



Welcome

Welcome to the Rotella Park reservation page.
Select Calendar to check for pavilion availability.
Select New Booking to book your pavilion.

10.1.8.1

powered by 

This is the home page to book a Rotella Park pavilion. There are two ways to book a pavilion from here. You can check the calendar and book that way, or you can click 'New Booking'.

Calendar

Status Legend

Use the left and right arrows below to browse the calendar. Or click the date range listed to select a new range.
 To book a pavilion, select New Booking in the top menu bar.
 You can also right-click on the pavilion and date cell you wish to book, and select New Booking.

View **Timeline** Location Group **All Location Groups** Location **All Locations** < > Showing locations 1 to 7 of 7

A < > **B** 17 - May 30, 2020

	Sunday, May 17, 2020 - Saturday, May 23, 2020							Sunday, May 24, 2020 - Saturday, May 30, 2020						
	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat
ROTELLA PARK														
ROTELLA PARK #1														
ROTELLA PARK #2														
ROTELLA PARK #3														
ROTELLA PARK #4														
ROTELLA PARK #5							Una							
ROTELLA PARK #6														
ROTELLA PARK #7														

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powered by EventPro

This is the calendar that shows each pavilion at Rotella Park for a 14-day period. You can scroll through the calendar dates by clicking the left and right arrows (A) or by clicking the date range and selecting a new range (B)

You'll notice that pavilion #5 is booked on Saturday, May 23. To book a pavilion from the calendar, right-click and select New Booking. In this tutorial, we are booking Pavilion #2 for Sunday, May 24

Calendar

Status Legend

Use the left and right arrows below to browse the calendar. Or click the date range listed to select a new range.
 To book a pavilion, select New Booking in the top menu bar.
 You can also right-click on the pavilion and date cell you wish to book, and select New Booking.

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ROTELLA PARK #7														

Time Scale Captions
New Booking

Event Information

Please enter your First and Last Name, Phone Number, and Email.
For Reservation Name please use your First and Last Name.
Park hours are dawn to dusk.
Click Next to continue.

Client Information

Name, Phone & Email:*

Event Information

Reservation Name:*

Back

Next

When you click New Booking, either from the Home page or the Calendar, you will see a welcome page and click Next. Then you will see the Event Information page above. Please enter your First and Last Name, as well as your phone and email address in the first text box. Under Reservation Name, please enter your First and Last Name. Click Next.

Reservation Information

Edit the locations and click Next to continue.

Enter the date of your reservation and the times you would like it reserved. All day reservations are 7:00am - 8:00pm.

Use the drop down arrow next to Pavilion # to select the pavilion.

Booking Information

Booked Date From:* 5/24/2020

Booked Date To:* 5/24/2020

Reservation Start:* 8:00 AM

Reservation End:* 4:00 PM

Pavilion #:* ROTELLA PARK #2

Attendance:

Location	Capacity	Minumum Capacity
ROTELLA PARK #1	0	0
ROTELLA PARK #2	0	0
ROTELLA PARK #3	0	0
ROTELLA PARK #4	0	0
ROTELLA PARK #5	0	0
ROTELLA PARK #6	0	0
ROTELLA PARK #7	0	0

Cancel Submit

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On the next page is where you will enter the reservation date. When you enter the date into 'Booked Date From', it will automatically fix the 'Booked Date To' to the same date.

Reservation Start and End are the times for your pavilion. All-day rentals are 7:00am – 8:00pm.

Use the drop-down arrow next to Pavilion # to select the pavilion you would like to reserve. Every pavilion is the same in size and amenities. Each pavilion can hold 50 people.

Then click Submit.

Welcome Event Information **Pavilion Confirmation** Summary

Pavilion Confirmation

Review your reservation and click Next to continue.
To make changes to the reservation, click 'Edit'
To add another pavilion to your reservation, click 'Add Locations'

B

Add Locations

Location	Date	Booked From	Booked To	
ROTELLA PARK #2	5/24/2020	8:00 AM	4:00 PM	Edit Cancel Delete

A

Back Next

This page will show the pavilion, date, and time you have just entered. Click Edit (A) to make changes, or Add Locations (B) to book an additional pavilion.

*NOTE: if you click Back, it will take you back to the page where you entered your name, number, and email.

To continue click Next

Summary

Your reservation is ready to be submitted. Please review your event and click Finish button to complete it.

Client Information

Name, Phone & Email: Test Example
303-123-4567
test@example.com

Event Information

Reservation Name: Test Example

Location Information

Location	Date	Booked From	Booked To
ROTELLA PARK #2	5/23/2020	10:00 AM	6:00 PM

Summary Information

Location Total:	\$100.00
Setup Total:	\$0.00
Staffing Total:	\$0.00
Catering Total:	\$0.00
Beverage Total:	\$0.00
Package Total:	\$0.00
Total:	\$100.00
Taxes:	\$0.00
Total Tax In:	\$100.00
Payments:	\$0.00
Balance:	\$100.00

Back

Finish

This page will show you a summary of the reservation. Click Finish to submit the reservation.

Success

Your booking has been successfully completed.

Client Information

Name, Phone & Email:	Test Example 303-123-4567 test@example.com
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Event Information

Reservation Name: Test Example

Location Information

Location	Date	Booked From	Booked To
ROTELLA PARK #2	5/23/2020	10:00 AM	6:00 PM

Summary Information

Location Total:	\$100.00
Setup Total:	\$0.00
Staffing Total:	\$0.00
Catering Total:	\$0.00
Beverage Total:	\$0.00
Package Total:	\$0.00
Total:	\$100.00
Taxes:	\$0.00
Total Tax In:	\$100.00
Payments:	\$0.00
Balance:	\$100.00

[Print](#) [Pay Now](#)

Success! You have booked a pavilion at Rotella Park. Now you have two options:
You can click Pay Now to pay with credit card. You will be redirected to PayPal to complete the transaction.
Or you can save this page and come to the Parks Admin office located at 9755 Henderson Rd. Brighton CO 80601 to pay the \$100 rental fee with cash or check. Checks can be made out to Adams County Parks.