



SANDY DOWNS EVENT APPLICATION

All event applications are **due at least 45 days before event**.
Applications received with less than 45 days of event will be DENIED.
Submit applications to: specialevents@idahofalls.gov

ORGANIZER INFORMATION

ORGANIZATION/INDIVIDUAL NAME: _____

PROFIT NON-PROFIT DISTRICT 91 EVENT DISTRICT 93 EVENT

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EVENT ORGANIZER NAME: _____

ON-SITE CONTACT NUMBER: _____

EMAIL: _____

GENERAL INFORMATION

EVENT NAME: _____ EST. ATTENDANCE: _____

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

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

END TIME: _____ END TIME: _____ END TIME: _____

EVENT DESCRIPTION & PURPOSE: _____

FACILITIES*

GRANDSTAND ARENA GRASS AREA KITCHEN
 PARKING CAMPING SAND DUNES

*Note: as of 2020 we are no longer renting out the horse stalls or having events on the horse track

REQUESTS FROM IDAHO FALLS PARKS AND RECREATION

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

ELECTRICITY YES NO
TRASH CANS* YES _____ **HOW MANY?** NO
DUMPSTER* YES 3 YARD 30 YARD NO

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

YES NO Water Truck* for Event?

YES NO Setup Days*? If YES, how many days prior: _____

*available at additional cost

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: _____

EVENT DETAILS REQUIRING ADDITIONAL PERMITS

YES **NO** **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

YES **NO** **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.**

YES **NO** **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.

YES **NO** **INFLATABLE STRUCTURE .**
NOTE: Inflatable structures requiring water are NOT allowed.

INFLATABLE STRUCTURES: _____

NAME OF INFLATABLE PROVIDER: _____

SECURITY*

SECURITY HIRED YES NO

NAME OF SECURITY COMPANY: _____ # OF STAFF: _____

ON-SITE CONTACT PERSON: _____ PHONE: _____

SECURITY ROAMING YES NO # ARMED SECURITY: _____ # UNARMED SECURITY: _____

SECURITY STATIONED YES NO WHERE? _____

SECURITY IDENTIFICATION: _____

*Events with over 500 attendees, serving alcohol, or if deemed necessary by IFPD, will have to provide hired security at their own expense.

ITEMS PROVIDED BY EVENT ORGANIZER

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

PORTABLE TOILET ORDER	<input type="checkbox"/> YES <input type="checkbox"/> NO	#REGULAR: _____ #ADA: _____
TRASH/RECYCLE ORDER	<input type="checkbox"/> YES <input type="checkbox"/> NO	#TRASH: _____ #RECYCLE: _____
BARRICADES	<input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE (bike rack, fencing, etc.): _____
GENERATORS	<input type="checkbox"/> YES <input type="checkbox"/> NO	QTY: _____ SIZE: _____
TABLES	<input type="checkbox"/> YES <input type="checkbox"/> NO	QTY: _____ SIZE: _____
STAGES	<input type="checkbox"/> YES <input type="checkbox"/> NO	QTY: _____ SIZE(S): _____
		SETUP DATE & TIME: _____
		TEARDOWN DATE & TIME: _____
TENTS	<input type="checkbox"/> YES <input type="checkbox"/> NO	QTY: _____ SIZE(S): _____
Larger than 400 sq. ft?	<input type="checkbox"/> YES <input type="checkbox"/> NO	SETUP DATE & TIME: _____
<i>Larger than 400 sq. ft requires permit from IF Fire</i>		TEARDOWN DATE & TIME: _____
STAFF WORKING	<input type="checkbox"/> YES <input type="checkbox"/> NO	#OF STAFF: _____ #OF VOLUNTEERS: _____
EMT SERVICE HIRED	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provider hired: _____
FIREWORKS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If yes, permit from City of Idaho Falls Fire Dept. required</i>

INSURANCE

It is the responsibility of the event organizer(s) to maintain a commercial general liability insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence with the appropriate government entity as a named insured. Insurance requirements may be increased up on demand by the City of Idaho Falls Legal Department, Risk Manager or the Bonneville County Highway District. Insurance must list the City of Idaho Falls, 308 Constitution Drive, Idaho Falls, ID 83402 as additionally insured and be provided PRIOR to application approval.

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

- | | |
|--|---|
| <input type="checkbox"/> COMPLETED SANDY DOWNS APP. | <input type="checkbox"/> SITE MAP |
| <input type="checkbox"/> PARK IMPACT FEE | <input type="checkbox"/> CERTIFICATE OF INSURANCE |
| <input type="checkbox"/> VENDOR PERMITS (IF NECESSARY) | <input type="checkbox"/> ALCOHOL PERMITS (IF NECESSARY) |
| <input type="checkbox"/> FIREWORKS PERMIT | <input type="checkbox"/> TENT/CANOPY/STAGE PERMIT |
| <input type="checkbox"/> CLEANING DEPOSIT \$500 (\$200 NON-REFUNDABLE) | |

POST EVENT CLEANING CHECKLIST

Event Organizer is responsible for having venue cleaned by 11am the day after event or by the time arranged **before event start** with Event Coordinator.

Failure to cleanup after event is a forfeiture of deposit and organizer will be charged accordingly.

Parking Areas

- All parking areas must be cleared of trash and debris
- Any signs, markers, posts, or fence removed, disposed of, or repaired.

Main Area Outside

- All garbage, signs, garbage cans, etc. hauled to dumpster and dumped.
- All tables and equipment returned to original location.
- All trash and any excessive mess picked up and restrooms cleaned.

Restrooms

- Trash cans emptied
- Trash dumped in Dumpster(s)
- Any plumbing issues immediately reported to staff on site
- Floors Mopped

Kitchen

- Clean Grill with grill brush (good scraping)
- Empty grease traps in trash/dumpsters (NOT OUTSIDE ON GROUND)
- Clean Sink
- Mop Floor

Camping Area

- Entire camping area has trash and items removed.
- Tournaments, Camps and Competitions

Grandstands

- All trash removed from grandstand area

**Contact the City of Idaho Falls Park and Recreation
Special Event and Volunteer Coordinator:**

208-612-8580

specialevents@idahofalls.gov