



PARK USE EVENT APPLICATION

Application for all events held within the City of Idaho Falls Parks. Application required for events with one or more of the following: 100+ attendees, alcohol, events on Park property requesting street closure, and/or events with vendors.

APPLICATION MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO EVENT. APPLICATIONS RECEIVED LESS THAN 45 DAYS BEFORE EVENT WILL BE DENIED.

PERMIT STEPS

1.) Submit this Park Use Event Application to the Park's Special Event Coordinator:

specialevents@idahofalls.gov to reserve event date, time, and location. Spaces are reserved based upon date/time applications are received. Event dates/locations will not be reserved until completed application has been submitted.

2.) Pay Fees. Full payment and relevant documents are required 30 days prior to the event and must be submitted to Idaho Falls Parks and Recreation. Depending on the event size and scope, additional permits may be required by the City Clerk's Office and Fire Dept.

3.) Provide Certificate of Insurance (if applicable). It is the responsibility of the event organizer to maintain a Comprehensive Liability Insurance Policy meeting the necessary requirements on the City of Idaho Falls. The certificate must name the City of Idaho Falls as additional insured. For more information, contact the Special Event Coordinator: 208-612-8580 or specialevents@idahofalls.gov

4.) Obtain necessary permits (where applicable): Tents/Canopies, Fireworks, Alcohol, and/or Concessions/Vendors

ORGANIZER INFORMATION

ORGANIZATION/INDIVIDUAL NAME: _____

INDIVIDUAL PROFIT NON-PROFIT DISTRICT 91 EVENT DISTRICT 93 EVENT

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EVENT ORGANIZER NAME: _____

ON-SITE CONTACT NAME: _____ PHONE: _____

EMAIL: _____

GENERAL INFORMATION

EVENT NAME: _____ EST. ATTENDANCE: _____

SETUP DATE: _____ EVENT DATE: _____ CLEANUP DATE: _____

BEGIN TIME: _____ BEGIN TIME: _____ BEGIN TIME: _____

END TIME: _____ END TIME: _____ TIME: _____

EVENT DESCRIPTION & PURPOSE: _____

FOR INTERNAL USE ONLY

PARKS	INITIALS: _____	DATE: _____
POLICE	INITIALS: _____	DATE: _____
FIRE	INITIALS: _____	DATE: _____
PUBLIC WORKS	INITIALS: _____	DATE: _____
CITY CLERK	INITIALS: _____	DATE: _____
SPECIAL EVENT COORDINATOR	INITIALS: _____	DATE: _____

PARK LOCATION REQUEST

PARK LOCATION: reservable spaces include Shelters at Tautphaus, Freeman, Sunnyside, and Community Park, as well as areas along the River Walk, Civitan Plaza and Ice Arena. *For Sandy Downs, please fill out Sandy Downs Application*

FREEMAN PARK:

SHELTER:

- 1
- 2
- 3
- Bandshell

___ Kate Curley

___ Civitan Park

___ Greenbelt Stage

TAUTPHAUS PARK:

SHELTER:

- 1
- 3
- Ice Arena
- Ice Arena Lobby

___ Ryder Park

___ Reinhart Park

___ Old Butte Field

___ OTHER: _____

RIVERWALK CEMENT PAD:

___ Full Pad ___ Half Pad

- NORTH
- MIDDLE
- SOUTH

___ South Capital Park

___ Highland Park

___ Broadway Plaza

___ Community Park

NO YES **Requesting a shelter* be reserved at one of the above locations?**

*Note: not all of the above locations have available shelters, please check with staff for shelter availability

ATHLETIC EVENT INFORMATION

NO YES **Are you requesting to rent/reserve a field(s)/park for an athletic event?**

COMPLETE IF MARKED "YES" FOR ATHLETIC EVENT:

What type of event are you holding (check all that apply):

LEAGUE EVENT

RACE EVENT

TOURNAMENT

BICYCLE

PRACTICE

RUNNING

CAMP

OTHER

Estimated # of Teams: _____

If OTHER fill in: _____

Estimated # of Participants: _____

NO YES Do you need field prep? If YES, please detail needs: _____

NO YES Baseball/Softball Field Chalked? NO YES Field Lights (available at additional cost)

NO YES Baseball/Softball Dragged NO YES Soccer/Football Field Painted

REQUESTS FROM IDAHO FALLS PARKS AND RECREATION

Requests are subject to resource availability. Please consult with Special Event Coordinator

ELECTRICITY NO YES

TRASH CANS* NO YES

DUMPSTER* NO YES

BASES (for ballfields) NO YES

How Many? _____

3 YARD

30 YARD

*available at additional cost please see pricing sheet and only available within City of Idaho Falls Park Property; prices are subject to change

EVENT DETAILS REQUIRING ADDITIONAL PERMITS

NO YES **VENDORS** (A vendor is an individual, sponsor, or group advertising, selling, or giving away services)

COMPLETE IF MARKED "YES" FOR VENDORS:

\$50 for the first ten (10) vendors and \$100 for more than 10 vendors

of Food Vendors: _____

If food beverage products are being served, sold, or given away during an event, the organizer is responsible for verifying proper permits, including a food handling license or exemption certificate, and a current year mobile vending permit (if operating out of a trailer/truck).

of Non-Food Vendors: _____

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

NO **YES** **BEER/WINE** (Additional signage and perimeter requirements for serving or selling beer and/or wine)

COMPLETE IF MARKED "YES" **BEER/WINE:**

\$50 for the first ten (10) vendors and \$100 for more than 10 vendors

SERVING beer and/or wine (Beer/Wine Permit required from City Clerk, will also require security and ID Checkers)

SELLING beer and/or wine (Beer/Wine Permit required from City Clerk, will also require security and ID Checkers)

Beer/Wine sales are permitted only as local and state laws and policies allow and with the approval of the City of Idaho Falls City Clerk, the Special Event Coordinator, and Special Event Committee.

NAME OF CATERING COMPANY: _____

ON-SITE CONTACT PERSON: _____ PHONE: _____

Note: This section must be completed by the event organizer, who will be responsible for the actions of the participants and 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) 612-8415.**

NO **YES** **INFLATABLE STRUCTURE .**

NOTE: Inflatables CANNOT be staked into the ground. Structures must be free standing and weighted. Inflatable structures requiring water are NOT allowed.

NAME OF INFLATABLE PROVIDER: _____

NO **YES** **AMPLIFIED SOUND**

COMPLETE IF MARKED "YES" AMPLIFIED SOUND

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

PA System Live Music Other: _____

Note: Event organization/coordinator may be responsible for providing power to amplified sound source through a generator. Check facility for available/ample power before reserving.

ITEMS PROVIDED BY EVENT ORGANIZER

Event Organizer is responsible for obtaining any items necessary for the event

PORTABLE TOILET ORDER NO YES #REGULAR: _____ #ADA: _____

TRASH/RECYCLE ORDER NO YES #TRASH: _____ #RECYCLE: _____

BARRICADES NO YES TYPE (bike rack, fencing, etc.): _____

GENERATORS NO YES QTY: _____

TABLES NO YES QTY: _____ SIZE: _____

STAGES NO YES QTY: _____ SIZE(S): _____

SETUP DATE & TIME: _____

TEARDOWN DATE & TIME: _____

TENTS NO YES QTY: _____ SIZE(S): _____

Larger than 400 sq ft? NO YES SETUP DATE & TIME: _____

Larger than 400 sq. ft requires permit from IF Fire TEARDOWN DATE & TIME: _____

STAFF WORKING NO YES #OF STAFF: _____ #OF VOLUNTEERS: _____

SECURITY HIRED NO YES

NAME OF SECURITY COMPANY: _____ # OF STAFF: _____

SECURITY ROAMING NO YES

SECURITY STATIONED NO YES WHERE? _____

FIREWORKS NO YES If yes, permit from City of Idaho Falls Fire Dept. required

Greater Idaho Falls Transit NO YES

NO YES **STREET CLOSURE**

COMPLETE IF MARKED "YES" FOR STREET CLOSURE

STREET CLOSURE LOCATION (Provide Map WITH detailed road closure information): _____

ROAD CLOSE DATE: _____

ROAD CLOSE TIME: _____

ROAD OPEN TIME: _____

Closed section consists of approximately the following number of: ___

Attendees #: _____

Vehicles #: _____

Floats #: _____

Unlicensed Vehicles #: _____

Vendor Booths #: _____

Other: _____

APPLICANT ASSURANCES FOR STREET CLOSURE

We hereby agree to replace the premises satisfactorily to the Bonneville County Highway District at our own expense and hold said District and County and City and State harmless from all damages or expenses caused by or in connection with the use of said property or of restoring the same to its original condition.

Emergency access into the area shall be maintained at all times. A street closure does not include sidewalk areas; sidewalks MUST remain open and accessible. The area must be returned to a clean condition immediately upon conclusion of your event. Should you fail to perform adequate clean up or damage occurs to property or facilities, you may be billed accordingly.

I have read and understand the requirements and responsibilities set forth by this application.

Applicant Name (print): _____

Date: _____

Applicant Signature: _____

Please note: ANY of the following may result in event organizer receiving future denial of events/ applications:

1.) Falsifying event application information

2.) Not following approved event plan

3.) Not having the approved street closure signage in place

4.) Failure to follow local, state and regional laws during setup/during event/post event clean up

5.) Failure to pay fees for event/application

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

CHECKLIST TO BE COMPLETED BY EVENT ORGANIZER

COMPLETED PARK USE APPLICATION

SITE MAP

PARK FEES

CERTIFICATE OF INSURANCE

VENDOR PERMITS (IF NECESSARY)

ALCOHOL PERMITS (IF NECESSARY)

FIREWORKS PERMIT

TENT/CANOPY PERMIT