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## City of Eagle Community Event Application

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Each year the City of Eagle receives requests from individuals and groups to conduct special events on property owned or controlled by the City of Eagle. The City of Eagle is a growing community with growing community events. Individuals or groups proposing new events will be required to schedule a consulting meeting with the Parks and Recreation Director. The consultation requirement may be waived at the discretion of the Parks and Recreation Department. To set up a briefing meeting you reach the Parks and Recreation Administrative Assistant at 208-489-8763 or [parks@cityofeagle.org](mailto:parks@cityofeagle.org).

The City of Eagle recognizes community events as an important part of Eagle's quality of life. They enhance tourism, provide an economic benefit to businesses, promote cultural diversity and provide affordable entertainment. A community event is defined as any organized activity involving the use of, or having impact upon public property, sidewalks, parks or streets in a manner that varies from its current land use or requires a permit.

Community Events Applications must be received by the Eagle's Parks and Recreation Department a minim of thirty (30) days prior to the scheduled date of the event and may be submitted as early as twelve (12) months before the event. The City of Eagle Parks and Recreation Department is committed to working with event organizers to help them produce a successful and safe event which has minimal impact on the environment, surrounding neighborhoods and businesses. We believe this is achieved through responsible leadership, careful planning, good organization and teamwork. The following application is designed to help community event organizers effectively navigate the planning and execution of their event.

If you are returning the form electronically, please submit it to [parks@cityofeagle.org](mailto:parks@cityofeagle.org). If you wish to turn in a hard copy, please detach the completed forms from this packet, and return them to the City of Eagle Parks and Recreation Department- 660 Civic Lane – Eagle, ID 83616.

# COMMUNITY EVENT APPLICATION

Eagle Parks and Recreation Department  
660 Civic Lane Eagle, Idaho 83616

## ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE

### I. EVENT INFORMATION

Name of the Event:

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Description of Event:

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Location of Event: \_\_\_\_\_

Good Faith Estimate of Attendees: # \_\_\_\_\_

Basis Statement for Estimate:

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New Event:  Yes  No      Annual Event:  Yes  No

Years Operating: \_\_\_\_\_

Print name of organizer or company of the event:

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Non-Profit:  Yes  No      \*provide proof of 501 (c) 3 status

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip

Code: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_

Day Telephone: \_\_\_\_\_

Evening Telephone: \_\_\_\_\_



Mobile Telephone: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Day of event contact information:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

**II. LOGISTICS INFORMATION**

Will food/beverage be served?  Yes  No

Will alcohol be served?  Yes  No

Explain food/beverage plan:

\_\_\_\_\_  
\_\_\_\_\_

Is this event open to the public?  Yes  No

Parking Plan: \_\_\_\_\_ (attach additional sheets if needed)

Medical Plan: \_\_\_\_\_ (attach additional sheets if needed)

Waste Plan: \_\_\_\_\_ (attach additional sheets if needed)

Security Plan: \_\_\_\_\_ (attach additional sheets if needed)

Restroom Plan: \_\_\_\_\_ (attach additional sheets if needed)

Route Map \_\_\_\_\_ (attach additional sheets if needed)

Area(s) closed for Set-up, Stages, Tents, etc.: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Area(s) to be closed:

\_\_\_\_\_  
\_\_\_\_\_

**\*All information about street route and closures must be submitted to Idaho Transportation Department (ITD) and Ada County Highway Department (ACHD)**

Additional Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. EVENT SCHEDULE**

Special Events are limited to five days, including set-up and tear-down days. Additional days may be considered on a “per request” basis. **Please submit your modification requests in writing and attach them to your application. Noise waivers are required and will need to be approved by Council for any event continuing after 10:00 PM.**

Date(s) of Event	Hours	
	Start Time:	End Time:
	Start Time:	End Time:
	Start Time:	End Time:
Date of Set-Up	Hours	
	Start Time:	End Time:
Date of Tear Down	Hours	
	Start Time:	End Time:

**IV. FEES**

Security Deposit (required) \$50 (refundable) \_\_\_\_\_  
 Non-profit business: set up day or ½ day \$37.50 \_\_\_\_\_  
 Non-profit business: tear down day or ½ day \$37.50 \_\_\_\_\_  
 Non-profit business: per day \$75 # of Days \_\_\_\_ = \_\_\_\_\_

\*Additional shelter use may be available for an additional \$75 flat rate

Security Deposit (required) \$50 (refundable) \_\_\_\_\_  
 For Profit Business, Set up \$75 \_\_\_\_\_  
 For Profit Business, Tear Down \$75 \_\_\_\_\_  
 For Profit Business, per day \$150 # of Days \_\_\_\_ = \_\_\_\_\_

\*Additional shelter use may be available for an additional \$150 flat rate

**TOTAL DUE** \_\_\_\_\_

**If event is occupying the park for a half day including set up and tear down, than applicant can pay ½ day fee.**

**VII. INSURANCE REQUIREMENTS**

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. ***A certificate naming the City of Eagle, Ada County, Idaho, as an additional insured shall be delivered to the City of Eagle with this application.*** The adequacy of all insurance required by these provisions shall be subject to approval by the office of the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**VIII. EXTRAORDINARY RESOURCES AGREEMENT & REFUND POLICY**

Special event applicants, promoters and sponsors whose special events require the use of extraordinary City resources as a result of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources, as determined by the City's Parks and Recreation Department. Full cost recovery for extraordinary resources shall be required no later than sixty (60) days following the conclusion of the special event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event. If payment is not received within that sixty (60) days the applicant will be sent to collections.

The City of Eagle's refund policy is as followed. Any event cancelled ten (10) days prior to the event will receive a full refund. Any event cancelled within ten (10) days or less will receive a 50% refund.

By my signature, I hereby acknowledge my understanding of the aforementioned requirement concerning the payment for extraordinary resources and application fee and the City of Eagle's refund policy.

**THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL THE PARKS AND RECREATION DEPARTMENT HAS RECEIVED ALL REQUIRED INFORMATION.**

Applicant name (print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AUTHORIZATION AND INDEMNITY**

I, \_\_\_\_\_

, hereby agree to indemnify, save and hold harmless, and defend the City of Eagle and the Ada County Highway District from the expenses of and against any and all suits, actions, claims, and/or losses of every kind, nature, and description, including costs, expenses, and attorney fees that may be incurred by reason of any act, omission, neglect, or misconduct of myself, the organizers or operators of the use(s), activities, or events described or depicted in this application and/or the supporting documents, or any participant therein.

Applicant name (print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that damage to the properties, locations, and/or routes at or upon which the use(s), activities, or events described or depicted in this application and/or the supporting documents is not foreseeable, and that, if damaged, I alone shall incur any and all costs of restoring such properties, locations, and/or routes to their original condition.

Applicant name (print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION REQUIREMENTS**

**This page is for your information. You do not need to include it with your application.**

Contact Eagle's Parks & Recreation to schedule park use event date and schedule meeting with Parks and Recreation Director. \*meeting for recurring events may be waived.

- Complete application from Park and Recreation Department (due 30 days prior to event date)
- All permits submitted to The City of Eagle, ACHD, and ITD
- Amplified Sound Application (30 days prior to event date)
- Noise Waiver for after 10PM events (30 days prior to event date)
- Alcohol Application-Open Container Permit, Catering Permit (if applicable) (30 days prior to event date)
- Proof of Insurance Certificate (10 days prior to event date)
- Submit Security, Parking, Shuttle, Traffic and Emergency Plans with application

**CONTACT INFORMATION**

This page is for your information. You do not need to include it with your application.

<p><b><u>City of Eagle Parks and Recreation</u></b> 660 E Civic Lane Eagle, ID 83616 P 208-489-8775 F 208-489-8767 <a href="mailto:parks@cityofeagle.org">parks@cityofeagle.org</a> <a href="http://www.cityofeagle.org">www.cityofeagle.org</a></p>	<p><b><u>City of Eagle Fire Department</u></b> 966 E Iron Eagle Dr. Eagle, ID 83616 P 208-939-6463 <a href="http://www.eaglefire.org">www.eaglefire.org</a></p>	<p><b><u>Idaho Transportation Department (ITD)</u></b> 3311 w. State Street P.O. Box 7129 Boise, ID 83707 P 208-334-8341 <a href="http://itd.idaho.gov/">http://itd.idaho.gov/</a></p>
<p><b><u>City of Eagle Clerk's Office</u></b> 660 E Civic Lane Eagle, ID 83616 P 208-939-6813 F 208- 939-6827 <a href="mailto:eaglecity@cityofeagle.org">eaglecity@cityofeagle.org</a> <a href="http://www.cityofeagle.org">www.cityofeagle.org</a></p>	<p><b><u>Idaho State Tax Commission</u></b> PO Box 36 Eagle, ID 83722-0410 P 208-334-7660 P 800-972-7660 <a href="http://tax.idaho.gov/">http://tax.idaho.gov/</a></p>	<p><b><u>Ada County Sheriff</u></b> 7200 Barrister Dr. Eagle, ID P 208-377-6580 <a href="http://www.adasheriff.org">www.adasheriff.org</a></p>
<p><b><u>City of Eagle Planning and Zoning Department</u></b> 660 E Civic Lane Eagle, ID 83616 P 208-939-0227 F 208-938-3854 <a href="mailto:pandzclerks@cityofeagle.org">pandzclerks@cityofeagle.org</a> <a href="http://www.cityofeagle.org">www.cityofeagle.org</a></p>	<p><b><u>Central District Health</u></b> 707 N Arm Boise, ID 83704-0825 P 208-375-5211 <a href="http://www.cdhd.org">www.cdhd.org</a></p>	<p><b><u>Ada County Highway District -ACHD</u></b> 3775 Adams Street Garden City, ID 83714 P 208-387-6100 <a href="http://www.achdidaho.org">www.achdidaho.org</a></p>
<p><b><u>City of Eagle Police Department</u></b> 1121 E State St, St 101 Eagle, ID 83616 P 208-938-2260 P 208-377-6790 <a href="http://www.adasheriff.org/AboutUs/CityofEaglePolice.aspx">http://www.adasheriff.org/AboutUs/CityofEaglePolice.aspx</a></p>	<p><b><u>State Electrical Inspector</u></b> Idaho Div of Bldg Safety 1090 E Watertower St Meridian, ID 83642 P 208-334-3950 <a href="http://dbs.idaho.gov/">http://dbs.idaho.gov/</a></p>	
<p><b><u>Ada County Paramedics</u></b> 5870 Glenwood Eagle, ID 83714 P 208-287-2962 <a href="http://www.adaweb.net/Paramedics">http://www.adaweb.net/Paramedics</a></p>	<p><b><u>Allied Waste</u></b> 11101 W Executive Dr. Boise, ID 83713 P 208-345-1265 F 208-375-9591 <a href="http://www.alliedwasteidaho.com">www.alliedwasteidaho.com</a></p>	