



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 NO

BEER/WINE SALES YES NO

ROAD CLOSURES YES NO

RUN/WALK ROUTE YES NO

VENDORS (Food and/or non-food) YES NO

PARK 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 | \$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 | \$85 | \$131.75 |
| | Full Day | \$160 | \$248 |
| 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 | \$85 | \$131.75 |
| | Full Day | \$160 | \$248 |
| 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