



PARKS, RECREATION, AND SENIOR SERVICES



PARK SHELTER RESERVATIONS

To make a Reservation, please submit a request through B-REx.com. Click on Reserve and filter your search for a Park Shelter on your desired date.

Verification of residency is required to receive Resident rates for Reservations. Accounts created online will default to Non-Resident status until proof of residency is submitted in person at the Broomfield Community Center or Paul Derda Rec Center.

Our parks and shelters are available for use from 5:00am until 11:00pm every day. 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. Permit contingent upon no changes in current Covid numbers or in Public Health Guidelines. CCOB reserves the right to withdraw the permit at any time.***

Find a Broomfield park by visiting our new interactive website: <https://ospt.broomfield.org/parks>. You can search by park name or desired amenities. You can also view photos and detailed maps of each park!

Premium Shelters (Larger Shelter with Permanent Restroom)

Anthem Community Park, Community Park, Interlocken East, Midway-Girl Scout Shelter, Northmoor
Limited Availability: Broomfield County Commons - Main Pavilion, Interlocken West

# of Guests	Resident Rate Per Hour	Non-Resident Rate Per Hour
Under 50	\$19	\$57
51-100	\$30	\$80
101-200	\$48	\$143
201+	CALL	CALL

Regular Shelters (Regular Shelter with Portalet)

Brandywine South, Brandywine West, Broadlands, Commons-Yellow East, Commons-Yellow West, Country Estates, Crofton, Del Corso, Lac Amora, Legacy, Outlook, Quail Creek, Richard S Steele, Soaring Eagle, The Ridge, Trails at Westlake, Vista Highlands, Welford Farm, Wildgrass #1, Wildgrass #2

# of Guests	Resident Rate Per Hour	Non-Resident Rate Per Hour
Under 50	\$15	\$45
51-100	\$23	\$70
100+	\$38	\$114

Full payment is due at the time of booking. 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 January 2nd.

Broomfield County Commons and West Interlocken Park are available for requests after March 1st with Limited Availability.

Alcohol - Alcohol Beverage Permits are required in addition to a park permit if you intend to consume or serve alcohol. *There is a non-refundable administrative fee for alcohol beverage permits (\$15 Res / \$25 NonRes). Park Reservation Permits and Alcohol Permits require 10 business days to process.*

THE RECREATION SERVICES ALCOHOL PERMIT DOES NOT TAKE THE PLACE OF A SPECIAL EVENTS PERMIT FOR THE SALE, BY THE DRINK, OF ALCOHOLIC OR FERMENTED MALT BEVERAGES REQUIRED BY BROOMFIELD MUNICIPAL CODE AND COLORADO REVISED STATUTE. APPLICATION FOR A SPECIAL EVENTS PERMIT MUST BE SUBMITTED 30 DAYS IN ADVANCE OF THE EVENT. FOR INFORMATION ABOUT SPECIAL EVENTS PERMITS AND WHETHER ONE IS REQUIRED PLEASE CONTACT THE CITY CLERK'S OFFICE AT 303-438-6332.

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.

Food Trucks - Must be licensed to operate in Colorado, with the exception of Denver County. Additionally, a current sales tax license and proof of insurance are required. No Mobile Food Vending will be allowed at Broomfield Industrial Park, Broomfield County Commons, The Bay Aquatic Park, and Community Park Ballfield Complex *during regular business hours of the onsite concession operations.*

Special Requests - Please ask for prior approval if you would like to bring additional items or entertainment into the park (i.e. tents, inflatables, slip 'n slides, water balloons, sidewalk chalk, 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 sandbags, 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.

Changes - Reservations are not transferable between facilities/shelters. A facility/shelter change, date change, or change in contract holder will result in a cancellation and rebooking of reservation following the cancellation policy outlined below. All other changes requiring a new permit for a reservation, i.e. adding/reducing hours or adding an alcohol permit, will incur a \$15 Administrative fee. Additional fees may apply.

Cancellations - Cancellations made two weeks or more prior to the event will forfeit 50% of the total reservation fee. Cancellations made less than two weeks prior to the event will forfeit 100% - the entire reservation fee.