



COMMUNITY EVENT APPLICATION

Eagle Parks, Pathways and Recreation Department
660 E Civic Lane Eagle ID, 83616

ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE

I. EVENT INFORMATION

Name of the Event:

Date of the Event:

Description of Event:

Location of Event:

Will you be requesting use of the field? Yes No

Is this event open to the public? Yes No

Good Faith Estimate of Attendees: # _____

Basis Statement for Estimate:

New Event: Yes No Annual Event: Yes No

Years in Operation: _____



Print name of organizer or company of the event:

Non-Profit: Yes No

*If yes, please provide proof of 501 (c) 3 status.

Applicant's Name: _____

Title: _____

Mailing Address (for security deposit refund):

Street Address (if different from above):

Contact Number: _____

Mobile Number: _____

Email Address: _____

Fax Number: _____

Day of Event Coordinator Contact Information:

Name: _____

Mobil Number: _____

Email Address: _____

II. LOGISTICS INFORMATION

Will food/beverage be served? Yes No

*If yes, please provide proof of approval from Central District Health when submitting application.

Will alcohol be served? Yes No

*If yes, please contact the City of Eagle Clerks Office to apply for an Open Container and Catering Permit at least 30 days prior to the event.

Explain how food/beverage will be controlled and risk will be mitigated:



Please include a Site Map with the following indicated (if applicable) to be submitted with this application:

- Main Event Information Location
- Vendor/Food Area including Food Trucks
- Alcohol Area i.e. Beer Garden
- Tents
- Dumpsters
- Additional Trash Receptacles
- Portable Bathrooms
- Parking and No Parking
- Safety Measures i.e. First Aid Station and Security
- Emergency Access/Route
- Traffic Control i.e. Barricades, Course Marshall, or Flaggers
- Route i.e. Race or Walk

Will you be closing any streets or utilizing sidewalks? Yes No

*If yes, please provide proof of approval from Idaho Transportation Department (ITD) and/or Ada County Highway District (ACHD).

Will the event conclude after 10 PM? Yes No

*If yes, please contact the City of Eagle Clerks Office to apply for a Noise Waiver Permit at least 30 days prior to the event.

How will the Day of Coordinator communicate there is an emergency to staff, volunteers and security personnel?

Additional Details:

III. Ada/Eagle Sports Complex

If not requesting use of the Ada/Eagle Sports Complex, please proceed to the next section (IV Event Schedule).

The Ada/Eagle Sports Complex is a one-of-a-kind facility featuring a basketball court, hockey rink, BMX course, skate park, RC track, and miles of biking and hiking trails. The City of Eagle partners with Ada County Parks and Waterways to maximize the connectivity and usage of the foothills. Take a look at



Appendix I to determine which Zone (1-3) would best suit your event needs. Trail closures will be determined by the City of Eagle Community Event Committee in coordination with the City of Eagle Trails Coordinator, dependent on each event. If your event utilizes trails outside the City of Eagle boundaries, City of Eagle Staff will contact Ada County Parks and Waterways on your behalf. An additional certificate of insurance will need to be submitted with your application to name Ada Country Parks and Waterways as additionally insured.

Which zone will you be requesting use of? Zone 1 Zone 2 Zone 3

If applicable, did you include an additional Certificate of Insurance naming Ada County Parks and Waterways as additionally insured with your application? Yes No

IV. 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.**

| 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: |

VI. FEES

The fee schedule below is broken up into two time periods: Daily and 4 Hour Time Block(s). The 4 Hour Time Blocks are 8AM – 12 PM, 12:30PM – 4:30PM, or 5PM – 9 PM. This allows City Staff to perform maintenance in between reservations. Reserving an entire park includes the shelter(s) and green space. Play areas and restrooms are to remain open to the public. Due to the variety of use, the Ada/Eagle Sports Complex is separated into three zones. For clarification on what is included in each zone, please see page nine (9) Appendix I for the map.

| Description | Period | Fee |
|--|------------|-------|
| Application Fee/Demo | One Time | \$100 |
| Damage Deposit (Events with 75 – 499 people) | Refundable | \$250 |
| Damage Deposit (Events with 500+ people) | Refundable | \$500 |

| | | |
|---|--|-------|
| Park Sites | | |
| Stephen C Guerber – Shelter (Sunrise Shelter or Sunset Shelter) | 4 Hr Time Block (8am-12pm, 12:30pm-4:30pm, 5pm-9pm) | \$135 |
| Stephen C Guerber (Per Field) | Hourly | \$35 |
| Reid W Merrill – (Entire Shelter) | 4 Hr Time Block (8am-12pm, 12:30pm-4:30pm, 5pm-9pm) | \$135 |
| Reid W Merrill – (Per Field) | Hourly | \$35 |
| Heritage Park | 4 Hr Time Block (8am-12pm, 12:30pm-4:30pm, 5pm-9pm) | \$200 |
| Ada/Eagle Sports Complex (Zone 1) | Daily | \$500 |
| Ada/Eagle Sports Complex (Zone 2) | Daily | \$400 |
| Ada/Eagle Sports Complex (Zone 3) | Daily | \$350 |
| Ada/Eagle Sports Complex (Shelter) | 4 Hr Time Block (8am-12pm, 12:30pm-4:30pm, 5pm-9pm) | \$45 |
| Permits | | |
| Open Container Permit | Daily | \$20 |
| Catering Permit | Daily | \$20 |
| Noise Waiver (After 10 PM) | Daily | \$50 |

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: _____

VII. 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.

Applicant name (print): _____

Applicant signature: _____ Date: _____

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

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 the City of Eagle Parks and Recreation to discuss preliminary park use for the event.
- Attend a Community Event Meeting. Meetings are held at Eagle City Hall on the first (1) and third (3) Tuesday of each month in the Council Chambers room. *Meeting for recurring events may be waived.
- Complete and submit Community Event Application to Eagle Parks and Recreation (due 30 days prior to event date).
- Submit payment for Community Event Application and Event to Eagle Parks and Recreation (due 30 days prior to event date).
- Submit proof of Insurance Certificate naming the City of Eagle as additionally insured (30 days prior to event date). If requesting use of Ada County Parks and Waterway Trails, submit proof of insurance Certificate naming Ada County Parks and Waterways as additionally insured.
- Submit all **approved** permits to the City of Eagle from ACHD, Central Health District, Eagle Police, ITD, Eagle River LLC (if applicable).
- Complete Noise Waiver for any events concluding after 10 PM (30 days prior to event date).
- Receive **approved** Alcohol Application-Open Container Permit, Catering Permit (if applicable) (30 days prior to event date).
- Receive approval from the City of Eagle to hold the event.

CONTACT INFORMATION

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

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|--|--|---|
| <p><u>City of Eagle Parks and Recreation</u> 175 E Mission Drive Eagle, ID 83616 P 208-489-8763 F 208-489-8767 parks@cityofeagle.org www.cityofeagle.org</p> | <p><u>City of Eagle Fire Department</u> 966 E Iron Eagle Dr. Eagle, ID 83616 P208-939-6463 www.eaglefire.org</p> | <p><u>Idaho Transportation Department (ITD)</u> 3311 w. State Street P.O. Box 7129 Boise, ID 83707 P 208-334-8341 http://itd.idaho.gov/</p> |
| <p><u>City of Eagle Clerk's Office</u> 660 E Civic Lane Eagle, ID 83616 P 208-939-6813 F 208-939-6827 eaglecity@cityofeagle.org www.cityofeagle.org</p> | <p><u>Idaho State Tax Commission</u> PO Box 36 Boise, ID 83722-0410 P 208-334-7660 P 800-972-7660 http://tax.idaho.gov/</p> | <p><u>Eagle River LLC</u> 435 E Shore Drive Suite 120 Eagle, ID 83616 P 208-938-4270 www.eagleriveridaho.com</p> |
| <p><u>Ada County Highway District -ACHD</u> John Wasson 3775 Adams Street Garden City, ID 83714 P 208-387-6151 C 208-860-6645 www.achdidaho.org jwasson@achdidaho.org</p> | <p><u>Central District Health</u> 707 N Armstrong Pl Boise, ID 83704-0825 P 208-375-5211 www.cdhd.idaho.gov/</p> | <p><u>Ada County Parks & Waterways</u> 4049 S Eckert Rd Boise, ID 83716 P 208-577-4575 https://adacounty.id.gov/Parks-Waterways</p> |
| <p><u>City of Eagle Police Department</u> 1119 E State St, St 260 Eagle, ID 83616 P 208-938-2260 P 208-377-6790 http://www.adasheriff.org/AboutUs/CityofEaglePolice.aspx</p> | <p><u>State Electrical Inspector</u> Idaho Div of Bldg Safety 1090 E Watertower St #150 Meridian, ID 83642 P 208-334-3950 http://dbs.idaho.gov/inspections</p> | |
| <p><u>Ada County Paramedics</u> 370 N Benjamin Lane Boise, ID 83704 P 208-287-2962 http://www.adaweb.net/Paramedics</p> | <p><u>Hardin Sanitation</u> 1854 E Lanark St. Meridian, ID 83642 P 208-642-2629 www.hardinsanitation.com</p> | |

Appendix I – Ada/Eagle Sports Complex Zone Maps



