



TWIN FALLS PARKS AND RECREATION

136 Maxwell Ave. • PO Box 1907 • Twin Falls, ID 83303 • Phone: 208-736-2265 • Fax: 208-736-1548

Parks Reservation Application

Park or facility requested _____

Date of requested use: _____ Estimated Attendance: _____

Name of Group _____

Type of Event _____

Contact Person _____ Phone _____ e-mail _____

Address _____

Onsite Contact Person _____ Cell number _____

Please provide a description of your event. Include planned activities, equipment to be used or brought in, and any other pertinent information:

Important: Full payment of all fees, map of event layout and liability insurance (if applicable) must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received with annual events (3 years or more) given first consideration.

Please answer the following questions:

Special Event Permit Required

- Do you expect over 500 attendees? Yes ___ No ___
- Will there be amplified or unusual sound at your event? Yes ___ No ___
- Will your event impact or require any street closure? Yes ___ No ___
- Will alcohol be sold or served publicly at your event? Yes ___ No ___

Yes to any of these will require a Special Event Permit through Twin Falls Police Department

- Application must be submitted 45 days prior to event
- Appropriate alcohol and vendor licenses and permits required
- General liability insurance for a minimum of \$500,000
- \$25 application fee

Other Permits, Licenses or Agreements Required

- Will goods, service, food or beverage be sold? Yes ___ No ___
 - ✓ Food Concession and Commercial Activity Permit will be required
 - ✓ Handwashing stations may be required by Health Department
 - ✓ Agreement and fees may be required
- Will you have keg beer at your event? Yes ___ No ___
 - ✓ Keg Permit will be required

- Will there be tents, canopies or other temporary structures? (includes inflatables) Yes ___ No ___
 ✓ *Director permission required*
 ✓ *Fire inspection may be required*
 ✓ *Pre-event meeting with the Parks department staff will be necessary.*
- Will your event utilize signs, banner, flags, etc.? Yes ___ No ___
 ✓ *If yes, a sign permit may be required through the Planning and Zoning Department.*
- Will your event be over 250 attendees? Yes ___ No ___
 ✓ *May need to provide porta potties and/or trash plan*
- Will your event generate any type of waste? Yes ___ No ___
 ✓ *If yes, a trash plan may need to be provided.*
- Is this an ongoing or seasonal request? Yes ___ No ___
 ✓ *Agreement, insurance and fees may apply*
- Is this a parade? Yes ___ No ___
 ✓ *Parade Fencing may be required*

Director/Parks and Recreation Department Permission Required

- Do you expect more than 50 people? Yes ___ No ___
 Will you be driving vehicles into the park or parking on the grass or in the park? Yes ___ No ___
 Will your event require access to or use of the park after hours? (before 6am or after 11pm) Yes ___ No ___
 Will you be camping overnight in any park facility? Yes ___ No ___
 Will you be operating any type of motorized vehicle on any of the trail system? Yes ___ No ___
 Will you be riding bicycles on any area of the park other than a paved road or trail designated for that purpose? Yes ___ No ___
 Will bicycles or vehicles operate at a rate of speed exceeding fifteen (15) miles per hour? Yes ___ No ___
 Will you have a horses or other animals at the event (other than dogs) Yes ___ No ___
 Will there be hot air balloon(s)? Yes ___ No ___
 Do you plan to scuba dive in designated swim area at Dierkes Lake? Yes ___ No ___
 Will you need to park any vehicles or equipment 1 ½ ton capacity or more in any park parking lots? Yes ___ No ___
- Will you require power? Yes ___ No ___
 ✓ *There may an additional fee for power*

Reservation Specifications

For City Park

- ___ Band Shell # of Days _____ Fee amount _____
 • (\$50 for 1st day and \$15 each additional day)
- ___ Microphone for PA System # of Days _____ Fee amount _____
 • (\$15 a day)
- ___ Band Shell Keys Needed
- ___ Band Shell Electricity needed
- ___ Electricity in the Park ___ Number of outlets needed Fee amount _____
 • (\$50 a day for all outlets or \$5 for each individual outlet)
 • (Family picnics, company picnics, reunions, etc. are exempt from this charge)
- ___ \$500 refundable damage fee (required for non-local organization) Fee amount _____

For Downtown Commons Area

- ___ Commons Stage Use # of Days _____ Fee amount _____
 (Fee to be determined)
- ___ Electricity needed Fee amount _____
 (Fee to be determined)
- ___ \$500 refundable damage fee (required for non-local organization) Fee amount _____

For Main Avenue

- ___ Electricity ___ Number of outlets needed Fee amount _____
 • (Fee to be determined)
- ___ \$500 refundable damage fee (required for non-local organization) Fee amount _____
- ___ Parade
 (event fencing required)

For Shelters in any park

_____ (Specify Park)
• (\$25 per shelter per 7-hour time block)
_____ 8am – 3pm _____ 4pm – 11pm

Fee amount _____

For Picnic Tables at Shoshone Falls and City Park Only

_____ (Specify Table)
• (\$10 per group of tables, per 7-hour time block)
_____ 8am – 3pm _____ 4pm – 11pm

Fee amount _____

Please read an initial each of the following, acknowledging you are aware of the following restrictions:

- Fires are allowed in fireplaces or grills only
- Dogs must be on leash in parks, with the exception of Baxter Dog Park.
- Dogs are prohibited in the grassy park area of Dierkes Lake Park.
- Alcohol is prohibited at Dierkes Lake Park, Sunway Soccer Fields, First Federal Park & St Luke’s Shelter, Oregon Trail Youth Complex, and Sawtooth Softball Fields
- Water slides, inflatable water features and dunk tanks are prohibited
- Hours for amplified music are Mon—Fri 11am-9pm, Sat 8am-9:30pm, Sunday 12:15pm-8pm.

The following are prohibited in parks and on trails:

- Glass containers
- Soliciting
- Loitering and Boisterousness
- Discharging of fireworks and explosives
- Possessing intoxicating beverages where prohibited or be under the influence in any public space
- Throwing objects other than in designated areas
- Climbing trees
- Damaging, cutting, removing or attaching anything to any trees or plants
- Digging or disturbing grass or natural landscape
- Walking or standing on monuments, fountains, railings, fences or other features not designed for such use
- Disfiguring or removing any buildings or park amenities
- Endangering the safety of others
- Preventing any person from using any park or its facilities
- Violating park curfew of 11p
- Hunting, trapping or pursuing wildlife
- Polluting waters of any kind in parks
- Dumping or depositing trash other than in proper receptacles

Please read the following, sign and date:

1. The above named Applicant/Organization, in consideration of its use of Twin Falls Parks and Recreation facilities, agrees to release, indemnify and defend the City of Twin Falls, and its agents, employees and representative, from any and all claims, demands or lawsuits arising out of the Applicant’s/Organization’s use of said facilities.
2. Groups, individuals and applicants further agree that they have received the City’s policies, rules and regulations governing use of said facility and agree to be bound by the same.

Name _____ Date _____

For Office Use Only

Park Use Requirements:

- Porta Potties must be provided
- Additional trash cans needed
- Trash plan required
- Pre-event meeting required
- City Council Approval (curfew, alcohol sales, other code violations)
- Certificate of Liability required (\$500,000 Commercial policy)
- Director Permission required
- Liquor Liability Certificate required (\$500,000)
- Keg Permit required (\$50.00 deposit)

PARK PERMIT

_____ has been granted permission for the following:

With the following restrictions:

(C) Effect Of A Permit: A Twin Falls park permittee shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were inserted in said permit. The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person or property by reason of the negligence of the person or persons to whom such permit shall have been issued. The director, or a duly authorized representative, shall have the authority to revoke a permit upon finding of violation of any rule or ordinance, or upon good cause. (Ord. 2735, 9-16-2002)

Authorized Signature

Date: _____