



Parks & Recreation

PARK USE APPLICATION

Boise Parks & Recreation • Administration Office • 1104 Royal Blvd • Boise ID 83706-2898
(208) 608-7644 • TDD/TTY 1 (800) 377-3529 • Fax: (208) 608-7648
Email: reserve@cityofboise.org; www.cityofboise.org/parks

STEP BY STEP GUIDE ON HOW TO SCHEDULE BOISE CITY PARK FACILITIES

This park use application is for private events using special use park areas and/or needing special services above the normal facility reservation or for a community event with 50 or under attendees. All park use requests need to be completed and turned in sixty (60) days prior to the event date. Events can schedule park use 11 months in advance, except for Ann Morrison Park, Julia Davis Park and the Greenbelt, which can be scheduled starting the first business day in February. All other Community Events must complete the Community Event Park Use Application and follow the

Step #1 RESERVE A DATE, TIME & LOCATION. Call 208-608-7644 or emailed reserve @cityofboise.org to reserve the date for your event, including the dates and times for set up and clean up.

Step #2 READ POLICIES FOR EVENT PLANNERS This booklet outlines park policies and identifies the requirements for use of City Park property to present a community event. Use the Check List on the back page of the Policies to help you complete the process for approval.

Step #3 COMPLETE BOISE PARK USE APPLICATION AND ALL OTHER APPLICATIONS REQUIRED FOR YOUR EVENT. All information must be submitted to Parks & Recreation no later than sixty (60) days prior to event date. Include all applications: Park Use, Amplified Sound and Beer/Wine Permit.

Step #4 Make sure to SIGN ALL APPLICATIONS!

Step #5 Event logistic map, list of vendors, suppliers, proof of insurance and activity agenda must be submitted no later than 14 days prior to the event set up date.

INSURANCE: It is the responsibility of the event organizer to maintain a Comprehensive General Liability Insurance policy with coverage of one million (\$1,000,000.00), combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. A certificate naming the City of Boise as additional insured shall be delivered with the Park Use Application. The adequacy of all insurance required by these provisions shall be subject to approval by the City's Risk Manager. For more information call City Risk manager at (208)384-3787.

Be sure to call us if you have any questions.

RESERVATION #:		DATE OF EVENT:	
Park services are available from mid April through mid October			
SETUP:	EVENT STARTS:	EVENT ENDS:	EVENT CLEANUP:
Time Blocks: 7-11a, noon-4p & 5-9p			
PARK SITE(S), FACILITY(S):			
ORGANIZATION:			
<input type="checkbox"/> PROFIT <input type="checkbox"/> NON PROFIT (check one) All non-profit/non-taxable organizations are required to submit a ST101 tax exemption form			
PRIMARY CONTACT PERSON:			
MAILING ADDRESS:		EMAIL:	
CITY:	STATE:	ZIP:	
CONTACT NUMBER: HOME:	WORK:	FAX:	
NAME OF EVENT:			

BRIEF DESCRIPTION AND PURPOSE OF EVENT: (ATTACH ADDITIONAL PAGE IF NECESSARY)

Boise Parks & Recreation (BPR) will review and determine services we can provide. Additional charges may apply for these services. Please complete all information on this form. The Event Organizer is responsible for providing a complete list of event plans and a list of suppliers providing services. An event logistics map is required, detailing the location for all water, power, tables, canopies, stages, generators, vendors, booths and any other major services or activities planned.

READ AND COMPLETE APPLICATION ON PAGES 2 & 3



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Check *YES for those items included or needed for this event. Some items may be available from BPR or required additional application information, fees may apply, and other items must be provided by Event Organizer. See notes included with each entry.

<input type="checkbox"/> YES	<input type="checkbox"/> NO	ELECTRICITY (Electricity is available in some locations with limited resources) *Identify these items on event site Plan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	WATER REQUIRMENTS: (check one) <input type="checkbox"/> DRINKING <input type="checkbox"/> WASHING (Water is available in some locations with limited resources) *Identify these items on event site plan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event will provide GENERATOR Size(s) *Identify these items on event site plan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event will provide STAGES Size(s) QUANTITY *Identify these items on event site plan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event will provide CANOPIES Size(s) QUANTITY *Identify these items on event site plan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event will provide BOOTHS Size(s) QUANTITY *Identify these items on event site plan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event will provide PORTABLE TOILETS: QUANTITY REGULAR ADA *Identify these items on event site plan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	STAFF WORKING THIS EVENT NUMBER
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event provides CARDBOARD TRASH BOXES QUANTITY Boxes require 55 gal bags/event provides QUANTITY
<input type="checkbox"/> YES	<input type="checkbox"/> NO	DUMPSTER BPR provides DUMPSTER required for groups over 300. <input type="checkbox"/> 3yd –300+ attendees, <input type="checkbox"/> 6yd –500+ attendees, <input type="checkbox"/> 8/9yd –1000+ attendees, <input type="checkbox"/> 20yd –2000+ attendees , or <input type="checkbox"/> 8/9yd Recycled Dumpster
<input type="checkbox"/> YES	<input type="checkbox"/> NO	ALCOHOL SERVED (if yes, Beer/Wine Permit Required - \$10.00)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	FOOD/BEVERAGES will be served. (If yes, ATTACH A LIST OF CATERERS)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	AMPLIFIED SOUND (if yes, PERMIT is required \$50.00 Julia Davis, \$20.00 other available parks)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	ITEMS TO BE SOLD/FOOD OR NON-FOOD (if yes SHORT TERM CONCESSION PERMIT required - \$25.00 or \$100 multi vendors)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event is a FUN WALK or RUN (event is required to submit a COURSE MAP identifying start, complete route, finish, water/sanitation stations)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event will provide BARRICADES/SPECIAL PARKING. QUANTITY *Identify these items on event site plan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event will provide TRAFFIC CONTROL/SHUTTLE BUSES. Event with 1500 attendees requires a Traffic Plan Off-Site Parking/Shuttles.
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Event will provide SECURITY/CROWD CONTROL.
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Activities/Entertainment/Equip: List activities (i.e.; astrojumps, etc): If yes, use lines below for details. *Identify these items on event site plan

ALL VENDORS, SUPPLIERS AND THEIR EQUIPMENT MUST BE REMOVED FROM THE PARK AT THE END OF THE EVENT OR ADDITIONAL FEES WILL BE CHARGED.

Additional Details – Provide a logistic map outlining the entire event venue including the location of all canopies, stages, equipment & activities, porta-toilets, generators, vendors, power and water sources. Vehicles are NOT allowed on turf.

(Attach additional pages as needed)



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AFFIDAVIT OF APPLICANT/BOISE PARKS & RECREATION POLICIES:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the policies governing the proposed Special Event under the City of Boise Ordinance, and I understand that this application is made subject to policies established by the City Council and/or the Mayor or the Mayor’s designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City Shall not be liable for the payments of such taxes. I further agree to abide by these policies, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event or the City of Boise.

APPLICANT NAME:
TITLE:
HOST ORGANIZATION:
SIGNATURE: _____ DATE: _____
PROFESSIONAL EVENT ORGANINZER:
TITLE:
ORGANIZATION/AGENCY NAME:
SIGNATURE: _____ DATE: _____

PARK USE APPROVAL REQUIRES EVENT ORGANIZERS SIGNATURES

Park policies are posted at restrooms and shelters and are strictly enforced according to Articles & Title 13-03 of the Boise City Code.

For a complete list of the Boise City Code visit www.cityofboise.org.
For more parks related information visit www.cityofboise.org/parks.