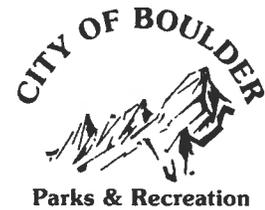


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MEMORANDUM

TO: Jane S. Brautigam, City Manager
FROM: Kirk W. Kincannon, Parks and Recreation Director 
RE: Interim Valmont Bike Park Special Event/Use Fees
DATE: August 23, 2011

In response to the opening of Valmont Bike Park (VBP), the Department of Parks and Recreation would like to provide the public the opportunity to rent the park for special functions or events. Due to the specialized nature of the VBP, rentals at this facility are being handled in a comparable manner to those at other active parks and premier athletic fields.

I am requesting City Manager approval for the interim rental rates listed below. Approval of these rates would be in agreement with B.R.C. 8-3-8 (a): The city manager may impose fees for recreational activities open to the public conducted by the City, or for the use of city facilities not otherwise addressed in this chapter. The city manager shall set such fees in amounts that are reasonable and necessary to preserve, maintain and manage such activities or facilities. In 2012, a comprehensive Department fee analysis will be conducted as part to the Master Plan Update process. The results of that analysis will inform 2013 fees, including those for VBP.



**Draft Special Event Fees for Non City Program Use
at Valmont Bike Park**

Special Event Deposits

(based on the current deposit structure for Boulder Reservoir)

0-299 participants	\$500 security deposit
300-999 participants	\$1000 security deposit
1000-2000 participants	\$2000 security deposit
2000+ participants	\$3000 security deposit

Special Event Fees

Non-Exclusive Use of Bike Park Areas	Daily Fee
All areas are available based on the number of participants and their minimal impact to public use	\$250 minimum fees will be determined by the number of participants, areas of use and any staffing requirements
Exclusive Use of Bike Park Areas	Daily Fee
Entire Bike Park, Plaza, Parking Lots	\$7,500
West Parking Lot	\$500
South Parking Lot	\$800
Park Plaza	\$750
Slopestyle (SS) Course	\$600
Dual Slalom (DS) Course	\$600
DS Start Gate	\$300
Large Pump Track	\$500
Small Pump Track	\$500
Large Dirt Jump Course	\$600
Glades Mountain Bike Course	\$600
Cork Screw Course	\$600

Non-Exclusive Use of Bike Park Areas	Daily Fee
Up to a 2 mile Course	\$1,500 minimum or 20% of income

**Draft Permit Fees for non city program use
at Valmont Bike Park**

Group	Description	Fee
Commercial Program, Class or Clinic rider pays a fee and/or instructor paid	commercial groups using trails with minimal impact to the public	Minimum of 20% of revenue
Group Rental Rates for non-commercial space / tables / tent area in park plaza	1-50	\$100
	50-100	\$250
	100+	special events app required
Additional fees for onsite staff	\$35/hour minimum	Fees will be assessed based on staffing requirements as determined by the department

As discussed previously, I am in support of these fees and ask for your approval, as noted below.

Approved:

Jane S. Brautigam, City Manager

CC: Jeff Dillon, Parks Operations and Planning Superintendent
 Alice Guthrie, Recreation Superintendent
 Sarah DeSouza, Senior Manager for Marketing, Communication and Partnerships
 Abbie Poniatowski, Senior Manager for Business and Finance