



**Special Use Park Permit Application and Reservation**  
**Archuleta County Government**

Date: 6/18/2021

**DO NOT LEAVE ANY BLANKS**

**Fees Due** (Local Schools, United States Forest Service, Bureau of Land Management and Veterans will be exempt from fees)

Non-Refundable Application / Reservation Fee - \$25

Damage / Clean-up Deposit - \$200

Park Use Fee - \$25 per hour not to exceed \$200 per day

**Total Fees Due \$ \$625.00**

**A. Fill in the blanks**

Name of Event: Colorado State Doubles

Date(s) of Event: 9-18-2021 Time(s) of Event: 9-19-2021

Description of Event/Scope of Activities (attach narrative if appropriate and include brief route description and required facilities): Disc Golf Event.

Applicant: Organization Name: Wilderness Journeys Pagosa Inc.

Email: Kmetzler2020@gmail.com

Contact Person: Kevin Metzler Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Responsible Party for Day of Event: Name: Kevin Metzler

Mobile Phone Number: \_\_\_\_\_ Bill Alderman

Contact Name and Mobile Phone Number – Day of Event: Same as above

Number of Participants: 120-150 Entry fee per Participant: Varies 100-180<sup>00</sup>/Team

Number of Vendors: 1-3? Number of Spectators: unknown

Special Use Park Permit applications may be submitted as early as the first regular business day of the year of the event, but not less than forty-five (45) days prior to the proposed event date. Dates will not be reserved until the completed permit application and fees are received. Permits must be approved and issued prior to the event's occurrence.

**B. Vicinity Map/Site Plan**

1. Attach a vicinity map for each event application. Indicate the following items:

- Route access and circulation
- Aid stations and rest stops

2. Attach a site plan map for each event application. Indicate the following items as applicable:

- Security personnel/route marshals
- Signage
- First aid and emergency services
- Parking locations
- Food service/alcohol booths
- Water stations
- Sanitation facilities
- Trash receptacles
- Electrical sources/lighting locations
- County facilities (i.e. trails, open space, parcels, roads, etc.)

(Applicant can use Archuleta County's interactive mapping application <https://www.archuletacounty.org/152/Maps> to assist in creating vicinity map/site plan.)

**C. Parking/Traffic Flow**

- 1. List event parking areas: Parking Area
- 2. Authorized personnel to direct traffic are: \_\_\_\_\_
- 3. Will you have off-site parking? \_\_\_\_\_ If yes, how will you be moving people to the event site?  
\_\_\_\_\_
- 4. Number of parking spaces available: \_\_\_\_\_
- 5. Is parking proposed on County roads? yes If yes, list the roads: Clayton Blvd.

**D. Archuleta County Sheriff's Office/Law Enforcement**

- 1. Describe the plan for communications to be used in the event of an emergency (i.e. radio channels, cell phones, etc.): Cell phones
- 2. Will your event involve multiple Law Enforcement Agencies? (list): No
- 3. Do you anticipate hiring uniformed deputy services from the Archuleta County Sheriff's Office for ground security or traffic direction? No
- 4. Will your event interrupt the normal traffic flow on any roadway? No
- 5. Will your event seek to obtain authorization to park vehicles on any public roadway? yes

6. Have you notified the Archuleta County Search and Rescue Group of the proposed event?

No - County will contact

**E. Emergency Medical Care**

1. Describe EMS arrangements/plan: County will alter the proper authorities for situational awareness.

**F. Food Service**

1. Describe food services for this event: \_\_\_\_\_

2. List all food vendors (All must meet applicable State and San Juan Basin Health Food Service Licensing requirements): \_\_\_\_\_

**G. Water**

1. Is event providing water to participants? YES

2. If yes, describe water source and method of distribution: 5 gal Water Jug, spread out course

**I. Sanitation/Portable Toilets**

1. Number of sanitation facilities provided: 2 - Portable Toilets

2. Describe disposal plan: \_\_\_\_\_

(See State requirements.)

**J. Trash Collection/Removal**

1. Number of trash receptacles to be provided: 2 - Trash cans at base

2. Describe trash removal plan/schedule: Event promoters will remove.

(Applicant shall be responsible for removing all trash generated by the Event)

**K. Animal Control**

1. Will pets/animals be allowed at this event?: No If yes, what types of animals?: \_\_\_\_\_

2. Describe types of activities involving animals: \_\_\_\_\_

**L. Utilities**

1. Describe utilities required for this event: None

3. Will this event require a sound system/amplification?: \_\_\_\_\_ If yes, describe system to be used:

**M. Open Space and Trails Facilities**

1. List any open space parcels, natural surface trails and/or recreational pathway sections that are proposed to be used by this event: Disc Golf Course

**N. Road and Bridge Facilities**

1. List the roads that are proposed to be used to perform the activities of this event:  
N/A

**O. Signage**

1. List and describe the types of signage that is proposed to be used for this event and its purpose. Attach a diagram of each type of sign describing the text, size and materials proposed. All traffic signs on State Highways must meet MUTCD standards. All event related signage must have name and date of event.

**P. Special Events Liquor Permit**

1. Will alcohol be served at the event? No If yes, was a Special Events Liquor Permit attained from Archuleta County? \_\_\_\_\_ If no, call Archuleta County 970-264-8300. Be sure to apply no later than 30 days prior to your event. (Eligible organizations only.)

**CHECKLIST:** The following items are required for complete application (*read and initial next to each item*):

- Cover letter explaining the event.
- Completed application.
- Route map with detailed route description.
- Site plan identifying location of aid stations, event signs, course marshals, etc. as listed on application item B2.
- Emergency medical plan as listed in application item E.
- N/A Contingency/inclement weather plan.
- N/A Special Events Liquor Permit (only if alcohol will be served). See item P.

**CONDITIONS OF APPROVAL:** *(Read and initial next to each condition)*

- ❖ **Security Deposit** - A refundable security deposit or performance bond may be required from the applicant when Archuleta County determines that the proposed Event has the potential to damage Archuleta County Roads, Property, and Property Interests and when a Temporary Road Closure and/or signage is determined necessary for conducting the proposed Event. Archuleta County shall determine the amount of such Security Deposit based upon its consideration of the nature and extent of the proposed Temporary Road Closure, signage and/or potential damage. Archuleta County will notify the applicant of the amount and the deadline for payment. The Security Deposit shall be reimbursed to the applicant in an amount determined by Archuleta County that is commensurate with the applicant's compliance with the conditions provided for the administration of the Temporary Road Closure and/or signage, and the extent of any damage incurred. km
  
- ❖ **Insurance (Permit is not valid without appropriate insurance at the time of the event.)** - Liability Insurance shall be provided in the amount required by Archuleta County. Evidence of insurance shall be provided prior to issuance of any permit. The insurance policy shall name Archuleta County as an additional insured, and shall provide coverage for Archuleta County personnel rendering service during an event. The permittee shall have in force public liability insurance covering: (1) Property damage in the amount of two hundred fifty thousand dollars (\$250,000.00) and, (2) Death or injury to one person in the amount of five hundred thousand (\$500,000.00) and, (3) Death or injury to more than one individual in the amount of nine hundred ninety thousand dollars (\$990,000.00). Contractual liability coverage must also be provided in a similar amount for the indemnity agreement. The coverage shall extend to property damage, bodily injury, but not limited to the occupancy or use of the land and the construction, maintenance, and operation of the structures, facilities, or equipment authorized by the permit. Archuleta County must be added as additional insured on the policy. Proof of insurance is due no less than 10 days prior to the event. km
  
- ❖ **Indemnification Agreement** – All permits must be accompanied by an indemnification agreement. Archuleta County will provide the applicant the indemnification agreement and failure to submit this indemnification agreement within a minimum of 10 business days prior to the date of the Event will prohibit final approval of the Event by Archuleta County. km
  
- ❖ **Written operational plan** - A written operational plan regarding the management of the event is required. km
  
- ❖ **Provision of Notice** – A notice, via certified mail, to the Archuleta County Fire Protection District and any other emergency response agencies that may be affected by the event is required. The applicant must obtain a list of appropriate agencies from the Sheriff's Office. km JES
  
- ❖ **Public Notice** – Placement of an advertisement, or advertisements, explaining the details of the event a minimum of seven (7) calendar days prior to the event, in at least one local newspaper of general circulation as approved by Archuleta County is required. The applicant shall be responsible for the cost

of advertising and for providing proof to Archuleta County at least five (5) business days prior to the event. km

- ❖ **Additional Permits:** Applicant shall acquire valid approvals for conducting the proposed event from the owner or manager of each of the properties accessed, crossed or otherwise directly affected by this event. Archuleta County may require Applicant's provision of written evidence of such approvals as a condition precedent to issuance of a County Special Use Park Permit. km

***Any changes to your event after the completion of the application must be submitted immediately in writing to Archuleta County.***

***In the event of a forest fire, all events will need to be cancelled.***

I certify that all application information is true and correct to the best of my knowledge and all requested information is included in the application.

Signature: Kevin Metzler

Date: 6/18/2021

### **Waiver/Indemnification:**

With respect to an activity for which a permit is issued, proposed to be held or actually held in an Archuleta County park or park facility, applicant/permittee shall indemnify and defend the County of Archuleta, its appointed and elected officials, employees and agents (the "Indemnitees") against any losses, damages, liabilities, claims, suits, actions, causes of action, costs and expenses that any or all Indemnitees suffer, incur, or sustain or for which any or all Indemnitees may become liable resulting from, arising out of, or relating to any activities conducted under the permit including negligence or intentional misconduct by the applicant/permittee or the applicant/permittee's officers, employees, workers, volunteers, suppliers, service providers, contractors, vendors, or parties affiliated with the activity and to insure compliance with all policies, rules, regulations, and guidelines of Archuleta County and other relevant procedures and laws. Such indemnification shall include any third party losses, damages, liabilities, claims, subrogation claims, suits and actions, causes of action, costs and expenses asserted against Archuleta County or its appointed and elected officials, employees, volunteers, and agents and resulting from the negligence or intentional misconduct of the Permittee, Permittee's representatives or agents, or Attendees arising from or associated with the sale, service or consumption of Alcoholic Beverages whether authorized or unauthorized under the applicable Permit, or arising from or associated with the sale, service or consumption of marijuana, even though the sale, service or consumption of marijuana is illegal. I understand that certain fees are non-refundable (as stated) and that the permit is non-transferable.

Applicant Name (Please Print): Kevin Metzler

Applicant Signature: Kevin Metzler

Date: 6/18/2021

Applicant must be Event Management Representative or Individual Applicant



**WILDERNESS JOURNEYS PAGOSA, Inc.**  
AND  
**PAGOSA RAFTING OUTFITTERS, Inc.**  
MCT#0021 ~ DOT#2842985 ~ PUC#16400

To whom it may concern,

I am requesting the reservation of Cloman park from Archuleta County to host my 20<sup>th</sup> Colorado State Disc Golf Doubles event on September 18<sup>th</sup> and 19<sup>th</sup> of 2021. I will be utilizing both Cloman park and Reservoir Hill. This is my 20<sup>th</sup> year of running this event. I hope to alternate the event with a doubles event one year and then a single event the next.

The area will be used for the tournament only. A 10'x10' tent will be set up for check in and score cards to be submitted. Two portable toilets will be rented and placed on site near the parking lot. Water stations (5gal jugs) will be placed on selected tee pads.

I estimate the up to 100 players max will be on the course at any given time.

Thank you for considering my request.

Kevin Metzler  
Event director  
720-234-8380  
kmetzler2020@gmail.com



Imagery ©2021 Maxar Technologies, USDA Farm Service Agency, Map data ©2021 100 ft

1. - 10'x10' Pop up tent. w/water
  2. - 5gal. Water jugs
  3. - Players Parking
- Tree signs @ each tree pad.