



TWIN FALLS PARKS AND RECREATION

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

City Park Facility Use Application

Date of Event _____ Sun__ Mon__ Tue__ Wed__ Thu__ Fri__ Sat__ (check all that apply)

Time of Event _____

Event Description _____

Estimated Attendance ___ 0-50 ___ 51-100 ___ 101-150 ___ 151-200 ___ 201-250 ___ 251-500** ___ 501 and over**

**Any event with an expected large attendance, having vendors or selling merchandise must have a pre-event meeting with the Parks and Recreation Director at least thirty (30) day prior to the event to determine full fee schedule and requirements. Depending on the size of the event, you may be required to provide: portable toilets, dumpsters, liability insurance and security.

Applicant/Organization _____

Contact Person _____ Phone _____

Address _____

E-Mail Address _____

Reservation Specifications

(Please check all that apply)

___ Band Shell Use # 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)

___ North Side of Park _____ South Side of Park

*****No amplified sound or music before 12:15 pm on Sundays in the Band Shell*****

Tables (\$10 per group of tables, per time block)

___ 6th Ave tables _____ 8am—3pm _____ 4pm-11pm Fee amount _____

___ Shoshone St tables _____ 8am—3pm _____ 4pm-11pm Fee amount _____

___ Hansen St tables _____ 8am—3pm _____ 4pm-11pm Fee amount _____

Total Fee _____

Other Specifics:

___ Porta Potties (for groups over 250) _____ Additional trash cans (for groups over 250)

___ Cleaning of restrooms _____ City staff for cleaning purposes

___ Sprinklers off _____ Water Access (must supply your own hose)

___ Special events application

***** Car shows will need to have drip pans under all vehicles*****

The Benefits Are Endless

Event Details (Please check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Food Concessions/Vendors | <input type="checkbox"/> Merchandise Vendors | <input type="checkbox"/> Broadcast Music/sound*** |
| <input type="checkbox"/> Live Band(s) | <input type="checkbox"/> Canopies/Tents | <input type="checkbox"/> Catered Food |
| <input type="checkbox"/> Alcohol ** | <input type="checkbox"/> Inflatable Toys | <input type="checkbox"/> Open to Public |
| <input type="checkbox"/> Vehicles on Lawn (permission required) | <input type="checkbox"/> Animals | |
| <input type="checkbox"/> Other (Please list) _____ | | |

Kegs or Party Balls require a Permit (\$50.00 refundable deposit) from the Parks and Recreation office. No glass containers are allowed in any park. *Selling of alcohol must be approved through City Council.*****

Hours for amplified music are Mon—Fri 11am-9pm, Sat 8am-9:30pm, Sunday 12:15pm-8pm.

PLEASE READ THE FOLLOWING, SIGN AND DATE

1. The above named Applicant/Organization, in consideration of its use of Twin Falls Park 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.

Authorized Applicant's Signature

Date

Method of Payment (payable to City of Twin Falls)

Check # _____	Amount \$ _____	Cash	\$ _____
Credit Card # _____		Exp. Date _____	Amount \$ _____
Name on Card _____		Signature _____	
(if faxing)			



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City Park Regulations

1. Any event expecting over 250 people, or having food/drink concessions, or selling merchandise in one of the City's parks, must have a pre-event meeting with the Twin Falls Parks & Recreation Department at least 10 days before the event. The sponsor must provide a map with the locations of all concessions and vendors.
2. It shall be the sponsor's responsibility to insure that all such guidelines and other rules including but not limited to Twin Falls Municipal Code, Title 3 Chapter 14 (Vendors), Chapter 18 (Food Concessions and Commercial Displays) and Title 8 Chapter 3 (Public Parks) and regulations as provided herein are followed. Failure to comply with said guidelines, rules, and regulations might result in rejection of subsequent applications of the sponsor and forfeiture of the performance deposit.
3. All reservations will be made on a first come, first served basis.
4. Alcohol sales are not permitted without prior consent of the Twin Falls City Council each year.

5. **Charges**

Band Shell	\$50 per day, plus \$15 for each additional day, electrical outlets in bandshell are included. Use of the PA system only will cost \$15 per day.
Electrical Outlets	\$50 per day for all outlets at City Park, or \$5 per day per outlet. Family picnics, company picnics, reunions, etc. are exempt from this charge.
Trash Removal	Any event over 500 people, being over three hours long, and having food, drink, or vendor concessions will be assessed \$15 per hour. This fee will provide one park employee at the event to include janitorial services and trash removal. For events over 750 people, two park employees will be provided at the cost of \$15 per hour per employee. An option for the event sponsor is to have a volunteer group do the trash removal or contract the service out. In the event the volunteer group does not fulfill their duties, the Parks Department has the right to force the event's sponsor to use their services in the following years. If the sponsor desires to have the Parks Department clean the restrooms more than the normal twice a day during their event, they will be assessed \$15 per time.

The Benefits are Endless...

6. Any event having six (6) or more food or drink concessions, must provide a three (3) cubic yard dumpster for every six (6) concessions, per day.
7. Portable toilets are the event organizer's responsibility. Any event expecting over 500 people will use the industry standard for portable toilet calculations for outdoor events. At the pre-event meeting, the number will be determined.
8. Any vehicle with a gross weight over 10,000 lbs. and/or having dual wheels are not allowed on the park grounds. Vehicles are only allowed on access roads to load and to unload.
9. A \$500,000 commercial liability insurance policy will be required from the event organizers if the event is open to the public and is expecting over 500 people. A \$500,000 liquor liability insurance policy will be required from the event organizers if the event is open to the public and the event serves alcohol.
10. Any large event will be reviewed by the Twin Falls Police Department to determine if special public safety services are needed at the expense of the applicant as required by City Code, Title 3, Chapter 6, Section 12.
11. Any event over 250 people that is sponsored by a non-local organization must provide a refundable damage deposit of \$500.
12. Hours for music and/or amplified sound at the Bandshell

Monday – Friday	11:00am – 9:30pm exception - Twin Falls Municipal Band
Saturday	8:00am – 9:30pm
Sunday	12:15pm – 8:00pm

The volume of sound shall be controlled so that it will not be audible for a distance in excess of 500' from the bandshell and so that said volume is not unreasonably loud, raucous, jarring, disturbing or a nuisance to persons within the area of audibility.