



City of Idaho Falls

Special Events

Policies and Procedures

IDAHO FALLS

Introduction

Definition of a Special Event: An occurrence, festival, concert, sporting event, gathering, performance, or the like in or at a public park, outdoor recreation area or facility, or any public parking lot adjacent thereto, where non-alcoholic beverages, food, candy, or other goods may be served and which is specifically approved of, for a limited duration, by the Director of Parks and Recreation or designee.

Special events are a very important part of any community's quality of life. The City of Idaho Falls sees hundreds of events each year, varying in scope, purpose, cost and complexity. Special events enhance tourism, provide an economic benefit to businesses, promote cultural diversity and provide affordable entertainment.

Special Event Committee

The City's Special Event Committee (made up of employees from City departments who are impacted by special events) is committed to working with event organizers to help produce successful and safe events which have minimal impact on the environment, surrounding neighborhoods and businesses. The committee members believe this is achieved through responsible leadership, careful planning, good organization and teamwork. The Special Event Permit application is designed to help special event organizers effectively navigate the planning and execution of their event. The Special Event Committee can be reached by emailing specialevents@idahofallsidaho.gov.

Contact Information

Parks and Recreation
520 Memorial Dr.
Idaho Falls, ID 83402
(208) 612-8480

Police Department
605 N. Capital Ave.
Idaho Falls, ID 83402
(208) 529-1200

Fire Department
647 Shoup Ave.
Idaho Falls, ID 83402
(208) 612-8495

Street Division
2472 N. Holmes Ave.
Idaho Falls, ID 83401
(208) 612-8490

Clerk's Office
308 Constitution Way
Idaho Falls, ID 83402
(208) 612-8414

Eastern Idaho Public Health
1250 Hollipark Dr
Idaho Falls, ID 83401
(208) 522-0310

Getting Started

THERE ARE THREE (3) EASY WAYS TO SUBMIT YOUR SPECIAL EVENT PERMIT APPLICATION:

1. **In Person** – Stop by the Recreation Center Office (520 Memorial Dr.) Mon – Fri between 8am and 4:30pm to pick up an information packet and/or submit finished applications.
2. **By Mail** – Mail your completed application, including all required documentation and insurance to City of Idaho Falls Parks and Recreation, PO Box 50220 Idaho Falls, ID 83405.
3. **By E-mail** – Email completed applications, required documentation and payment in full to information to specialevents@idahofallsidaho.gov.

Documentation to be Submitted

- Permit Application with Payment and Deposit**
- Certificate of Liability Insurance**
- Site Plan**
- Security Plan**
- Contract with Professional Security Company** (Please reference "Security Plan" in this document for details and other limitations).
- Fee or Insurance Waiver Request** (Please reference "Fee and Insurance Waiver Requests" in this document for requirements).
- Trash and Recycling Plan**
- Street Closure Request**
- Concessionaire/Food Vendor Roster**
- Contract with Licensed Vendor** (If serving alcohol)

Frequently Asked Questions

Questions	Answers
When can I start applying for a Special Event Permit?	The Department of Parks and Recreation will start excepting applications on October 1 st (in the fall prior to our summer season).
Will you hold my date before I pay the application fee or deposit?	No. You must pay the application fee and leave a credit or debit card or check for the deposit in order to secure a date for your event. We will then hold a facility and/or equipment for you. Those fees must be paid in full before the event begins.
Can I use an inflatable structure, like a bounce house, in a City park?	The City allows dry structures that are rented from a bonded vendor with proof of liability insurance. Absolutely no inflatable structures that use water are permitted on public property. Please call the Parks Division at 612-8479 to arrange an inspection. Please reference "Inflatable Structures" in this document for details and other limitations.
Are you going to charge me the full deposit amount when I apply for a permit?	No. Deposits can be held with a credit card, debit card or check. The City will not charge you the \$500 deposit unless an issue arises with the event.
Can I apply for a permit two (2) weeks before my event? If not, how many days before my event must everything be submitted?	Applications, fees and refundable deposits for ALL special events must be submitted to the City no less than thirty (30) days prior to event date requested. This will allow appropriate time for processing and proper arrangements between City Departments.
Can I cancel my event and get my money back?	For ALL cancellations, the City will retain a \$7.00 administrative fee from your deposit in addition to your \$50.00 non-refundable permit application fee. For cancellations within thirty (30) days of the scheduled event, an additional fee of 15% of the event invoice will also be held from your deposit. Please reference "Cancellation Policy" in this document for details and other limitations.
If I cancel an event, how long does it take to get a refund back from the City?	Refunds are processed and sent to the City Treasurer's office within one (1) business day of the cancellation. If a refund check is not received within thirty (30) days, please call the Deputy Treasurer at (208) 612-8218.
Do I have to have insurance for my event?	Anyone using City property for an event must furnish the City with a current Certificate of Insurance. Please reference "Certificate of Liability Insurance" in this document for details and other limitations. Higher levels of liability insurance may be required for events with significant potential of bodily harm.
When do I have to present proof of insurance to the City?	A Certificate of Insurance must be received at least fourteen (14) day prior to the scheduled event. If the certificate is not provided within the fourteen (14) day period, the City reserves the right to cancel the event and keep the event deposit.
Can I have alcohol at my special event?	With an alcohol dispensing permit, you may consume and/or dispense alcohol at Sportsman's Park, Civitan Plaza, Idaho Falls Raceway, Sandy Downs and the Pier at Snake River Landing. There are several limitations associated with the permit. Please reference "Alcohol Dispensing Limitations and Requirements" in this document for details and other limitations.
If I'm planning a 5K or other racing event, how can I identify my route for a race participant to clearly see?	You may use lawn flags, above ground signs or washable sidewalk chalk. The City no longer allows permanent spray paint, spray chalk, stickers or markers to identify routes. These products permanently damage grass and pavement. Please call the Parks Division at (208)612-8479 with questions about route identifiers.
Can I hang signs around the community to advertise my event?	Please reference "Signage Limitations (Temporary Banners, A-Frames, Yard Signs, Etc.)" for pertinent details from the City's sign ordinance.
Do I need portable toilets at my event and will the City provide them?	Some type of restroom facility should be provided at all events. While the City has restrooms in most city parks, the City does not have portable toilets available for use or rent. Please reference "Portable Toilets" in this document for details and other limitations.
Do I need professional security at my event?	Professional security personnel are required at public events with 500 or more attendees or events with alcohol.
Where do I find City Codes and Ordinances?	All ordinances can be found on the City's website at www.idahofallsidaho.gov , under the City tab at the top.
If you have any further questions or concerns, please contact or phone the Recreation Center office at (208) 612-8580.	

Certificate of Liability Insurance (At least 14 days prior to event)

After the application is approved, the event organizer will be required to provide a Certificate of Liability Insurance naming the “City of Idaho Falls, Idaho” as an additional insured party before a permit will be granted. **Certificate of Insurance MUST be received at least fourteen (14) days prior to the scheduled event. If the Certificate is not provided within the fourteen (14) day period, the City reserves the right to cancel the event.**

Anyone using City property for an event must furnish the City of Idaho Falls with a current Certificate of Insurance evidencing General Liability Insurance Coverage equal to or greater than the following levels of liability:

Each Occurrence Limit for Bodily Injury and Property Damage Liability*	\$1,000,000
General Aggregate Limit*	\$2,000,000
Products/Completed Operations Aggregate Limit*	\$2,000,000
Personal and Advertising Injury Liability Limit*	\$1,000,000

*Higher levels of liability may be required for events with more than 500 attendees or significant potential of bodily harm

Note: Some events may qualify for a complete insurance waiver. Events with low numbers of participants and little potential for bodily harm may not have to provide a General Liability Insurance Certificate. The Committee will review the insurance waiver request to determine whether your event insurance should be waived. Please see “Fee and/or Insurance Waiver Requests” for details.

Site Plan (At least 30 days prior to event)

To ensure a thorough review of your event, please attach your site plan to the permit application. Your site plan should include:

- An outline of the entire event venue.
- Direction of travel and all street closures for moving events.
- The location of fencing, barriers and barricades. Indicate access points for emergency personnel.
- Stages and platforms.
- Bleachers and grandstands.
- Trash cans, recycling bins and dumpsters.
- Portable toilets, hand washing facilities, drinking fountains and water stations.
- The location of first aid facilities and ambulances.
- Placement of vehicles and/or trailers.
- Placement of all vendors and booths, including inflatable structures.
- Space allotted for parking.
- Beer and wine gardens.
- Firework launch location(s).
- Security. Please clearly indicate each area where approved security will be deployed, including but not limited to: entrances and exits to the event, beer and wine garden entrances and exits and placement along barricades and road closures. Please differentiate between volunteer and professional security.

Security Plan (At least 30 days prior to event)

As an event organizer, you are required to provide a safe and secure environment for event participants. Some events may require licensed professional security personnel while others may only require clearly marked volunteers to patrol the event. The number of security personnel needed for your event is determined by the size of the event, road closures, time of day and services offered at the event. Events that are open to the public with 500 or more attendees as well as events that include alcohol will require licensed professional security personnel to patrol the event and secure entrance and exit points.

Police Department representatives who sit on the Special Event Committee will review your plan, determine any areas of concern and work with you on resolving those concerns.

Security Plan Requirements:

- All road closures must be staffed by clearly identified volunteers or staff.
- All entrance and exit points of an inner perimeter must be staffed by security personnel.
- All beer gardens and identification checkpoints will be staffed by volunteers or staff that are 18 years of age or older.
- Paid professional security personnel and volunteer security will be in event-appropriate dress (such as bright safety orange, red or yellow shirts with “Security” clearly visible).
- The Special Event Committee may modify security plan requirements depending on the size, scope, location and time of the event.

Licensed Professional Security Personnel (Public events with more than 500 attendees or events with alcohol)

Some events may require licensed professional security personnel to patrol the event. The number of security personnel needed for your event is determined by the size of the event, road closures, time of day and services offered at the event. Events that are open to the public with 500 or more attendees as well as events that include alcohol will require licensed professional security personnel to patrol the event and secure entrance and exit points. Please reference the chart below for required number of licensed security personnel at your event.

	Required Number of Licensed Security Personnel at Public Events
0 – 500 Attendees	2
501 – 1,000 Attendees	3
1,001 – 2,000 Attendees	4
2,001 – 3,000 Attendees	5
3,001 – 4,000 Attendees	6
4,001 – 5,000 Attendees*	7

*For public events expecting more than 5,000 attendees, the Parks and Recreation Special Event Coordinator will contact the organizer to make further arrangements. Security personnel may be hired through the Idaho Falls Police Department or through a private licensed entity. For more information regarding IFPD security, contact the Police Department at 612-8620 to discuss security rates and policies.

Trash and Recycling Plan (At least 30-days prior to event)

As the event organizer, you are responsible for the waste generated by the participants, spectators and vendors at your event. Trash cans and dumpsters are available to rent from the City for a small fee. The City will provide and transport as many recycling bins and liners as needed at no cost. Please indicate the number of each receptacle needed to contain ALL waste generated at your event on the “Application and Facility Rental Fees” section of the permit application. All trash and recycling must be separated and placed in two separate locations adjacent to the nearest road. This allows all materials to be picked up easily by the City. Trash containers that are too large to move can remain in their locations to be picked up at the conclusion of the event.

Street Closure Requests (At least 30-days prior to event)

If you would like to request a street closure of any kind (including roads inside of the City’s parks), please make sure that you checked “yes” on page 1 of the permit application where it says “Will your event need streets closed or traffic limited?” Once you have checked “yes”, verify that all street closures are clearly indicated on your site plan and attach a “Street Closure Request” to the application. The request must include:

- All streets, intersections, businesses and parking lots that will be impacted by the closure
- Times that the closures would need to be in effect
- Why closure is crucial for the success of your event
- Access points for fire and emergency personnel
- Contact person available during setup, event, and take down

The request will be reviewed by a representative from the Idaho Falls Police Department as well as the City’s Fire Marshal.

The request for street closures must be submitted to the City no later than thirty (30) days prior to the event, along with the site plan, vendor list and other documentation that is part of the permit application.

The Street Division will loan cones, candle sticks, A-frames and barricades to special event organizers at no cost. By signing the signature line in the main **Special Event Permit Application**, you take full responsibility for all equipment borrowed from the City and agree to pay any replacement fees associated with the loaned equipment. Fees are as follows:

Street Division Equipment Replacement Fees

Cones	\$50.00 each
Candle sticks and base	\$50.00 each
A-Frames	\$65.00 each
Barricades (sign and stand)	\$300.00 each

Concessionaire and Food Vendor Permits and Roster (At least 30 days prior to event)

If you are planning on having food vendors at your event, you are required to attach a vendor roster that includes the company names, a contact person and phone number and whether the event organizer has verified that vendors have the proper permits from the East Idaho Public Health department.

Event organizers will need to purchase a Temporary Concession Permit if they have food vendors at their event. The permits are \$50.00 for one (1) to ten (10) vendors or \$100.00 for eleven (11) or more vendors. Organizers are responsible for verifying proper permits, which include a food handling license or exemption certificate and a current 2016 mobile vending permit, if they are operating out of a trailer or truck.

Upon purchase of the permit, a window permit will be issued for each vendor to display on the vending cart, trailer or booth. All vendors must display this window permit in order to vend. If City personnel check for a window permit and cannot find one, personnel have the right to ask the vendor to leave the event.

Concessions must be managed in a professional manner. The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all City code provisions. The applicant agrees that, during the use of the park or other facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, religion, national origin, or disability, veteran's status, sexual orientation or gender identity expression.

Alcohol Dispensing Limitations and Requirements

Alcohol Dispensing Permits are \$50.00 plus 3% of gross alcohol sales. At the conclusion of the event, the vendor/caterer must report total sales to the Parks and Recreation Department. The City will then send an invoice to the vendor/caterer. No other permits may be obtained by the vendor/caterer until the final alcohol sales invoice is paid in full.

Process to Obtain an Alcohol Dispensing Permit

1. The event organizer will indicate on the application that they will have alcohol available at the event
2. The event organizer pays Special Event Permit fee, Alcohol Dispensing Permit fee, rental fees and event deposit.
3. The contracted caterer/vendor picks the Alcohol Dispensing Permit up from the City Clerk's office at least seven (7) days before the event.

ABSOLUTELY NO HARD LIQUOR IS ALLOWED AT ANY EVENT ON CITY PROPERTY!

Permitted Locations for Events with Alcohol

1. Idaho Falls Raceway at Noise Park
2. Sportsman's Park (Japanese Friendship Gardens)
3. Sandy Downs
4. The Pier at Snake River Landing
5. Civitan Plaza in Downtown Idaho Falls

To obtain an **Alcohol Dispensing Permit**, you must:

- Have a licensed vendor dispensing the alcohol. The licensed alcohol vendor is a person or business in possession of a current Idaho State, Bonneville County and City license permitting the person or business to sell, distribute and serve or supply beer and wine.
- Have at least two (2) individuals at the event to check proper identification for those who shall purchase, receive or consume alcohol during the event. The individuals shall be clearly identified and shall be stationed no less than 10 feet from the dispensing location.
- Hire at least two (2) licensed professional security personnel to provide security for the event. Such officers or security personnel shall be clearly identified as such and shall be on duty at all times alcohol is being sold, served or consumed during the event.
- Separate alcohol sales, dispensing and consumption area(s) from the rest of the event. The areas shall be surrounded by a barricade no less than four (4) feet tall. The barricade shall be constructed in such a manner that sales and serving persons can pass under, over or through it except at established entry and exit points as designated on the site plan.
- Staff all entry and exit points into the alcohol sales, distributing and consumption area(s) with age appropriate volunteers or staff. These locations can be staffed by the individuals checking proper identification.
- Serve all alcohol from its original container. When serving into another container, the container must be a readily identifiable container not more than sixteen (16) ounces in size and shall not bear a logo for a non-alcoholic beverage.
- Not dispense alcohol for more than a total of five (5) hours per day during the events.
- Submit a contract between the caterer/vendor and the event organizer.

****Please see City Code Title 4, Chapters 2,3, and 4 for more details and clarification.**

Route Identification - Walks, Runs and Races

We know that with your help, we can improve the appearance of our parks and cut costs while providing everyone with beautiful locations to host special events. It is for this reason that the Idaho Falls Police Department and the Parks Division will be strictly enforcing City Code Section 5-10-2 (Prohibition of Graffiti) and will no longer allow the use of permanent route identifiers like spray paint, spray chalk, markers,

stickers, crayons or other means of permanently marking on any City street, grassy areas, sidewalks, pavement or any park property because they can cause permanent damage.

Identifiers that CAN be used to mark your event:

- Lawn Flags
- Removable Signs
- Washable Sidewalk Chalk

Portable Toilets

Portable toilets are prefabricated, portable, self-contained toilets that may be housed on trailers or as stand-alone units used for special or temporary events, construction sites, parks or locations with restroom needs.

The City has specific requirements for special events on public property. Events with low attendance that are located next to existing public restroom facilities may not be required to rent portable toilets. Please see the chart below to determine how many portable units are required for your event.

Portable Units at Special Events Based on Expected Attendance and Length of the Event

	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	All Day
0 – 500 Attendees	2	4	4	5	6	7	9	9
501 – 1,000 Attendees	4	6	8	8	9	9	11	12
1,001 – 2,000 Attendees	5	6	9	12	14	16	18	20
2,001 – 3,000 Attendees	6	9	12	16	20	24	26	30
3,001 – 4,000 Attendees	8	13	16	22	25	30	35	40
4,001 – 5, 000 Attendees	12	15	20	25	31	38	44	50

Inflatable Structures

****Water based inflatable structures are not allowed on City property.**

1. Inflatable structures may not be set up on any park trail, right-of-way or parking area. They must not impede other park users from using park amenities or recreation facility such as tennis courts, volleyball courts or basketball courts.
2. Users shall follow all state, federal and municipal laws and ordinances, including all applicable City ordinances.
3. Privately owned, non-commercial inflatable structures are not permitted in parks or at facilities belonging to the City. Inflatable structures shall only be rented from a vendor that has liability insurance on all its equipment and users. The City reserves the right to verify properly insured structures at any time and can remove a structure at any time for violating these policies.
4. Inflatables shall not remain in City parks or facilities overnight (unless it is a multi-day event) and shall be set up and removed only by trained and qualified representatives of the vendor in compliance with the manufacturer’s specifications.
5. Inflatables shall be free standing and weighted. Stakes are prohibited in City parks and facilities. Inflatables shall not be tied or tethered to trees, tables or other park amenities or structures.
6. Users shall provide adequate and appropriate adult supervision at all times to assure that the use is in compliance with the manufacturer’s recommendations and operating procedures, reflecting a safe level of operation. It is the responsibility of the user to obtain a copy of the manufacturer’s operating procedures from the vendor.
7. Users shall be responsible for providing a generator for inflation of the inflatable structure. THE CITY WILL NOT PROVIDE ELECTRICITY FOR INFLATABLE STRUCTURE USE. Generators shall be placed at a safe distance from the inflatable structure and all electrical cords properly insulated, grounded, and covered to prevent tripping hazards. Electrical cords running across a public street from a nearby private residence are prohibited. Additional gasoline cans shall not be stored next to a generator. All inflatable structures and generators shall be placed within fifty (50) feet of each other at the park location authorized by City staff.
8. Users and vendors shall be liable for all damages caused by their use of the inflatable structure in the City’s parks and/or facilities. Damage to City property or turf may result in additional charges users and vendors.
9. Users and vendors shall agree to jointly and severally indemnify, protect, defend, save and hold harmless the City, its officers, employees, agents, and volunteers from and against any and all liability, claims, suits, and causes of action for death or injury to persons, or damage to property, resulting from intentional or negligent acts, errors, or omissions of user and/or vendor arising out of the setup, use or operation of the inflatable structure, or resulting from any violation of any federal, state, or municipal law or ordinance, the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of user and/or vendor, which occurs related to the setup, use or operation of the inflatable structure.
10. Users who fail to specify the intent to use an inflatable structure during an event or who fail to apply for a special event permit shall not use inflatable structures on City property. A user who is found using an inflatable structure without following proper protocol is subject to immediate termination of the event whether or not the event has commenced or is in progress.

Community Notification

Some special event organizers may be required to notify property owners, neighborhood associations and any other impacted parties, in writing. This will be determined by the City's Special Event Committee after reviewing the event permit.

Signage Limitations (Temporary Banners, A-Frames, Yard Signs, Etc.)

Many event organizers request banners, yard signs, or a-frame signs to advertise their events. Before ordering or making signs, please refer to Title 2, Chapter 9 of the City Code, which states that signs are not to be placed on public property such as landscaping strips next to roads, sidewalks, power or telephone poles, and bridges. Temporary and portable signs are to be located only on the property on which the event is to be held. For example, if you are having an event at the former Kingston building on West Broadway, a banner may be located on the property advertising your event.

The size of the banners, yard signs, or A-frame signs are regulated by the Sign Code and the size and location are determined by the zone in which the event will be held. Schools and churches are usually in residential zones and a temporary sign cannot exceed 20 square feet in residential zones. In commercial zones, such as the former Kingston building illustration above, the sign generally cannot be larger than 100 square feet.

All temporary signs need a permit from the City's Building Department, (208) 612-8287. In addition, the permission of the property owner is required before installing any sign, including portable or temporary signs.

Entrance Fees and Event Parking

A separate contract will be drafted by the Parks and Recreation Department for events that charge participants an attendance fee.

Entrance Fee: An additional \$1.00 surcharge will be applied to each entry for all events at Sandy Downs or Idaho Falls Raceway at Noise Park that charge participants an attendance fee. The surcharge fee will be collected by the Parks and Recreation Department at the conclusion of the event and placed into a Parks Capital Improvement Fund to be used to replace, renovate and maintain facilities and equipment throughout the City's park system.

Parking: Event organizers are not allowed to charge to park on City property. For events at Sandy Downs and the Idaho Falls Raceway at Noise Park, expecting more than 500 attendees, the Parks and Recreation Department reserves the right to run a pay-to-park parking service for the event. All parking fees collected by the City will be placed into a Parks Capital Improvement Fund to be used to fix up, renovate, replace and maintain facilities and equipment throughout the City's park system.

Tournaments, Camps and Competitions

Sporting tournaments have unique requirements and are handled differently than other special events.

Tournament Directors Must:

- Call the City's Recreation Supervisor at (208) 612-8481 for field availability and to share tournament logistics.
- Submit a Special Event Permit application at least 30 days prior to the tournament
- Submit a concessionaire/vendor roster (if you are controlling concessions).
- Note! There are two (2) choices for event concessions.
 1. The tournament director can run concessions; or
 2. The City will allow outside vendors to sell concessions at the event.
- If choosing option # 1, please notify the Parks and Recreation Department when submitting the Special Event/Tournament Permit Application to allow ample time for the Department to plan concessions accordingly.
- Submit a certificate of liability insurance
- Provide additional portable toilets, as outlined in the document above.
- Pay all field rental fees at the conclusion of the tournament.
- Provide staff or volunteers to manage the parking lot and all entry and exit points. This may not be needed for all events or throughout an entire tournament. After reviewing your application, the Special Event Committee will determine if the tournament needs parking managers, by the size and location of the tournament. If the committee decides that the tournament needs parking managers, they must:
 - Make sure that participants and/or families don't park RVs over-night or park across several parking stalls.
 - Allow the general public to park in the parking lots at all times. As a tournament director, you are renting only the fields, not an entire park.
 - Explain where overflow parking is located.

Tournament Directors DON'T have to:

- Hire professional security personnel if there are over 500 people attending a tournament.
- Supply a security plan or site plan.

Facility Rental Fee and/or Insurance Waiver Requests (At least 30 days prior to event)

Exemption Requests: All requests for consideration of waiver of facility rental fees and/or insurance must be in writing and submitted to the Parks and Recreation Department, along with the Special Event Permit application at least 30 days prior to the scheduled event. The request should explain how the project or organization meets the criteria listed below. All requests will be reviewed at the following monthly Special Event Committee meeting. Event organizers will be notified within 5 days of that meeting. Projects or organizations who have failed their obligations during previous events or activities are not eligible for future fee waivers. All city programs, committees or authorized direct affiliates shall be eligible for exemption from facility use fees.

Review Panel: All written requests for the waiver of facility use fees are reviewed by a three (3) member panel consisting of the following: the Parks and Recreation Director, Park Superintendent and the Chair of the Parks and Recreation Commission.

Additional Expense: The Special Event Permit application fee and all expenses associated with the City providing additional equipment in addition to what is normally provided at any given site such as tables, tents, water, etc. are not eligible for exemption.

Criteria: Facility rental fees and liability insurance can be waived for an event if the organizer and/or sponsoring organization meet the following criteria to the satisfaction of the Review Panel:

1. The event or activity is open to the general public.
2. The activity of the requesting party directly benefits the residents of the City or the Parks and Recreation Department.
3. The requesting party is an Idaho Falls based non-profit organization with a valid 5019(C) (3).
4. The requesting party provides for clean-up at the end of their event.
5. All recipients of a fee waiver acknowledge the Parks and Recreation Department in all publicity relating to the event or activity and be approved by the Director of Parks and Recreation prior to release. "Acknowledgement" includes City logos and statement in all advertising, promotional material and media releases.

Cancellation Policy

For **ALL** cancellations, the City will retain a \$7.00 administrative fee from the deposit in addition to the \$50.00 non-refundable permit application fee. For cancellations within thirty (30) days of the scheduled event, an additional fee of 15% of the event invoice will also be held from the deposit.

If a refund check is not received within thirty (30) days, please call the Deputy Treasurer at (208) 612-8218.