



PARK, SPECIAL EVENT & FIELD USE REQUEST

Individual/Group/Organization Name (Applicant): _____

Billing Address: _____

Type of Organization (Check One):

☐ Business or Commercial Organization ☐ Non-Profit Organization ☐ Individual ☐ Other _____

501(c)(3) for Non-Profit Organization or Town of Jackson Business License:

☐ Yes ☐ No If yes, License Number or Document Provided: _____

Specific Facility Requested: _____

Date of Use: _____ **Time of Use:** _____

Specific Purpose/Activity (Description of Use): _____

Estimated Number of Participants/People Involved in the Activity: _____

Responsible Party Name: _____ **Title:** _____

Mailing Address: _____

Phone (H): _____ **Phone (W):** _____ **Email:** _____

Additional Questions

Is a Town of Jackson or Teton County Special Event Permit required?

☐ Yes ☐ No If yes, has it been applied for? ☐ Yes ☐ No

Has it been received? ☐ Yes ☐ No

Parking Plan: _____

Sanitation Plan: _____

Will you require erecting any type of structure, placing any form of equipment, or vehicle on or within the facility?

☐ Yes ☐ No If yes, please describe in detail: _____

Will admission be charged? ☐ Yes ☐ No If yes, what is the charge: _____

Will any service, goods, food, or beverages be sold, or will any activity proposed for the facility involve the payment of money?

☐ Yes ☐ No If yes, please describe: _____

Will alcoholic beverages be sold? ☐ Yes ☐ No If yes, please state the license under which sales occur: _____

**Please note if the group is 50 or more, it is considered a Special Event, and the Applicant will be required to provide a sanitation plan a special event deposit, and one additional port-a-toilet for every 25 guests over 75.*

***For all groups, trash must be removed from the premises by the Applicant at the end of the rental.*

****Driving onto the grass or turf at any park is strictly prohibited. By doing so, you will forfeit your entire deposit.*

Park Shelter Reservation Fees

Individual / Non-Profit Organization* \$30 for 3 hours _____

Commercial Organizations / For Profit* \$50 for 3 hours _____

Special Event Reservation Fees

Individual / Non-Profit Organization \$75 for 3 hours or \$250 per day _____

Commercial/For Profit/Charging Admission/Vendor Sales \$250 per half day or \$400 per day _____

Field Reservation Fees

Individual / Non-Profit Organization refer to fee schedule on page 3 _____

Commercial Organizations / For Profit refer to fee schedule on page 3 _____

Additional Services/ Fees

Tournament Prep - Ballfield \$80 per field _____

Tournament Prep - Field Marking/Lines \$100 per field _____

Lights (Powderhorn Only) \$40 per request _____

Irrigation Locates \$32 per request _____

Electrical Hook-ups \$20 per day _____

Miscellaneous Fees _____

Special Event Deposit \$200 per day _____

Deposit Due: _____

Total Due: _____



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The UNDERSIGNED, having represented to the Teton County / Jackson Parks and Recreation Department that the foregoing is a true and correct statement of the intended use of the facility set for the above, hereby agrees for himself / herself and for the applicant entity or sponsoring agency to the following conditions for the issuance of a permit for the use of such facility:

1. Use: The use of the facility shall be on the date, at the times, and solely for the activities and purposes approved herein and for no other use or purpose whatsoever.
2. Deposit: If a deposit is required, it will be refunded after usage. The department reserves the right to keep any and all of the deposit to cover the cost of any cleaning, repairs, replacement, trash removal or other expense incurred by the Teton County / Jackson Parks and Recreation Department as a result of the applicant's failure to perform strictly under the terms of this agreement and to leave the facility in the condition in which it was found.
3. Compliance: Applicant agrees that any use made of the property or facilities referred to herein and any erection of structures, construction, moving of any equipment, vehicles, or the performance of any other work shall be accomplished in a manner approved by and satisfactory to Teton County / Jackson Parks and Recreation Department.
4. Observance of Laws and Standard of Care: Under this Agreement, the applicant shall comply with all applicable state, municipal, local laws, and park rules and regulations and shall observe a standard of care which avoid any injury to or inconvenience of the public or other users of the facility. Applicant shall assure that the use of the facility shall not constitute a nuisance or breach of the peace and understands that the undersigned Applicant shall be personally responsible and liable for any breach of this term.
5. Damage: The Applicant shall not alter, destroy, displace, or damage the facility or any property located thereon, and shall promptly replace, return, repair and restore any such property to a condition satisfactory to the Teton County / Jackson Parks and Recreation Department in a clean and sanitary condition.
6. Indemnification: The applicant, for himself / herself and for any agency or other entity which he / she represents, expressly agrees to defend, indemnify and save harmless the Teton County / Jackson Parks and Recreation Department, its board members, directors and employees, and the public officials and employees of the Town of Jackson and the county of Teton, Wyoming from, and against any and all loss, damage, claim of liability whatsoever, including claims for negligent acts or omissions, arising from personal injury, death, or damage to property of the Applicant and the entity that he / she represents, from any or their employees or other persons directly or indirectly affiliated therewith, or from any the guests, invite or licensees of the Applicant due to the exercise of the privileges granted in the Agreement.
7. Insurance: Should the applicant be required to provide liability insurance, it shall cause the Teton County / Jackson Parks and Recreation Department to be a name insured thereunder.
8. Expenses: Any cost, expense or liability connected with or in any manner incident to the granting of the permit shall be borne by the Applicant and any entity that he / she represents, shall agree to pay all costs arising out of the breach thereof, including a reasonable attorney's fee, which may be incurred in the collection of any sums due.

Signed and agreed by: _____
Applicant

Date

CREDIT CARD DEPOSIT GUARANTEE

Agreement entered into effective the _____ day of _____, 20____, by and between Teton County Parks & Recreation, Jackson, WY, 83001, hereinafter referred to as "Licensor", and _____, of _____, hereinafter referred to as "Licensee". I, _____, as the Licensee of the Teton County Parks & Shelters, hereby authorize the use of my credit card listed below as the guarantee for the cleaning/security deposit(s) in association with my use of the Teton County Parks & Shelters. These deposits shall be in the amount of \$_____.

Credit Card (circle one): _____ Visa _____ MasterCard _____ Discover _____

Card #: _____ - _____ - _____ - _____

Expiration Date: _____ **CVN#** _____ **Billing Address:** _____

In guaranteeing my deposit in this manner, I agree to give Teton County permission to run this credit card in the event that the need arises to withhold this deposit, as outlined in my signed contract for the use of the Teton County Parks & Recreation.

Signed and agreed by: _____
Applicant

Date

FOR OFFICE USE ONLY: APPROVED BY: _____ TITLE: _____

Fee Charged: \$_____ Security Deposit: \$_____ Fee Paid: \$_____

there will be a 3% transaction fee for all transactions using a credit/debit card

REVISED 4/23/2024

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Facility & Field Rental Fees

Facilities	Individual / Non-Profit Rates		Commercial / For Profit Rates	
Shelter Only/Park Space (Under 50 attendees)	\$30 per 3 Hour Block		\$50 per 3 Hour Block	
Park Space/Special Event (50+ attendees)	\$75 per 3 Hour Block OR \$250 per Day		\$250 per half day OR \$400 per Day	
Tennis/Basketball/Pickleball - Hard Courts	\$5 per Court/HR		\$25/per Court/HR	
Ice Rink	\$10 Per HR		\$25 per HR	
Weddings	Residents \$250 per day		Non-Residents \$400 per day	
Fields / Tournaments	Youth (17 and under)	Adult	Youth (17 and under)	Adult
Mateosky Little League Field	\$4.50 Per HR	\$ 9.00 Per HR	\$16 Per HR	\$21.50 per HR
Powderhorn Softball Field	\$7.50 Per HR	\$15.00 Per HR	\$25 per HR	\$35.75 per HR
Phil Baux Green Space	\$7.50 Per HR	\$15.00 Per HR	\$25 per HR	\$35.75 per HR

Contact Teton County School District for info on additional fields, greenspaces, and the skate park.

www.tcsd.org/departments/facilities-maintenance

Contact the Town of Jackson for info on Special Event Permits.

www.jacksonwy.gov/427/Special-Events

Contact Teton County for additional info on Special Event Permits.

www.tetoncountywy.gov/176/Administration

Contact the Elk Refuge to host a special event at the Murie Family Park.

www.fws.gov/refuge/national-elk/visit-us/rules-policies