



———— CITY *of* BOISE ————

SPECIAL EVENT

PARK USE APPLICATION



PARKS AND RECREATION

2019



Application must be completed and returned to confirm reservation and event details. A general checklist of required materials is included on the final page of this application for your convenience. Park use is generally seasonal from mid-April to mid-October.

Reservation is confirmed at time of application submission and non-refundable payment of \$100

EVENT INFORMATION AND LOCATION

EVENT NAME: EVENT DATE:
EVENT START TIME: EST. ATTENDANCE:
SELECT RESERVATION TIME BLOCK(S): [] 7 a.m. to 11 a.m. [] 12 p.m. to 4 p.m. [] 5 p.m. to 9 p.m.

EVENT SETUP DATE: EVENT SETUP TIME:
EVENT CLEANUP DATE: EVENT CLEANUP TIME:

SELECT EVENT PARK SITE(S): [] 8th Street [] Ann Morrison Park [] Cecil D. Andrus Park
[] Fort Boise Park [] Julia Davis Park [] Greenbelt [] Other:

ORGANIZATION & EVENT COORDINATOR

ORGANIZATION NAME:
[] PROFIT [] NON-PROFIT (all non-profit/non-taxable organizations are required to submit an ST101 tax exemption form)
ORGANIZATION MAILING ADDRESS:
CITY: STATE: ZIP:
[] RESIDENT [] NON-RESIDENT (Residency status determines the costs associated with a reservation - see attached fees)

EVENT COORDINATOR NAME:
ON-SITE CONTACT NUMBER:
E-MAIL:

BRIEF DESCRIPTION AND PURPOSE OF EVENT:

Four horizontal lines for writing a brief description and purpose of the event.

This document serves as an affidavit of application's accuracy and agreement to abide by the policies governing the proposed Special Event under the City of Boise Ordinance. Boise City Code online.

SIGNATURE: DATE:

BOISE PARKS AND RECREATION SERVICES REQUESTED

Yes **No** **Electricity** (power is available in some locations – see park narrative for details)

Yes **No** **Water**

Yes **No** **Extra Tables** If yes, QUANTITY: _____

TO BE PROVIDED BY THE ORGANIZATION/EVENT COORDINATOR

Yes **No** **Vendor(s) selling products, advertisements or services**

COMPLETE IF 'YES' TO VENDOR:

A vendor is an individual, sponsor or group advertising, selling or giving away services. \$30 for first four (4) vendors and \$20 for each additional vendor.

of Food Vendors: _____

If food or beverage products are being served, sold or given away during an event, an Eating and Drinking License MUST be obtained from the City Clerk's Office (208-972-8550).

Additionally, if food/beverage products are being served, sold, or given away, an application MUST be submitted to the Central District Health Department (208-327-8587).

of Non-Food Vendors: _____

All vendors must follow policies set forth and stated on Special Event Use Policy. See Park Vendor Permit for details.

Yes **No** **Beer/Wine**

COMPLETE IF 'YES' TO BEER/WINE:

SERVING beer and/or wine (Beer/Wine Permit required - \$10 flat fee)

SELLING beer and/or wine (Beer/Wine Sales Permit required - \$200 fee per day, plus 12% gross sales over \$2,000)

Beer/Wine sales are permitted only as local and state laws and policies allow and with approval from the Boise Parks and Recreation Director and Board of Commissioners. A copy of the Boise City Code can be viewed [online here](#). Approval does not constitute a reservation or permit holder exclusive use.

NAME OF CATERING COMPANY: _____

ON-SITE CONTACT PERSON: _____

PHONE: _____

E-MAIL: _____

Note: This section must be completed by the event organizer who will be responsible for the actions of the participants who may be held liable for park damage, restoration and/or cleanup costs. **The catering company is responsible for obtaining proper permit(s) from City Clerk's Office (208-972-8550).**

Yes **No** **Amplified Sound** (Permit required)

COMPLETE IF 'YES' TO AMPLIFIED SOUND:

Identify time and source of amplified sound (include sound check) TIME START: _____ TIME ENDS: _____

PA System Live Music Other: _____

Note: Event organization/coordinator may be responsible for providing power to amplified sound source through a generator. See park narrative for power availability information.

Yes **No** **Inflatable Structure**

NAME OF APPROVED INFLATABLE PROVIDER: _____

(See approved list of providers)

TO BE PROVIDED BY THE ORGANIZATION/EVENT COORDINATOR (cont.)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Portable Toilets	# OF REGULAR:	# OF ADA:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Trash/Recycle Boxes	QUANTITY TRASH:	QUANTITY RECYCLE:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Trash/Recycle Dumpsters		
SELECT DUMPSTER SIZE(S): <input type="checkbox"/> 3yd <input type="checkbox"/> 6yd <input type="checkbox"/> 8/9-yd <input type="checkbox"/> 20yd <input type="checkbox"/> 8/9yd Recycled Dumpster				

IF PROVIDED BY EXTERNAL VENDOR, LIST NAME OF COMPANY

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Barricades	TYPE (bike rack, fencing, etc.):	
			NAME OF COMPANY:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Generators	QUANTITY:	SIZES:
			NAME OF COMPANY:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Stages	QUANTITY:	SIZES:
			NAME OF COMPANY:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tents	QUANTITY:	SIZES:
			NAME OF COMPANY:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tables	QUANTITY:	SIZES:
			NAME OF COMPANY:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff/Volunteers Working	# OF STAFF:	# OF VOLUNTEERS:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Security		
NAME OF SECURITY COMPANY:			# OF SECURITY:	
ON-SITE CONTACT PERSON:			PHONE:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Traffic Control/Shuttles		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Utility Vehicle	# OF UV'S AT EVENT:	
Boise Parks and Recreation management recognizes the responsibility to establish and maintain a Utility Vehicle Policy for the safe use of these vehicles on Park property to reduce the potential for accidents. This policy applies to all park users, event coordinators, staff, volunteers, suppliers, sponsors and vendors.				

Yes **No** **Vehicle Overnight/Turf Parking**
 Unpermitted vehicles will be subject to towing at the owner's risk and expense. Please add an additional sheet if more information is required.

Night	Turf	List Vehicles			
		Vehicle Make/Model	Vehicle License	Operator's Name	Contact #
		Vehicle Make/Model	Vehicle License	Operator's Name	Contact #


Thank you for choosing the Boise parks system for your special event! Boise Parks and Recreation staff will review all park use requests and we are available to answer questions pertaining to the special event process and park policies. Applicants will receive feedback in a timely manner pertaining to all requirements for permits, licenses, fees and deadlines necessary to obtaining a facility reservation and permission to hold an event on city property.


GENERAL SPECIAL EVENT PARK USE REQUIREMENTS
<input type="checkbox"/> Submit Parks and Recreation Initial Event Request
<input type="checkbox"/> Contact Boise Parks and Recreation to make Special Event Park Reservation (208-608-7618)
<input type="checkbox"/> Events involving areas or services outside Boise Parks and Recreation Department jurisdiction may require additional permissions and approvals – contact Special Event Team for assistance (208-384-3710)
<input type="checkbox"/> Park Use Applications are due thirty (30) days prior to the event date if <u>no</u> beer/wine sales will occur
<input type="checkbox"/> Park Use Applications are due ninety (90) days prior to the event date if you <u>are</u> selling beer/wine
<input type="checkbox"/> Provide Proof of Insurance Certificate
<input type="checkbox"/> Submit site map detailing locations of toilets, dumpsters, stages, course, tables, power, vendors, etc.
<input type="checkbox"/> Submit security, parking, shuttle, traffic and emergency plans
<input type="checkbox"/> Final list of vendors is due fifteen (15) days prior to event date
<input type="checkbox"/> Submit Utility and Overnight Vehicle Applications

SPECIAL EVENT AGENCY CONTACTS
(CONTACT PROPER AGENCIES IF ADDITIONAL PERMITS ARE NEEDED)
✓ Ada County Highway District, John Wasson at jwasson@achdidaho.org
✓ Boise Fire Department, Ron Johnson at rjohnson@cityofboise.org
✓ Boise Parks and Recreation Department, Summer Altieri at saltieri@cityofboise.org
✓ Boise Parks and Recreation Department, Chloe Sallabanks at csallabanks@cityofboise.org
✓ Boise Police Department, Sgt. Tom Fleming at tfleming@cityofboise.org
✓ Central District Health Department, Tom Schmalz at tschmalz@cdhd.idaho.gov
✓ City Clerk's Office, Kelli Frank at kfrank@cityofboise.org
✓ Downtown Boise Association, Karlee May at kmay@downtownboise.org

Contact the Boise Parks and Recreation Special Event Team:

 **ONLINE:** This Special Event Park Use Application and further information can be found [online](#)

 **E-MAIL:** Submit applications, questions and requests to parksspecialevents@cityofboise.org

 **CALL:** 208-608-7618 or 208-608-7615

Thank you for your completed Special Event Park Use Application.