



**Garden  
Spot of  
Colorado**

807 Mountain Avenue  
PO Box 1229  
Berthoud, CO 80513  
O: 970.532.2643  
**Berthoud.org**

## **HYDRANT METER RENTAL REQUEST**

BY TAKING POSSESSION OF A TOWN OF BERTHOUD (TOB or Town) HYDRANT METER, THE CUSTOMER WILL BE HELD RESPONSIBLE FOR ANY AND ALL DAMAGES THAT ARE CAUSED TO THE FIRE HYDRANT, HYDRANT METER, HYDRANT METER ASSEMBLY AND TOB'S WATER DISTRIBUTION SYSTEM ARISING FROM OR RELATED TO ITS USE.

INSTRUCTIONS: Complete and submit this form, attach an exhibit/map of the proposed hydrant location to be used along with a deposit of \$3500, (payment details on page 2) to Berthoud Town Hall, Administration (1<sup>st</sup> Floor), 807 Mountain Ave, Berthoud, Colorado 80513. *\*Please note that the applicant must sign this form before a staff person at TOB Hall.* Requests for hydrant meters are processed upon receipt of this form and deposit. For questions, contact Jeanette Andres 970-344-8527 or [jandres@berthoud.org](mailto:jandres@berthoud.org). To download a copy of this form visit, [www.berthoud.org/246/Water-Wastewater-Utilities](http://www.berthoud.org/246/Water-Wastewater-Utilities), and go to Hydrant Meter Rentals.

**\*Signature of Company Representative Required**

Date

Printed Name of On-Site Company Representative

Mobile No. (On-Site Company Representative)

Company Name ("Customer")

Company Office Number

Full Company Address

Email Address (Contact)

Email Address (For Billing)

Construction Location

Location of hydrant (attach site exhibit/ map)

Construction Project Name

Estimated Time of Meter Usage

*Below this line to be filled out by TOB of Berthoud Staff*  
*Check-out*

**[BILLING] \$3,500 Deposit: Yes      No      Check#:**

Staff Signature:

**[OPS] Date of Check-out**

**Meter Serial #**

**Backflow Assembly Serial #**

**Shut Off Valve Included: Yes      No**

**Number of braced stands issues:**

**Initial Meter Reading** (*provide image of reading to Billing*):

**Staff to complete and attach with this form a Meter Damage Check list: Included? Yes      No**

**Utilities Staff Signature:**

*Return/ Post-pickup*

**Final Meter Reading:**

**[OPS] Date of Meter Return:**

**Damages/ Notes:**

**Staff Initials upon return:**

**Deposit, Charges and Fees:**

<b>Meter Deposit (refundable)</b>	\$3500.00
<b>Monthly Hydrant Meter Read</b>	\$50.00
<b>Monthly Usage</b>	\$5.00 Daily
<b>Monthly Late Fee</b>	\$10.00
<b>Cost per 1,000 Gallons (2025)</b>	\$12.36

**Payment:**

**Checks:** Make payable to the Town of Berthoud  
**Credit Card Payments:** +3% Processing Fee  
**Cash**

**General:** Fire hydrants are installed for the main purpose of providing fire protection. Once a hydrant meter has been placed on a fire hydrant, that fire hydrant is, for all practical purposes, Out of Service, increasing the chance of damage to the fire hydrant. For this reason and the potential problems involved with providing construction water through hydrant meters, the following guidelines and procedures were developed.

**Intent:** Hydrant meters are intended for use when a large volume of water is needed for short periods of time, generally during construction. Hydrant meters are not permitted to be used as a temporary substitute for a permanent water service connection or permanent irrigation tap.

**Process, Terms and Conditions:** Applicant ('Customer') understands and agrees to the following; **INITIAL:** \_\_\_\_\_

- **Hydrant Meter Rentals will be invoiced monthly on the 25<sup>th</sup> of each month for water usage.** The Customer must take and send by email a photo image of the monthly hydrant meter reading **by the 25<sup>th</sup> of each month** to [jandres@berthoud.org](mailto:jandres@berthoud.org)
- **If meter reads are not reported by end of business day of the 25<sup>th</sup> of each month**, then the Town reserves the right to read the meter and charge the customer a "Trip Charge" of \$50.00. If Customer consistently fails to provide the meter read or does not have the invoice paid by the due date, then the use of the fire hydrant and all equipment may be removed in the sole discretion of the Town.
- **A late fee of \$10.00** will be imposed each month for late monthly invoice payments not received by the 24<sup>th</sup>.
- The Customer shall provide an exhibit (map) of a requested fire hydrant location. The TOB's Utilities Department will determine whether the fire hydrant is acceptable for the installation of the hydrant meter. If the requested fire hydrant is not available, alternate fire hydrants may be suggested.
- A member of the TOB's Utility Department will install and secure the hydrant meter at the approved location. Use of any other fire hydrant or any other form of hydrant meter is prohibited.
- The Customer is required to be familiar with the proper use and operation of a hydrant meter on a fire hydrant. A proper hydrant wrench must be used at all times. The fire hydrant must be used fully opened and flow should be controlled with the gate valve provided on the hydrant meter assembly.
- The Customer shall prevent damage or freezing of the fire hydrant and the hydrant meter during the winter months with the use of a concrete blanket or other means of freeze protection.
- All hydrant meters will be issued with a male 2-1/2" National Standard Thread (NST) connection. No hoses or adapters will be provided by the TOB.
- The Customer is responsible for all fees and other charges. Fees may be amended from time to time.
- The Customer is responsible for any and all damages to the fire hydrant, the hydrant meter, the hydrant meter assembly, and the TOB's water distribution system arising from the use of the fire hydrant. The TOB's Utilities Department performs a hydrant meter check-in/check-out process to evaluate damage between use. Upon completion of the bulk water consumption and the return of all cleaned equipment, the deposit will be refunded, less any charges incurred. Any damages to the meter, backflow device, and other rented equipment will be deducted from the deposit. If the charges exceed the deposit, a final invoice will be sent and due 30 days of the invoice date. Additionally, the deposit shall not be returned until any and all charges are paid in full.
- The Customer shall indemnify the TOB for any claims or damages, including attorney fees, arising from or related to the Customer's use of the fire hydrant.
- The number of hydrant meters are limited; therefore, the meters are available on a first-come/first-serve basis.
- Hydrant meters are approved for one location per site and are not authorized to be moved once the location is approved; stationary tanks or water trucks may be required.
- Failure to comply with these requirements, illegally obtaining water from the TOB or in any way tampering with a fire hydrant is a violation of the Town of Berthoud Municipal Code.
- Water taken from the fire hydrant may only be used within the boundaries of the TOB limits.
- Notwithstanding anything contained herein, the TOB may, at its discretion, remove a hydrant meter from a fire hydrant at any time, with or without notice to the Customer.