

**Adams County Parks & Open Space Department  
Adams County Parks Administration Building  
9755 Henderson Rd.  
Brighton, CO 80601  
303.637.8000**

**Adams County Regional Park Reserved Site**  
9755 Henderson Road  
Brighton, CO 80601

or

**Rotella Park Reserved Site**  
1824 Coronado Parkway South  
Thornton, CO 80229

**Reservations: For Parties of 25+ permit is required**

You may reserve a picnic area in advance and obtain a Picnic Permit from the Adams County Parks Administration building. Reservations are made on a walk in basis but in order to better serve you please email [Reservations@adcogov.org](mailto:Reservations@adcogov.org) or call 303.637.8000 to schedule an appointment.

**Step 1:** Walk-ins are welcome but in order to better serve you please call 303.637.8000 or email [Reservations@adcogov.org](mailto:Reservations@adcogov.org) to schedule an appointment.

**Step 2:** Bring a valid form of Identification/ Legal Residents or Proof of Lawful Presence

**Step 3:** Bring **FULL** payment (Facility Fee + Damage Deposit) we only accept CASH or CHECK at this time.

**Step 4:** Sign a contract and receive confirmation.

The following conditions, rules and regulations shall become terms for a permit. Applicant **must** comply with all of the following:

**1. Damage/Clean-up deposit for Adams County Regional Park & Rotella Park**

<u>Group Size</u>	<u>Private Use</u>	<u>Commercial Use</u>
Groups of 0-99 guests	\$ 75.00	\$100.00
Groups of 100-199 guests	\$100.00	\$150.00
Groups of 200-499 guests	\$200.00	\$350.00
Groups of 500-999 guests	\$350.00	\$500.00
Groups of 1,000 persons or more	\$700.00	\$850.00

**2. Picnic permit fees for:**

**Adams County Regional Park:** Groups under 25 may use small pavilions on first come first serve basis. Groups wanting to reserve Pavilion A or B, having a bounce house or over 25 guests must obtain a picnic permit. Pavilion A & B include shelter with approximately 12 tables, 2 charcoal grills, water, electricity, volleyball court, and horseshoe pit.

<u>Group Size</u>	<u>Resident</u>	<u>Non-Resident-Commercial</u>
Up to 200 people	\$100.00	\$150.00
201-400 people	\$200.00	\$300.00
401-600 people	\$300.00	\$450.00
601-800 people	\$400.00	\$600.00
801-1,000 people	\$500.00	\$750.00

**Rotella Park:** Groups under 25 may use pavilions on first come first serve basis. Groups wanting to reserve a pavilion, having a bounce house or having over 25 guests must obtain a picnic permit. Shelters have 4 tables and a charcoal grill.

	<u>Resident</u>	<u>Non-Resident-Commercial</u>
Per picnic shelter reserved. 50 people per shelter.	\$ 75.00	\$ 100.00

*Groups over 1,000 people must be approved for the event and fees will be based on the type of event and number of people.*

3. Alcoholic beverages shall be limited to 3.2% beer only-kegs or cans only-no glass permitted.
4. Motorized vehicles are prohibited on park grassy areas. Vehicles will **not** be allowed to drive on grassy areas for purposes of unloading and loading picnic supplies. **NO EXCEPTIONS.**
5. Commercial vendors are prohibited in the park unless approved otherwise by the Adams County Regional Park Director.
6. Tents, booths, stands, awnings, canopies, etc., are prohibited unless prior written consent has been granted from the Director of Parks.
7. Live bands, amplified sound, or public address systems are prohibited.
8. San-O-Lets required for large group picnics shall be the responsibility of the Group/Organization. San-O-Lets must be removed within 24 hours following the event.
9. Information regarding event requirements involving use of special equipment or machines must be submitted prior to the event. Approval must be obtained prior to set up of such equipment.
10. Applicant shall be responsible for placing all trash in the proper containers during and immediately following the event. Failure to place all trash in proper containers will result in Parks personnel providing labor and/or equipment required. Applicant will be billed at an hourly rate for labor at a rate of \$25.00 per hour and equipment at a rate of \$35.00 per hour . Charges shall be deducted from Applicant's damage/clean up deposit. If there is a remaining balance, Applicant must pay balance due within ten (10) days after receipt of billing.
11. The Applicant/Organization, it's employees, guests, patrons, or invitees, shall use and occupy said premises in a safe, careful and lawful manner and shall not do any act or allow any act to be done during the term of this permit which will in anyway alter, mar, deface or injure any part of said premises. The amount of any damage or destruction to the facility or the equipment provided which occurs during the scheduled event will be deducted from the damage/clean up deposit.
12. The Applicant/Organization shall indemnify and hold Adams County harmless from all claims, loss, or damage of any kind or nature whatsoever arising out of the scheduled event which may be sustained by reason of any act or omission on the part of the Applicant/Organization, it's employees, guests, patrons, or invitees, or anyone for whose acts or omissions any of them may be liable.
13. Park Rules and Regulations are applicable. These are posted at each park or trail.
14. Violation of any of the permit conditions may result in immediate revocation and/or forfeiture of damage/clean up deposit. Damage Deposit shall be refunded to the Tenant within thirty (30) days following the event and upon determination by the County that no clean up, additional fees or damage payments are required. All or part of the deposit may be retained by the County to pay for clean up, additional fees and repairs.
15. The Applicant/Organization without the written approval of the County shall not assign this permit.
16. All Dog Shows wishing to rent picnic grounds for the purpose of hosting a dog trial shall be located at Pavilion A, within the designated area determined by the Parks Department. A map showing this area will be provided to applicant.
17. All Picnics canceled less than 48 hours prior to their scheduled time are subjected to a cancellation fee totaling 1/2 of the total fees paid. The final determination of this fee will be made by the Adams County Parks Department.
18. Insurance Requirements: The Tenant will be required to procure and maintain, at its own expense when required.
19. Tenant's damage deposit shall be refunded to the Tenant within thirty (30) days following the event and upon determination by the County that no clean up, additional fees or damage payments are required. All or part of the deposit may be retained by the County to pay for clean up, additional fees and repairs.