

SPECIAL EVENT PERMIT APPLICATION

NOISE PARK / SANDY DOWNS



| | | | |
|--|------------|---|-------|
| <input type="checkbox"/> Permit Application Fee: | \$50 | <input type="checkbox"/> Park Impact Fee | \$100 |
| <input type="checkbox"/> Refundable Deposit: | \$500 | <input type="checkbox"/> Alcohol Dispensing Permit: | \$50 |
| <input type="checkbox"/> Facility Fees: | See Page 4 | | |

Event Location: _____ Event Date: _____

Event Name: _____

Sponsoring Organization: _____ Email: _____

Are you a non-profit organizations? Yes No If so, Tax ID #: _____

Contact Person: _____ Phone: _____

Organization's Address: _____ City: _____ State: _____ Zip: _____

Event Details

Purpose and Brief Description of Event: _____

Locations of the Event: _____ Years event has been held in IF: _____

Set-Up Date: _____ Set-Up Times: _____

Event Start Date: _____ Event Start Time: _____

Event End Date: _____ Event End Time: _____

Dismantle Date: _____ Dismantle Time: _____

Event Caterer: _____

Will alcohol be consumed at the event? Yes No If yes, Security Company: _____ Phone: _____

Please read the entire "Alcohol Dispensing Limitations and Requirements" section on page 6 of the Policies and Procedures document for all details

Event Category

- Concert/Performance
 Dance
 Exhibit/Art
 Rodeo
 Festival/Fair
 Outdoor/Farmer's Market
 Other: _____

| | | | |
|---|--|---|----------------------------------|
| Expected Attendance: | <input type="checkbox"/> 5,000 – 7,499 | <input type="checkbox"/> 7,500 – 9,999 | <input type="checkbox"/> 10,000+ |
| Has insurance been purchased for the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | See Page 4 of the Policies & Procedures for details | |
| Will attendees be charged an entrance fee? | <input type="checkbox"/> Yes <input type="checkbox"/> No | See Page 8 of the Policies & Procedures for details | |
| Will there be any inflatable structures at the event? <small>**Absolutely no water based inflatable structures are allowed in City parks**</small> | <input type="checkbox"/> Yes <input type="checkbox"/> No | See Page 7 of the Policies & Procedures for details | |
| Will the event require streets to be closed or traffic limited? | <input type="checkbox"/> Yes <input type="checkbox"/> No | See Page 5 of the Policies & Procedures for details | |
| Will tents or stages be used at the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Will there be tents or canopies that exceed 400 sq. /ft.? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Will there be other temporary structures? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Will there be vendors at the event who use equipment to heat food, such as grills, burners, etc.? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | | |
|---|--|---|
| Will there be pyrotechnics or fireworks at the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will generators be used? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will there be amplified music or a PA system? <small>**Please be courteous to the neighbors that live around the park or facility**</small> | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will there be concessionaires (food vendors) at the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | See Page 6 of the Policies & Procedures for details |
| <ol style="list-style-type: none"> The event host assumes liability for ALL vendors and is responsible for physically verifying each vendor's permits. The event host must purchase a Special Event Temporary Concession Permit. The event organizer must attach a concessionaire roster with business name, contact person and phone. The Parks and Recreation Department will email the list to Eastern Idaho Public Health, for their records. | | |

Security Plan

A security plan is required for **ALL** events. However, a licensed security company is only required for events with alcohol and/or events open to the public with 500 or more attendees.

Based off the statement above, does the event require a licensed security company? Yes No

If yes, has a licensed security company to help manage your event? Yes No

Have you read the "Security Plan" on page 4 of the P & P to determine the security needed for your event? Yes No

Does the security plan for the event include provisions for a lost child booth? Yes No

Have you attached a security plan and/or agreement between the organizer and a security company? Yes No

Security Company: _____ Contact: _____ Phone: _____

Special Event Permit: Policies and Procedures Checklist

I have read the entire *Special Event Permit: Policies and Procedures* and understand all the requirements, limitations, policies and procedures that are associated with each section. By initialing the following statements, I completely understand what is expected of me, as the event organizer, and will comply with each corresponding section.

- ____ Certificate of Insurance
Initial
- ____ Site Plan
Initial
- ____ Security Plan
Initial
- ____ Trash and Recycling Plan
Initial
- ____ Street Closure Requests – Cones, Candle Sticks, A-Frames and Barricades
Initial
- ____ Concessionaire and Food Vendor Permits and Roster
Initial
- ____ Alcohol Dispensing Requirements and Limitations
Initial
- ____ Signage Limitations (Temporary Banners, A-Frames, Yard Signs, etc.)
Initial
- ____ Route Identifier Markers for Walks, Races and Events
Initial
- ____ Community Notification
Initial
- ____ Portable Toilets
Initial
- ____ Inflatable Structures
Initial
- ____ Entrance Fees and Event Parking
Initial
- ____ Tournaments, Camps and Competitions
Initial
- ____ Cancellation Policy
Initial

Required Documentation to Attach to this Application

- ____ Certificate of Insurance
Initial
- ____ Site Plan
Initial
- ____ Street Closure Requests
Initial
- ____ Street Division Loaner Form
Initial

Application and Facility Rental Fees

All Special Events

| | | |
|--|----------|---|
| Special Event Permit | \$50.00 | ✓ |
| Park Impact Fee (Events with 100 or more attendees) | \$100.00 | ✓ |
| Refundable Deposit for ALL Special Events | \$500.00 | ✓ |
| Special Event Dispensing Permit | \$50.00 | |
| Special Event Temporary Concession Permit (1-10 Vendors) | \$50.00 | |
| Special Event Temporary Concession Permit (11+ Vendors) | \$100.00 | |



Shelter Rentals Fees

| | | |
|--|----------|--|
| Park Shelters & Gazebos | \$75.00 | |
| Greenbelt Cement Pads (Memorial Dr.) | \$100.00 | |
| Greenbelt Cement Pads ½ pad | \$50.00 | |
| Pier at Snake River Landing | \$75.00 | |
| Sportsman Park Island | \$500.00 | |
| Sportsman Park Lower Deck | \$75.00 | |
| Sportsman Park Upper Deck | \$75.00 | |
| Tautphaus Park Multi-Purpose Shelter | \$300.00 | |
| Tautphaus Park Lilac Circle | \$50.00 | |
| Freeman Park Bandshell | \$200.00 | |
| River Gardens at Taylor's Crossing | \$100.00 | |
| Sandy Downs Rodeo Grounds and Grandstand | \$700.00 | |
| Sandy Downs Rodeo Set up Fee | \$300.00 | |
| Sandy Downs Fire Pit | \$20.00 | |
| Sandy Downs North Arena | \$200.00 | |
| Idaho Falls Raceway | \$500.00 | |
| Idaho Falls Raceway Concession Booth | \$100.00 | |



Equipment Rentals

| | Fee | Quantity |
|--|-------------|----------|
| Water Spigot Deposit (\$75.00 replacement fee) | Free | |
| Cones (\$50.00 replacement fee) | Free | |
| Candle Sticks (\$50.00 replacement fee) | Free | |
| A-Frames (\$65.00 replacement fee) | Free | |
| Barricades (\$300.00 replacement fee) | Free | |
| Volleyball Equipment (\$50.00 replacement fee) | \$10.00 | |
| Picnic Table + Delivery (1 – 6 Tables) | \$50.00 | |
| Additional Picnic Tables | \$5.00 ea. | |
| Recycle Bins and Liners | Free | |
| Trash Cans | \$4.00 ea. | |
| Bleachers | \$40.00 ea. | |
| Canopy (15x15) | \$75.00 | |
| Fencing (up to 200 ft.) | \$100.00 | |
| Additional Fencing Beyond 200 ft. | \$0.20/ft. | |



*The \$500.00 deposit is a cleaning deposit as well as security for damages to City facilities/grounds and broken or lost equipment.

I (the signer) have read this entire Special Event Permit Application and corresponding Policies and Procedures and agree to abide by ALL rules, regulations and requirements. I have attached all required documentation to this application. I understand that failure to comply with ALL requirements, deadlines and commitments may result in termination of my permit and denial of subsequent permit requests.

I (the signer) understand that I am responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Idaho Falls, in addition to all rules and regulations governing the City's Parks and Recreation Department. I agree that during the use of the park 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, disability, sexual orientation, gender identity or national origin.

Event Organizer's Printed Name

Date

Event Organizer's Signature

* FEES / DEPOSITS / GUIDELINES *

*ALL FEES SUBJECT TO 6% SALES TAX

SANDY DOWNS/ NOISE PARK

| Service | Fee | Deposit <small>(Can be held on a credit card number)</small> |
|----------------------------------|--|---|
| Sandy Downs Grandstand / Arena | \$700.00/Day | \$500.00 |
| Noise Park Motocross Track | \$500.00/Day | \$500.00 |
| Concession Stand (Noise Park) | \$100.00/Day | NA |
| Rodeo set up and take down | \$300.00 | NA |
| Keys to the facility (3 key max) | NA | \$100.00 / Key |
| Admission Fee per Spectator | \$1.00 (if you are charging admission) | |
| RV Parking Fee per Vehicle | \$5.00 / Night | |
| Water Truck w/ Operator | \$200.00/Day | NA |
| Extra Dumpsters | Varies – Call 208-612-8580 for rates | |

PARKS RESERVATION POLICY

Cancellation of Scheduled Use: An administrative fee of \$7.00 will be retained on all cancellations. User's cancellation of any scheduled public facility reservation must be received not less than thirty (30) calendar days prior to the scheduled date and time. In the event such notice is not given, the City shall retain an additional payment of 15% of the user fees attributable to such scheduled public facility or park use.

Refunds: Refunds are processed as soon as the notice of cancellation is received by the Recreation Center Office. Copies of the cancelled facility or park use reservation transaction are submitted to the accounting office, where in turn checks are distributed to the recipient within 10 business days via standard mail.

PLEASE INCLUDE A MAP OF THE LAYOUT OF YOUR EVENT ON A SEPARATE PAPER IF NECESSARY. FOR EXAMPLE, PLACEMENT OF BLEACHERS, PICNIC TABLES, TENTS, ETC.

For the return of your facility deposit, the following must be done:

Grandstands (including Concession Area) must be cleaned within 24 hours after event.

Kitchen

1. Grills scraped and scrubbed
2. All grease traps dumped and washed
3. Whole grill cleaned & wiped down
4. Fryers dumped and flushed clean
5. Fryers cleaned and wiped down
6. Vents over grill rinsed and wiped down
7. Vent traps dumped and washed
8. Whole vent clean & wiped down
9. All coolers and fridges cleaned out and wiped inside and out
10. All counters, sinks, and prep areas cleaned and wiped down
11. Ice machine turned off and outside cleaned
12. Floors swept and mopped thoroughly and grease free
13. All garbage and signs hauled to dumpster

Beer Booth

1. All beer kegs, boxes, etc. hauled out of cooler to dumpster
2. All counters, sinks, and taps cleaned and wiped down
3. Any garbage, signs, or anything else hauled to dumpster
4. Floor swept and mopped thoroughly

Parking Areas

1. All parking areas must be cleared of trash and debris
2. Any signs, markers, posts, or fence removed, disposed of, or repaired.

Main Area Outside

1. All garbage, signs, garbage cans, etc. hauled to dumpster and dumped.
2. All tables and equipment returned to original location
3. All trash and any excessive mess picked up and restrooms cleaned.

Stalls & Stall Area

1. All stalls used will be stripped and leveled with dirt
2. Trash and debris will be picked up and deposited in dumpsters
3. Test barns must be stripped and cleaned

Rodeo Area

1. Announcers booth cleaned and swept/all windows and doors shut
2. All signs taken down and hauled off
3. Garbage in whole area inside fence & out picked up and placed in dumpster
4. All gates and pens returned to their normal set up
5. Any temporary fence or posts removed immediately after event
6. Any equipment, vehicles, trailers, removed after event.

Keys

1. Keys must be returned within one week of event or you will lose key deposit

For City Office Use Only

Application Fee: \$ 50.00
Park Impact Fee: \$ 100.00 (\$100 – Required for Events expecting more than 100 attendees)
Special Event Refundable Deposit \$ 500.00
Temp. Concession Permit Fee: \$ _____ (\$50 for 1 – 10 vendors, \$100 for 11+ vendors)
Dispensing Permit: \$ _____ (\$50.00/Day + 3% of Gross Sales – Only for Events with alcohol)
Facility Rental Fee: \$ _____
Equipment Rental Fees: \$ _____
Total Due: \$ _____

Checklist for Parks and Recreation Office Personnel:

- _____ Initials on Page 2
- _____ Signature on Page 3
- _____ Payment in Full
- _____ Certificate of Liability Insurance (14 days prior to the event)
- _____ Site Plan
- _____ Security Plan
- _____ Trash and Recycling Plan
- _____ Street Closure Request
- _____ Concessionaire and Food Vendor Permits and Roster
- _____ Agreement between Security and Organizer (Only public events with alcohol and/or more than 500 attendees)
- _____ Agreement between Alcohol Vendor and Organizer

**Deadline Date for
Certificate of Insurance:**

____/____/____

Please mark all departments that need to sign the following Special Event Application:

| Clerk's Office | Legal | Parks & Recreation | Fire | Police | Public Works | Power |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |

Authorized City Representatives

Clerk's Office

City Clerk – Special Event Dispensing Permit **Sign:** _____ **Date:** _____

Legal Department

City Attorney – Review Application **Sign:** _____ **Date:** _____

Parks and Recreation Department

Special Event Coordinator **Sign:** _____ **Date:** _____

Parks or Recreation Superintendent **Sign:** _____ **Date:** _____

Fire Department

Fire Marshall Safety Sign-Off **Sign:** _____ **Date:** _____

Police Department

Captain – Special Event Dispensing Permit **Sign:** _____ **Date:** _____

Special Event Sargent **Sign:** _____ **Date:** _____

Public Works

Street Closures and Barricade Approval **Sign:** _____ **Date:** _____

City of Idaho Falls' Special Event Committee Reviewed This Application on This Date: **Date:** _____

Name of Person Responsible for Equipment: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Event Name / Company: _____

Event Date: ____ / ____ / ____ Event Location: _____

| <u>Equipment</u> | <u>Quantity</u> | <u>Replacement Cost</u> | <u>Total Replacement Cost</u> |
|---------------------|-----------------|-------------------------|-------------------------------|
| CANDLESTICKS & BASE | | \$50.00 (EACH) | |
| A-FRAME | | \$65.00 (EACH) | |
| CONES | | \$50.00 (EACH) | |
| SIGN AND STAND | | \$300.00 (EACH) | |
| | | | TOTAL REPLACEMENT COST:\$ |
| | | | |

Drop-Off Location: _____ Pick-Up Location: _____

Signature: _____ Phone Number: _____

***Please be aware you are responsible for the return of ALL listed items above. Your refundable deposit will be used to cover the replacement cost of any unreturned equipment. If your total replacement cost exceeds your deposit, you will be billed for any remaining debt to the City of Idaho Falls.**

**Thank You,
Street Division Management**