



PARKS AND  
RECREATION

# SPECIAL EVENT PARK USE APPLICATION



**2024**



This Special Event Park Use Application must be completed in its entirety and is a request only.

**EVENT INFORMATION**

EVENT NAME: \_\_\_\_\_ EST. ATTENDANCE: \_\_\_\_\_

EVENT DESCRIPTION & PURPOSE: \_\_\_\_\_

**EVENT LOCATION: reservable spaces include Ann Morrison Park, Cecil D. Andrus Park, Cherie Buckner-Webb Park, Fort Boise Park, Julia Davis Park, Parkcenter Park, Veterans Park and the Boise River Greenbelt.**

PARK NAME: \_\_\_\_\_ SPECIFIC LOCATION(S) WITHIN THE PARK: \_\_\_\_\_

BOISE RIVER GREENBELT SECTION(S):  Esther Simplot  Ann Morrison  Julia Davis  Parkcenter

HALF-DAY RESERVATION *Select one:*  9 a.m. to 2 p.m.  3 to 8 p.m.

FULL-DAY RESERVATION (9 a.m. to 8 p.m.)

SETUP DATE: \_\_\_\_\_ EVENT DATE(S): \_\_\_\_\_ CLEANUP DATE: \_\_\_\_\_

BEGIN TIME: \_\_\_\_\_ BEGIN TIME: \_\_\_\_\_ BEGIN TIME: \_\_\_\_\_

END TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

**EVENT ORGANIZATION + COORDINATOR**

ORGANIZATION NAME: \_\_\_\_\_

TAX EXEMPT (All non-profit/non-taxable organizations are required to submit an ST101 tax exemption form.)

ORGANIZATION MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

RESIDENT  NON-RESIDENT (Boise residency status determines costs associated with a reservation - see last page for fees.)

EVENT COORDINATOR NAME: \_\_\_\_\_

ON-SITE CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PLANNING CHECKLIST TO BE COMPLETED BY EVENT ORGANIZER**

**A non-refundable deposit of \$100 is required to confirm a park reservation.** The following documents are required 30 days prior to the event. Upon completion of this checklist, a Special Event Park Use Permit will be issued to Event Organizer.

SPECIAL EVENT PARK USE APPLICATION  \$100 DEPOSIT (payment required to confirm park reservation)

CERTIFICATE OF INSURANCE  EVENT SETUP MAP  ROUTE MAP

## FEATURES REQUESTED FROM BOISE PARKS AND RECREATION

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

YES  NO **ELECTRICITY**

YES  NO **PICNIC TABLES** Quantity Requested: \_\_\_\_\_

Extra picnic tables are available at Ann Morrison and Julia Davis parks, and cost \$9 per table (\$13.95 for non-residents).

## 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:

Fee: \$25 per vendor, per day

**# of Food Vendors:** \_\_\_\_\_ **Water hookup required?**  YES  NO

If food or beverage products are being served, sold, or given away during an event: 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** (Perimeter fencing is required around all areas serving or selling beer and/or wine.)

### COMPLETE IF MARKED 'YES' FOR BEER/WINE:

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

**SELLING** beer and/or wine (Beer/Wine Sales Permit required - \$230 fee per day, plus 12% gross sales over \$2,000)

**Park Use Applications are due 90 days prior to the event date if selling beer and/or wine.** 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. Approval does not constitute a reservation or permit holder exclusive use.

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 (208-972-8550).**

YES  NO **AMPLIFIED SOUND**

### COMPLETE IF MARKED 'YES' FOR AMPLIFIED SOUND:

Fee: \$55 per day

**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. See park narrative for power availability information.

YES  NO **INFLATABLE STRUCTURE**

NAME OF APPROVED INFLATABLE PROVIDER: \_\_\_\_\_

(See list of approved providers)

### ITEMS TO BE PROVIDED BY EVENT ORGANIZER

Event Organizer is responsible for procuring any items necessary for the event.

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>PORTABLE TOILET ORDER</b>	# REGULAR:	# ADA:
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>TRASH/RECYCLE BOX ORDER</b>	# TRASH:	# RECYCLE:
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>TRASH/RECYCLE DUMPSTER ORDER</b>	QUANTITY ORDERED:	
DUMPSTER SIZE(S) ORDERED: <input type="checkbox"/> 3yd <input type="checkbox"/> 6yd <input type="checkbox"/> 8/9-yd <input type="checkbox"/> 20yd				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>BARRICADES</b>	TYPE (bike rack, fencing, etc.):	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>GENERATORS</b>	QUANTITY:	SIZES:
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>TABLES</b>	QUANTITY:	SIZES:
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>STAGES</b>	QUANTITY:	SIZES:
LOAD IN DATE & TIME:				
LOAD OUT DATE & TIME:				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>TENTS</b>	QUANTITY:	SIZES:
LOAD IN DATE & TIME:				
LOAD OUT DATE & TIME:				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>STAFF WORKING</b>	# OF STAFF:	# OF VOLUNTEERS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>SECURITY COMPANY HIRED</b>		
NAME OF SECURITY COMPANY: _____ # OF STAFF: _____				
ON-SITE CONTACT PERSON: _____ PHONE: _____				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>TRAFFIC CONTROL AND/OR SHUTTLES</b>		

### ADDITIONAL PERMITS FOR EVENT VEHICLES

Utility and/or Overnight Permits must be picked up from the BPR Administration Office.

YES     NO    **UTILITY VEHICLES**

# OF UVs AT EVENT: \_\_\_\_\_ COMPANY RENTED FROM: \_\_\_\_\_

**Note:** 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    **OVERNIGHT VEHICLE**

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 REQUIRING PERMIT			
		Vehicle Make/Model	Vehicle License	Operator Name	Contact #
		Vehicle Make/Model	Vehicle License	Operator Name	Contact #

## BPR RESERVATION FEES (tax included)

DESCRIPTION	PERIOD	RESIDENT	NON-RESIDENT
Ann Morrison Park (Entire)	Full Day	\$2,700	\$4,185
Ann Morrison Park Pavilion	Half Day	\$140	\$217
	Full Day	\$275	\$426.25
Boise Foothills Open Space Reserve	Per Reserve	\$99	\$153.45
Cecil D. Andrus Park (Entire)	Half Day	\$318	\$492.90
	Full Day	\$636	\$992
Cherie Buckner-Webb Park (Entire)	Half Day	\$318	\$492.90
	Full Day	\$636	\$992
Fort Boise Park	Half Day	\$75	\$116.27
	Full Day	\$145	\$224.75
Greenbelt (per Quadrant)	Half Day	\$95	\$147.25
	Full Day	\$185	\$286.75
Julia Davis Park (Entire)	Full Day	\$2,700	\$4,185
Julia Davis Park Bandshell (Exterior)	Half Day	\$510	\$790.50
	Full Day	\$1,000	\$1,550
Julia Davis Park Bandshell (Interior)	Hourly	\$125.00	\$193.75
Julia Davis Park Pavilions	Half Day	\$140	\$217
	Full Day	\$275	\$426.25
Park Center	Half Day	\$75	\$116.27
	Full Day	\$145	\$224.75
Veterans Memorial Park Pavilion	Half Day	\$140	\$217
	Full Day	\$275	\$426.25
Veterans Memorial Park Picnic Area	Half Day	\$95	\$147.25
	Full Day	\$185	\$286.75
<b>MISC. FEES AND CHARGES</b>			
Amplified Sound	Daily	\$55	\$55
Vendors	Each/Daily	\$25	\$25
Beer/Wine Sales Permit	Daily + 12% gross sales over \$2,000	\$230	\$230
Utility Vehicle & Overnight Vehicle	Daily	\$30	\$30

## SUBMIT SPECIAL EVENT PARK USE APPLICATION

Permit holder shall save, defend, indemnify, and hold City harmless from and against any and all loss, damage, liability or claims (including, without limitation, costs and expense of litigation and reasonable attorneys' fees) (collectively, "Claims") arising from, or connected with, this Permit and/or use of the Licensed Space by Permit holder or Permit holder's employees, agents, or invitees.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

This document serves as an affidavit of the application's accuracy and agreement to abide by the policies governing the proposed event under the City of Boise ordinances outlined in Boise City Code. Find additional information at [cityofboise.org](http://cityofboise.org).



**PARKS AND RECREATION**

**Contact Boise Parks and Recreation Special Events:**

[parksspecialevents@cityofboise.org](mailto:parksspecialevents@cityofboise.org)

208-608-7600, ext. 5

1104 Royal Blvd, Boise, ID 83706