

CITY OF CHERRY HILLS VILLAGE

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

Alan Hutto Memorial Commons Use Policy

Alan Hutto Memorial Commons was donated to the City of Cherry Hills Village by the Hutto and Niederman families. The donation was made in memory of Alan Hutto, who attended Cherry Hills Village Elementary and delighted in entertaining friends and family with plays and performances. The amphitheater was constructed in his honor.

Alan Hutto Memorial Commons is available for use for events such as musical performances, theater productions, education, and celebrations. Reservations are required for fundraising, amplified sound, or events with over 25 people. Tickets can be sold for fundraising purposes for non-profit or public entities. For-profit events are not permitted; all ticket sales must go directly to a non-profit or public entity.

1. *Occupancy*

The amphitheater has a seating capacity of approximately 120 attendees.

2. *Hours*

Park hours are 6am-11pm; event hours are limited to 8am-9pm.

3. *Pre-event Meeting*

The Organization's agent or individual must meet with City Staff at least one week before the event to discuss the logistics and needs for the event.

4. *Parking*

Parking is shared with the City Hall building and John Meade Park.

5. *Alcohol*

No alcohol is permitted in any city parks.

6. *Music*

For permitted decibel levels for amplified sound, please reference the Cherry Hills Village Municipal Code.

7. *Lighting*

Temporary lighting is permitted during event hours only and must conform to the Cherry Hills Village Municipal Code standards for exterior lighting.

8. *Set-up and Clean-up Times*

One half-hour before and after scheduled rental hours will be available for set-up and clean-up of the event.

9. *Cancellation*

Notify City staff as soon as possible if an event must be cancelled.

I have read and understand the Alan Hutto Memorial Commons Use Policy and agree to adhere to all conditions and regulations above. Failure to comply with this Policy may result in forfeiture of deposit and disqualification from future use of Alan Hutto Memorial Commons.

Signature: _____

Printed name: _____ Date _____

Final Approval (City staff):

Signature: _____

Printed name: _____ Date _____