



Nampa Park Reservation Application

131 Constitution Way, Nampa, ID 83686
(208)468-5858

rec@cityofnampa.us

www.nampaparks.org

Step by Step Guide on How to Schedule a Nampa City Park for your Special Event

This Reservation Application is for requesting authorization to hold community or special events in a City of Nampa Park. To hold a community event, authorization must be approved through this application process. Events may include, but not limited to, fairs, concerts, car shows, art festivals or other types of community celebrations or fundraisers. Upon receipt of this application, Nampa Parks and Recreation will determine the fees associated with the park reservation. Reservation fees are determined based on the number of people attending, special circumstance and staff requirements.

Step #1 RESERVE DATE, TIME & LOCATION

Submit this form to the Nampa Parks & Recreation Department office or email the application to rec@cityofnampa.us. Reservation times should provide allowance for set up and clean up. Reservations may be made two years in advance.

Step #2 PAYMENT

Depending on approval, the parks administrator will contact the applicant with the fee for the event. Full payment is required to hold the reservation date, unless otherwise approved in writing. Nampa Parks and Recreation reserves the right to charge additional fees after an event based on facility damage or attendance and services differentiating from the approved application.

Step #3 PERMITS

All applicable permits must be obtained no less than 10 business days prior to the reservation date. This includes, but is not limited to, concessions and beer/wine permits. The event organizer must submit a concession application for each vendor by contacting the City Clerk's office at 208-468-5425. Event organizer(s) must be in possession of permits and make said permits available to present to a city representative throughout the event if requested.

Step #4 INSURANCE

It is the responsibility of the applicant to maintain a comprehensive general liability insurance policy with coverage of one million (\$1,000,000), 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 Nampa as additional insured shall be delivered at least 30 days prior to reservation date.

Date of Event:		Total Attendance through entire event:	
Event Location:			
Setup Time:	Time Event Starts:	Time Event Ends:	Time done with Cleanup:
Organization:			
Primary Contact Person:		Phone:	
Alternate Contact Person:		Phone:	
Mailing Address:		Email:	
City:	State:	Zip:	
Name of Event:			
Brief description and purpose of event: (Include additional pages as needed)			

EVENT DETAILS

Please complete all information on this form. Nampa Parks & Recreation reserves the right to prohibit some activities that may be requested by the applicant. Some activities may require additional fees. The applicant is responsible for providing a complete list of event plans and a list of vendors providing concessions, sale of goods and services. An event logistics map is required, detailing the location for all water, power, tables, canopies, stages, generators, vendors, booths and any other major services or activities planned.

ITEMS PROVIDED OR PLANNED BY EVENT ORGANIZER - Check the applicable boxes below.

<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will have Stage(s): Quantity ____ Size: _____	*Identify these items on event site plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will have Canopies: Quantity ____ Size(s): _____	*Identify these items on event site plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will have Booth(s) Quantity ____ Size(s): _____	*Identify these items on event site plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will have Portable Toilets: Quantity _____	*Identify these items on event site plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will have music and/or amplified sound (if yes, please complete page 3)	
<input type="checkbox"/> Yes <input type="checkbox"/> No - Alcohol Served (if yes, Beer/Wine Permit required. Please contact City Clerks Office at (208-468-5425)	
<input type="checkbox"/> Yes <input type="checkbox"/> No - Items will be sold/food or non-food (Concession Permit required contact City Clerks Office at (208 468-5425)	
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will have live animals, such as farm or domestic	
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event is a FUN WALK or RUN (if yes, event is required to submit a course map identifying start, complete route, finish, water/sanitation stations. If a road closure is required please contact City Traffic Division at 208-468-5471 for required permit.	
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will provide Security/Crowd Control (The Parks and Recreation Department may require the event to provide security at the expense of the applicant.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No - Other Activities or Equipment not listed above: List activities (i.e.; astrojumps, etc): If yes, use space below for details. (Additional fee may apply.)	

ITEMS TO BE REQUESTED from the Nampa Parks & Recreation Department

<input type="checkbox"/> Yes <input type="checkbox"/> No - Electricity (Electricity is available in some locations with limited resources)	*Identify these items on event site plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No - Water (Water is available in some locations with limited resources)	*Identify these items on event site plan.
<input type="checkbox"/> Yes <input type="checkbox"/> No - Parks Staff needed for this Event: # of Park Staff ____ Hours _____	At the discretion of the Parks and Recreation Department, park staff may be required. (additional fees will apply)
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will Require Driving on Grass	(additional fee will apply)
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will Require Parking on Grass # of vehicles expected: _____	(additional fee will apply)

All Vendors, suppliers and their equipment must be removed from the park at the end of the event or additional removal fees may be charged.

Please provide a logistic map outlining the entire event venue including the location of all the canopies, stages, equipment & activities, portable restrooms, generators, vendors, power and water sources. Vehicles are not allowed on turf without approval. (Attach additional pages)

If you have any questions or concerns regarding your reservation, please call the Nampa Parks & Recreation Department at 208-468-5858 during regular business hours Monday through Friday. For weekend assistance on the day of your event, please call 208-371-1869.

For LLOYD SQUARE Reservations Only

<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will use Building #2 in addition to main building.	*\$100 fee for use of building #2
<input type="checkbox"/> Yes <input type="checkbox"/> No - Event will close Front Street?	(if yes, approval is pending Public Works approval)



Nampa Parks Amplified Sound Permit

Complete page 3 only if having music or amplified sound at your event.
If not having sound please go to page 4.

Location: Lakeview Amphitheater Lloyd Square Park Midway Park

Event Name: _____

Day & Date of Event: _____

Please describe the event or performance in detail (type of music, instruments, etc...)

Size of group anticipated, in total, throughout the entire event: _____

Name of Group or Organization holding event: _____

Names and addresses of adult supervisors (Individuals over 18 years) who will be accountable for supervising/monitoring activities.

Primary Contact Person:	Phone:
Email Address:	
Alternate Contact Person	Phone:
Email Address:	

The above named person(s) will act as supervisor for the group and assumes the responsibility to assure on behalf of the above named person/organization that the amplified sound regulations, park regulations and the park ordinances will be complied with in full.

Amplified Sound Regulations

1. A written permit for use of the Amplified sound must be obtained from the Parks Department Director or a designated representative. Application must be made at least three working days in advance of the date requested. A reservation will be charged for each block time requested.
2. All music must be maintained no louder than sixty-two (62) decibels at a distance of 500 feet. Special permission must be granted in writing for raised noise levels. Following proper warning, power will be shut off when a group abuses the sound restrictions, thereby terminating the performance.
3. If large crowds are anticipated, applicant may be required to reserve other areas of the park to avoid parking and crowding problems.
4. Vehicles will not be allowed on the turf without written approval, additional fees shall apply.
5. No advertising is allowed in the park.
6. All Amplified sound shall terminate no later than sunset or 9:30 p.m., whichever occurs first, unless written permission is granted.
7. Applicants requesting to amplify sound will be responsible for the actions of the group and is required to be present during the entire event.

If you have any questions or concerns regarding your reservation, please call the Nampa Parks & Recreation Department at 208-468-5858 Monday through Friday. For weekend assistance on the day of your event please call 208-371-1869.

NAMPA PARKS RULES AND REGULATIONS

- * Parks are open from 1/2 hour before sunrise and close 1/2 hour after sunset (NCC 9-5-4)
 - * Vehicles NOT allowed on grass. (NCC 9-5-2)
 - * No person shall consume any alcoholic beverage or have in his possession any opened containers or receptacles containing any alcoholic beverage on any public park grounds. (NCC 9-5-2)
 - * No person shall sell any goods, food or food product of any kind in any park without a license as a concessionaire. (NCC 9-5-2)
 - * It is prohibited for any person to throw, carry or have in their possession any glass beverage container on city park grounds including the interior of athletic complexes. (NCC 9-5-2)
 - * Overnight camping is prohibited in city parks. (NCC 9-5-2)
 - * A leash not exceeding 8 feet in length must control dogs at all times. All fecal material must be removed IMMEDIATELY. (NCC 9-5-9)
 - * The Director and all employees of the Parks and Recreation Department shall have authority to enforce any provision of this chapter and shall have the authority to eject from any park or public facility any person violating any provision of this Chapter. (NCC 9-5-3)
 - * General Penalty - In any ordinance of the City any act or offence that is prohibited shall be an infraction. (NCC 1-1-10)
- Refund requests due to reservation cancellation must be made no later than four (4) business days prior to the reservation date. No refunds or credits will be given without 4 business day notification.

AFFIDAVIT OF APPLICANT/NAMPA PARKS & RECREATION POLICIES

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the policies governing the proposed Special Event under the City of Nampa Ordinance, and I understand that this application is made subject to policies established by the City of Nampa. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City Shall not be liable for the payments of such taxes. I further agree to abide by these policies, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred.

I, the patron hereby acknowledge that I will be held responsible for any damage to the above site and have read the City regulations.

Applicant Name:	
Title:	Organization:
Signature:	Date:

PARK USE APPROVAL REQUIRES APPLICANT'S SIGNATURE

FOR OFFICE USE ONLY

Approved by _____

Denied by _____

Reason Denied _____

Notes to Park Staff: _____

Dumpster 3yd (300 attendees) 20yd (300-1000 attendees) 30yd (1000+ attendees)