

**EVENT PARK USE:**

- 1) **Reserve event date, time, and location.** Submit this Initial Request Form to the Parks Event Coordinator to reserve the event date. Parks are reserved for a half day or full day and vary in price.
- 2) **Complete the General Event Park Use Application.** Full payment and relevant documents must be submitted to Boise Parks and Recreation 30 days before the event. All events over 1,000 people must also go through the City Clerk's Special Event Committee. Visit the [City of Boise Special Events page](#).
- 3) **Provide a Certificate of Insurance.** The event organizer is responsible for maintaining a Comprehensive Liability Insurance Policy with coverage of \$1,000,000 combined with a single limit per occurrence. The certificate must name the City of Boise as additional insured. For more information, contact Boise City Risk Management at 208-384-3787.
- 4) **Permit Exemption.** If you are claiming an exemption under [Article I Section 10](#) of the Idaho Constitution, please submit and sign this application, and email permitexemption@cityofboise.org for further instructions.

GENERAL EVENT + CONTACT INFORMATION

EVENT NAME: _____ EST. ATTENDANCE: _____

EVENT DATE(S): _____

START TIME: _____ FINISH TIME: _____

EVENT DESCRIPTION: _____

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

PARK: _____ 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.)

ORGANIZATION NAME: _____

ORGANIZATION MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

☐ RESIDENT ☐ NON-RESIDENT (Residency status determines the costs associated with a reservation – see last page for fees)

EVENT COORDINATOR NAME: _____

ON-SITE CONTACT NUMBER: _____ EMAIL: _____

SELECT IF EVENT WILL INVOLVE THE LISTED FEATURES

Additional permits and fees may apply. See Park Reservation Fees on page 2.

AMPLIFIED SOUND ☐ YES ☐ NOBEER/WINE SALES ☐ YES ☐ NOROAD CLOSURES ☐ YES ☐ NORUN/WALK ROUTE ☐ YES ☐ NOVENDORS (Food and/or non-food) ☐ YES ☐ NO

PARK RESERVATION FEES <i>(tax included)</i>			
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	\$95	\$147.25
Cecil D. Andrus Park (Entire)	Half Day	\$335	\$519.25
	Full Day	\$650	\$1,007.50
Cherie Buckner-Webb Park (Entire)	Half Day	\$335	\$519.25
	Full Day	\$650	\$1,007.50
Fort Boise Park	Half Day	\$80	\$124
	Full Day	\$150	\$232.50
Greenbelt (per Quadrant)	Half Day	\$100	\$155
	Full Day	\$185	\$286.75
Julia Davis Park (Entire)	Full Day	\$2,700	\$4,185
Julia Davis Park Bandshell (Exterior)	Half Day	\$520	\$806
	Full Day	\$1,025	\$1,588.75
Julia Davis Park Bandshell (Interior)	Hourly	\$130	\$201.50
Julia Davis Park Pavilions	Half Day	\$140	\$217
	Full Day	\$275	\$426.25
Park Center	Half Day	\$80	\$124
	Full Day	\$150	\$232.50
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
MISC. FEES AND CHARGES			
Amplified Sound Permit	Daily	\$60	\$60
Vendors	Each/Daily	\$25	\$25
Beer/Wine Sales Permit	Daily + 12% gross sales over \$2,000	\$230	\$230
Utility Vehicle & Overnight Vehicle	Daily	\$32	\$32

SUBMIT INITIAL REQUEST FORM

The permit holder shall save, defend, indemnify, and hold the 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. By signing this application, applicant agrees to abide by the Park Use Policies.

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.



**PARKS AND
RECREATION**

Contact Boise Parks and Recreation Event Team:

parksspecialevents@cityofboise.org

208-608-7600, ext. 1

1104 Royal Blvd, Boise, ID 83706