



TWIN FALLS PARKS AND RECREATION

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

Must be mailed with check or presented in person at office

Parks Reservation Application

Date Received (for office use) _____

Park or facility requested: _____

Date of requested use: ____/____/____ Day(s): _____ Estimated Attendance: _____

Recurring event? Yes ___ No ___

	BEGINS		ENDS	
Set- up time		AM ___ PM ___		AM ___ PM ___
Event time		AM ___ PM ___		AM ___ PM ___
Take down time		AM ___ PM ___		AM ___ PM ___

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, PLEASE READ: 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 have over 250 attendees? Yes ___ No ___

- ✓ *May need to provide porta potties and/or trash plan*
- ✓ *May need to provide a parking 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? *(There may an additional fee for power)* Yes___ No___

Reservation Specifications

For office use:

___ \$500 refundable damage fee (required for non-local organizations for the use of **City Park, Downtown Commons Area, and/or Main Avenue**)

Fee amount _____

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 Electricity needed

For office use:

___ Band Shell Keys Needed

___ Electricity in the Park _____ Number of outlets needed

Fee amount _____

- (\$50 a day for all outlets or \$5 for each individual outlet)

Please list outlets: _____

- (Family picnics, company picnics, reunions, etc. are exempt from this charge)

For Downtown Commons Area

Commons Stage Use (Fee to be determined) # of Days Fee amount
 Electricity needed (Fee to be determined) Fee amount
 Request fountain LOW

For Main Avenue

Electricity needed Number of outlets needed Fee amount
 • (Fee to be determined)
 Parade
 • (event fencing required)

Picnic Shelters Reservation:

Please specify Park location: Fee amount
 • (\$25 per shelter per 7-hour time block)
 8am – 3pm 4pm – 11pm

Picnic Tables at Shoshone Falls

Please check all that apply: Green Tables Red Tables Fee amount
 • (\$10 per group of tables, per 7-hour time block)
 8am – 3pm 4pm – 11pm

Picnic Tables at City Park

Please check all that apply: Shoshone Street Hansen Street 6th Street Fee amount
 • (\$10 per group of tables, per 7-hour time block)
 8am – 3pm 4pm – 11pm

Please read and 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 11pm
- 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.

Signature: _____ Print Name: _____ Date: _____