



SPECIAL EVENT PARK USE:

- 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 for a half day or full day 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. All events over 1,000 people are also required to go through the City Clerk's Special Event Committee. Visit the City of Boise Special Events page.
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 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.)

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 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 (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	\$318	\$492.90
	Full Day	\$636	\$985.80
Cherie Buckner-Webb Park (Entire)	Half Day	\$318	\$492.90
	Full Day	\$636	\$985.80
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	\$500	\$775
	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
8 <sup>th</sup> Street (per Street Block)	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 INITIAL REQUEST FORM

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:**

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

208-608-7600, ext. 5

1104 Royal Blvd, Boise, ID 83706

Special Event Park Use - Initial Event Request