



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

EVENT INFORMATION

EVENT NAME: EST. ATTENDANCE (under 1,000):

EVENT DESCRIPTION & PURPOSE:

EVENT WEBSITE:

PLEASE SELECT THE EVENT LOCATION.

- Ann Morrison Park Cecil D. Andrus Park Cherie Buckner-Webb Park Fort Boise Park
Julia Davis Park Parkcenter Park Veterans Memorial Park Boise River Greenbelt

SPECIFIC LOCATION 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 must 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

The following items are required 30 days before the event. Upon completion of this checklist, a Special Event Park Use Permit will be issued to Event Organizer.

- SPECIAL EVENT PARK USE APPLICATION PARK RESERVATION PAYMENT
APPROVED CERTIFICATE OF INSURANCE EVENT SETUP MAP ROUTE MAP

## FEATURES REQUESTED FROM BOISE PARKS AND RECREATION

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

YES  NO ELECTRICITY

YES  NO WATER HOOKUP

## 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: \_\_\_\_\_

If food or beverage products are being served, sold, or given away during an event, additional permits are required:

- Vendors must obtain a [Mobile Food Preparation Vehicles Permit](#) from the Boise Fire Department.
- Vendors must submit a [Mobile Food Establishment Application](#) to Central District Health.

# of Non-Food Vendors: \_\_\_\_\_

All vendors must follow the policies outlined in the [Park Use Policy](#).

YES  NO SELLING BEER AND WINE (Perimeter fencing is required around all areas serving or selling beer and wine.)

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

Fee: \$230 per day, plus 12% gross sales over \$2,000

Park Use Applications are due 90 days before the event date if selling beer and wine. Beer/Wine sales are permitted at the discretion of the Boise Parks and Recreation Department. 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 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: \$60 per day

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

PA System  Live Music  Other: \_\_\_\_\_

**Note:** The event organization/coordinator is responsible for providing power to an amplified sound source through a generator.

YES  NO INFLATABLE STRUCTURE

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

(See list of approved providers)

## INSURANCE + INDEMNIFICATION

YES  NO CERTIFICATE OF INSURANCE APPROVED

It is the responsibility of the Special Event organizer to maintain a **COMMERCIAL GENERAL LIABILITY** insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence.

**A certificate of insurance naming City of Boise (150 N. Capitol Blvd, Boise, ID 83702) as additional insured and certificate holder must be delivered with this application for all events.**

### ITEMS TO BE PROVIDED BY EVENT ORGANIZER

Event Organizer is responsible for arranging the pick-up and delivery of the items listed below.

YES  NO PORTABLE TOILETS # REGULAR: \_\_\_\_\_ # ACCESSIBLE: \_\_\_\_\_

YES  NO TRASH/RECYCLE BOXES # TRASH: \_\_\_\_\_ # RECYCLE: \_\_\_\_\_

YES  NO TRASH/RECYCLE DUMPSTER QUANTITY ORDERED: \_\_\_\_\_

DUMPSTER SIZE(S) ORDERED:  3yd  6yd  8yd  20yd  40yd

YES  NO BARRICADES TYPE (bike rack, fencing, etc.): \_\_\_\_\_

YES  NO GENERATORS QUANTITY: \_\_\_\_\_ SIZES: \_\_\_\_\_

YES  NO TABLES QUANTITY: \_\_\_\_\_ SIZES: \_\_\_\_\_

YES  NO STAGES QUANTITY: \_\_\_\_\_ SIZES: \_\_\_\_\_

LOAD IN DATE & TIME: \_\_\_\_\_

LOAD OUT DATE & TIME: \_\_\_\_\_

YES  NO TENTS QUANTITY: \_\_\_\_\_ SIZES: \_\_\_\_\_

LOAD IN DATE & TIME: \_\_\_\_\_

LOAD OUT DATE & TIME: \_\_\_\_\_

A [Tents, Canopies and Temporary Membrane Structures Permit](#) is required from the Boise Fire Department for structures that exceed 400 square feet.

YES  NO STAFF WORKING # OF STAFF: \_\_\_\_\_ # OF VOLUNTEERS: \_\_\_\_\_

YES  NO SECURITY COMPANY HIRED

NAME OF SECURITY COMPANY: \_\_\_\_\_ # OF STAFF: \_\_\_\_\_

ON-SITE CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

YES  NO TRAFFIC CONTROL

### 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: \_\_\_\_\_

Boise Parks and Recreation 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

# OF OVERNIGHT VEHICLES AT EVENT: \_\_\_\_\_

Unpermitted vehicles will be subject to towing at the owner's risk and expense.

**THANK YOU FOR COMPLETING THE SPECIAL EVENT PARK USE APPLICATION.**

**SIGNATURE REQUIRED ON THE FOLLOWING PAGE.**

ADDITIONAL SPACE (if applicable):

**BPR RESERVATION FEES (tax included)**

Payment is due 30 days before the event date.

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
<b>MISC. FEES AND CHARGES</b>			
Amplified Sound	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 SPECIAL EVENT PARK USE APPLICATION**

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.

**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. 1

1104 Royal Blvd, Boise, ID 83706