation fee. Cancellations/Changes made less than two weeks prior to the event will forfeit 100% - the entire reservation fee.

## **RESERVATIONS**

If you are interested in reserving a Park shelter, please submit both the Parks Reservation Request form and the Parks Agreement. Scan and Email to [ParkRental@broomfield.org](mailto:ParkRental@broomfield.org) or FAX to 303-410-3825. Both forms are available at the Paul Derda Recreation Center front desk, Broomfield Community Center front desk, or online at: [www.broomfield.org/recreation/rentals/parks.shtml](http://www.broomfield.org/recreation/rentals/parks.shtml). Or call our reservation line at 303-464-5509, listen for Parks (Press "3"), and leave your request. Phone requests are taken in the order they are received and you will be called back to confirm availability within two business days.

Reservation is not final until you have paid in full and received confirmation from Broomfield Recreation Services. **Reservation requests for the upcoming year can be made beginning October 1<sup>st</sup>.**

***Broomfield County Commons and West Interlocken Park are available for requests after March 1<sup>st</sup> with Limited Availability.***



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## PARKS AND SHELTER HOURLY FEES

### **PREMIUM SHELTERS** (Larger Shelter with Permanent Restroom)

Community, East Interlocken, Midway-Girl Scout Shelter, Northmoor

*Limited Availability:* Broomfield County Commons - Main Pavilion, West Interlocken

Number of Guests	Broomfield County Resident Fee Per Hour	Non Resident Fee Per Hour
Under 50	\$18.00	\$36.00
51-100	\$28.00	\$56.00
101-200	\$45.00	\$90.00
201+	CALL	CALL

### **REGULAR SHELTERS** (Regular Shelter with Portalet)

Broadlands, Country Estates, Lac Amora, Outlook, Quail Creek, Trails at Westlake, Wildgrass, Highland, Legacy, Broomfield County Commons-Yellow East, Yellow West

Number of Guests	Broomfield County Resident Fee Per Hour	Non Resident Fee Per Hour
Under 50	\$14.00	\$28.00
51-100	\$22.00	\$44.00
100+	CALL	CALL

For a **Full List of Parks & Shelters**, please visit: <http://www.ci.broomfield.co.us/recreation/rentals/parks.shtml>

<b>PARK AMENITIES</b>	<b>Intersection</b>	<b>Fee</b>	<b>Shelter Size</b>	<b>Restrooms</b>	<b>Playground</b>	<b>Elec.</b>	<b>BBQ</b>	<b>Misc.</b>
Community	W. 2 <sup>nd</sup> Ave & Main St.	Premium	Large	Permanent	Yes	Yes	Yes	Tennis
East Interlocken	Interlocken Pkwy & Interlocken Blvd	Premium	XL-2 Shelters	Permanent	No	Yes	Yes	
Midway – Girl Scout Shelter	W. Midway Blvd & Laurel St	Premium	Large	Permanent	Yes-Sensory	Yes	Yes	
Northmoor	E. 13 <sup>th</sup> Ave & Birch/Cedar St	Premium	Large	Permanent	Yes	Yes	Yes	Basketball Tennis
Broomfield County Commons – Main Pavilion <i>**Limited Availability**</i>	E. 13 <sup>th</sup> Ave & Sheridan Blvd (east side)	Premium	Extra Large	Permanent	Yes	Yes		
West Interlocken	455 Eldorado Blvd	Premium	Medium	Permanent	No	Yes	Yes	Tennis
Broadlands	Meadow Mountain Dr & Sheridan Blvd	Regular	Medium	Portalet	Yes	No	Yes	
Country Estates	North of 136 <sup>th</sup> Ave on Aspen St	Regular	Medium	Portalet	Yes	No		Basketball Inline Hockey
Lac Amora	Oak Circle N & Miramonte Blvd	Regular	Medium	Portalet	Yes	No	Yes	
Outlook	W. 136 <sup>th</sup> Ave & Main St.	Regular	Medium	Portalet	Yes	No	Yes	Volleyball
Quail Creek	W. 138 <sup>th</sup> Ave & Zuni St.	Regular	Small	Portalet	Yes	No	Yes	
Wildgrass	Sheridan Blvd & Eagle River Loop	Regular	Small		Yes	No	Yes	Basketball Tennis