

FACILITY RENTAL CANCELLATION POLICY

Demand for space rentals in Crested Butte is very high, especially during the summer months. Please read and understand the Crested Butte Parks and Recreation policy below to ensure you give the proper notice should you need to cancel your event.

- All cancellations must be submitted in writing (email preferred) to the Parks and Rec Department. Email address: recreation@crestedbutte-co.gov
- **3 Day block rentals** for large events at Town Ranch, Big Mine and The Depot
 - Reservation must be cancelled 90 days or more in advance to receive a refund of ½ the facility rental fee.
 - Cancellations received less than 90 days in advance will forfeit the rental fee and be refunded the deposit.
- **All other rentals**
 - **30 days or more prior to reservation:** A full refund will be issued for both the deposit amount and the facility rental fee.
 - **7 – 30 days prior to reservation:** ½ the facility fee and the full deposit will be refunded.
 - **Less than 7 days prior to reservation:** Facility rental fee will not be refunded. Deposit will be refunded.
 - **Post Reservation:** If the facility is reserved and not used, no refund for the facility rental fee will be issued. Deposit will be refunded.

CRESTED BUTTE
Parks & Recreation