



Phone 208-245-2577

Fax 245-6579

## SPECIAL EVENT APPLICATION

For Use of City Property – Parks and/or Street Use

APPLICANT INFORMATION		
Applicant Name (and/or Organization):	Phone Number:	
Mailing Address:		
EVENT DETAILS		
Event Name:		
Event Dates:	Time of Use:	Anticipated Attendance:
<b>Event Location (Check all that apply):</b>  <div style="margin-left: 20px;"> <input type="checkbox"/> Park (specify which one): ____ City Park ____ Mullen Trail Park ____ Aqua Park ____ Viccam Park  <input type="checkbox"/> Amphitheater: ____ (City Park)    Covered Picnic Table Area: ____ (Location: _____)  <input type="checkbox"/> Event Street Closure (*) (specify street and cross streets): _____  <input type="checkbox"/> Sports Field Use (Daily use only – not seasonal): (Location: _____) </div>		
Event Description:		
Will there be selling, providing, or use of alcohol beverages at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If so, you are required to complete a Special Exemption Permit Application (per Idaho Code § 5-3-1D) and attach a copy with this application. Special Exemption Permits must be approved by City Council.</i>		
INSURANCE & LIABILITY		
IF SERVING ALCOHOL ON CITY PROPERTY, AND ALL LICENSES AND PERMITS ARE OBTAINED TO DO SO, PROOF OF LIABILITY INSURANCE, INCLUDING LIQUOR LIABILITY, SHALL BE PROVIDED IN THE MINIMUM AMOUNT OF ONE MILLION DOLLARS (\$1,000,000.00). IN ADDITION, THE CITY RESERVES THE RIGHT TO REQUIRE LIABILITY INSURANCE FOR CERTAIN “HIGH RISK” ACTIVITIES.		

FEES & DEPOSIT (daily rates)		
Event Type:	Fee/Refundable Deposit	Check All That Apply:
Park Rental – Up to 100 People	\$80.00 + \$350.00 deposit	
Park Rental – 101 – 250 People	\$160.00 + \$350.00 deposit	
Park Rental – 251 – 500 People	\$275.00 + \$350.00 deposit	
Park Rental – 500 + People	\$400.00 + \$350.00 deposit	
Street Closure	\$300.00 + \$300.00 deposit	
Amphitheater	\$100.00 + \$250.00 deposit	
Covered Picnic Table Areas	\$60.00 + \$100.00 deposit	
Sports Field (daily use only – not seasonal)	\$60.00 + \$100.00 deposit	
TOTAL RENTAL FEE:		
TOTAL REFUNDABLE DEPOSIT FEE:		

I am authorized to bind the above-named individual or organization and the members thereof. These individuals and the undersigned will be liable for any and all damage occurring from any source whatsoever, both individually and jointly, and shall hold harmless the City of St. Maries for any and all liability for personal injury or damage during the above-noted function(s) to be held at the St. Maries City Park or on any public street in the City of St. Maries. I understand that I agree I am responsible for the key(s) to the building and agree to not lend out or duplicate the key(s) for any reason. I have received and understand the St. Maries City Street and Park Use Policy (page 3).

**I UNDERSTAND ALL RENTAL FEES ARE NON-REFUNDABLE.**

Signature	Date

**REMAINDER TO BE COMPLETED BY THE CITY**

<input type="checkbox"/> Application Complete	<input type="checkbox"/> Insurance Received	<input type="checkbox"/> Payment Received	<input type="checkbox"/> Council Approval (if required)
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Deposit Information	
Date Returned:	Returned To:
Amount Retained for Damages:	Damage Information:

Key Information	
Date Issued:	Issued To:
Date Returned:	Returned By:

## ST. MARIES CITY STREET AND PARK USE POLICY

### 1. **RESERVATIONS:**

Reservation or use of the public streets in the City of St. Maries or for St. Maries City Park shall be made by contacting City Hall at (208) 245-2577. A Use Agreement form must be completed and rental and deposit fees must be paid within five working days after making the reservation. **ALL RENTAL FEES ARE NON-REFUNDABLE.**

Youth organizations must have an adult sponsor sign the Use Agreement form and an adult must be in attendance throughout their use of the facility.

### 2. **CLEANING DEPOSIT:**

A cleaning deposit shall be required of all users before issuance of a key. The City Park will be inspected daily for damage. If other than routine cleanup is required, a charge will be made against the deposit. The deposit, or the balance of the deposit if damages have not occurred, will be returned. If the cost of repair for damages exceeds the deposit, the individual/group using the facility shall be responsible for that expense.

Individuals/groups who use the City Park for a multiple use basis shall make one (1) deposit which may be returned when the City Park is no longer used. The City Park will be inspected after each use, any damage costs must be paid before continued use of the buildings.

### 3. **PROHIBITIONS:**

- A. Alcoholic beverages shall not be served or consumed in the streets of St. Maries or at the City Park unless preapproved (submit a Special Exemption Permit Application and get approval by Council) and provide proof of liability insurance with the minimum amount of One Million Dollars (\$1,000,000.00) and liquor license is acquired from the State.
- B. Parking in fire lanes is prohibited.

### 4. **INSURANCE REQUIREMENTS:**

- A. If the serving of alcoholic beverages is pre-approved and all the required licenses and permits are obtained from the City and the State of Idaho, then proof of liability insurance, including liquor liability, shall be provided in the minimum amount of One Million Dollars (\$1,000,000.00).
- B. In addition, the City reserves the right to require liability insurance for certain "high risk" activities.

### 5. **MISCELLANEOUS:**

- A. Personal possessions taken to the City Park are the responsibility of the owner. The City shall not be responsible for any personal items left at the City Park.
- B. Plumbing, electrical problems or any damages shall be reported to City Hall at (208) 245-2577.
- C. Applicants shall comply with all local, state, and federal laws and regulations applicable to the Applicant's intended use.

STREET CLOSURES - (\*) THE CITY WILL NOT PROVIDE ADDITIONAL GARBAGE CANS FOR EVENTS. THE EVENT ORGANIZER IS RESPONSIBLE FOR THAT NEED AND IS EXPECTED TO PACK IN AND PACK OUT ALL ITEMS PERTAINING TO THE EVENT TO ASSURE CITY RIGHT-OF-WAY IS RETURNED TO NORMAL. IF SERVING ALCOHOL ON CITY PROPERTY, AND ALL LICENSES AND PERMITS ARE OBTAINED TO DO SO, PROOF OF LIABILITY INSURANCE, INCLUDING LIQUOR LIABILITY, SHALL BE PROVIDED IN THE MINIMUM AMOUNT OF ONE MILLION DOLLARS (\$1,000,000.00). IN ADDITION, THE CITY RESERVES THE RIGHT TO REQUIRE LIABILITY INSURANCE FOR CERTAIN "HIGH RISK" ACTIVITIES.