



SPECIAL EVENT PARK USE PERMIT STEPS:

- 1) Reserve event date, time and location. Submit this Initial Request Form to the Parks Special Event Coordinator to reserve event date. Parks are reservable in four-hour time blocks and vary in price. A non-refundable payment of \$100 is due to reserve the event date and location.
2) Complete the Special Event Park Use Application. Full payment and relevant documents are required 30 days prior to the event and must be submitted to Boise Parks and Recreation. Depending on event size and scope, additional applications may be required by the City Clerk's Office.
3) Provide Certificate of Insurance. It is the responsibility of the event organizer to maintain a Comprehensive Liability Insurance Policy with coverage of \$1,000,000 combined with 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.

GENERAL EVENT & CONTACT INFORMATION

EVENT NAME: EST. ATTENDANCE:
EVENT DATE(S):
EVENT START TIME: EVENT FINISH TIME:
EVENT DESCRIPTION:

EVENT LOCATION: reservable spaces include 8th Street, Ann Morrison Park, Cecil D. Andrus 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

RESERVATION TIME BLOCK(S): 7 a.m. to 11 a.m. 12 p.m. to 4 p.m. 5 p.m. to 9 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 ORGANIZER NAME:

ON-SITE CONTACT NUMBER:

EMAIL:

SELECT IF EVENT WILL INVOLVE THE LISTED FEATURES

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

Table with 2 columns: Feature Name and Yes/No checkboxes. Features include Amplified Sound, Beer/Wine Sales, Road Closures, Run/Walk/Parade Route, and Vendors.

BPR RESERVATION FEES

DESCRIPTION	PERIOD	RESIDENT	NON-RESIDENT
Ann Morrison Park (Entire)	All Day	\$1,590.00	\$2,464.50
Ann Morrison Park Pavilion	Time Block	\$105.00	\$162.75
Cecil D. Andrus Park (Entire)	Time Block	\$235.00	\$364.24
Cecil D. Andrus Park (Entire)	All Day	\$550.00	\$852.50
Fort Boise Park	Time Block	\$65.70	\$101.84
Greenbelt (per Quadrant)	Time Block	\$85.00	\$131.75
Julia Davis Park (Entire)	All Day	\$1,590.00	\$2,464.50
Julia Davis Park Bandshell	Time Block	\$425.00	\$658.75
Julia Davis Park Pavilions	Time Block	\$105.00	\$162.75
Park Center	Time Block	\$65.70	\$101.84
Veterans Park (Entire)	All Day	\$531.00	\$823.05
Veterans Park Shelter	Time Block	\$105.00	\$162.75
Veterans Park Picnic Site	Time Block	\$75.00	\$116.24
8 th Street (per Street Block)	Time Block	\$85.00	\$131.75
MISC. FEES AND CHARGES			
Reservation Deposit	Non-Refundable	\$100.00	\$100.00
Amplified Sound	Daily	\$55.00	\$55.00
Vendors (first 4)	Each/Daily	\$30.00	\$30.00
Vendors (5th +)	Each/Daily	\$20.00	\$20.00
Utility Vehicle & Overnight Vehicle	Daily	\$30.00	\$30.00
BPR Staff Assistance	Hourly	\$26.50	\$26.50

CITY OF BOISE SPECIAL EVENT TEAM

Boise City finds special events which are offered to the general public often attract large gatherings of people which may cause conditions requiring municipal regulation to ensure adequate protection of public health and safety.

Events or organized activities anticipating more than 1,000 participants/spectators held on public property that require street closures or include event components requiring the coordination of multiple city departments or other agencies such as the service of alcohol, onsite cooking/food sales, or the use of temporary structures.

For more special event assistance you may visit the [City of Boise Special Events page](#).

This document serves as an affidavit of application's accuracy and agreement to abide by the policies governing the proposed Special Event under the City of Boise Ordinance. [Boise City Code online](#).



**PARKS AND
RECREATION**

Contact the Boise Parks and Recreation Special Events Team:

208-608-7618 or 208-608-7615
parksspecialevents@cityofboise.org
 1104 Royal Blvd, Boise ID 83706