



# TRAILHEAD EVENT CENTER

## Q'EMILN PARK

**12361 W. Parkway Drive, Post Falls, ID 83854**  
Phone: (208) 773-0539

Permit # \_\_\_\_\_

**\* ALL RESERVATIONS REQUIRE A MINIMUM OF 4 BUSINESS DAYS FOR PROCESSING AND APPROVAL \***

Company / Group Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MO DAY YEAR

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

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

### BOOKING INFORMATION

The time period for use. Facility Hours: From 9:00am-Midnight (Time must include Setup & Cleanup)

Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_ From (time): \_\_\_\_\_ to \_\_\_\_\_

Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_ From (time): \_\_\_\_\_ to \_\_\_\_\_

The number of people expected. \_\_\_\_\_ (Max. 150)

Will alcohol be at the event? Yes \_\_\_\_\_ No \_\_\_\_\_ **(See restrictions on the reverse side)**

Is this event open to the general public? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this event a private party? Yes \_\_\_\_\_ No \_\_\_\_\_

Music: **(See restrictions on reverse side)** Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_  
(i.e. band, karaoke, other)

**Catering Service (Fee: \$25.00)** Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_  
**(See restrictions on the reverse side)** Company Name

**Event Rental Service (Fee: \$25.00)** Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_  
**(See restrictions on the reverse side)** (i.e. dance floor, decorations, etc.) Company Name

**Type of Event (Please check box)**

- ◆ Meeting    ◆ Wedding/Reception    ◆ Family/Class Reunion    ◆ Memorial    ◆ Other (*Explain*)

(If Other *Please explain*): \_\_\_\_\_

**(office use only) FEE & SERVICE CALCULATION**

Facility Fee: \$ \_\_\_\_\_ Catering Fee: (\$25) \$ \_\_\_\_\_ Rental Serv: (\$25) \$ \_\_\_\_\_ ID Sales Tax 6% \_\_\_\_\_

Damage Deposit: \$ 250    TOTAL FEES: \$ \_\_\_\_\_    Date Paid: \_\_\_\_\_    Receipt #: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Special Notes: \_\_\_\_\_

<p><b>DROP IN TO RESERVE:</b> The Parks &amp; Recreation Administrative office is open Monday through Friday, 8:00am to 5:00pm. Located at Post Falls City Hall, 408 N. Spokane Street</p>	<p><b>ONLINE:</b> <a href="http://www.postfalls.gov">www.postfalls.gov</a> or E-mail: <a href="mailto:recreation@postfalls.gov">recreation@postfalls.gov</a></p>	<p><b>MAIL:</b> Mail in your reservation &amp; payment to: Post Falls Parks &amp; Recreation, 408 N. Spokane Street, Post Falls, ID 83854</p>
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# TRAILHEAD EVENT CENTER - BOOKING AGREEMENT

## DESCRIPTION, CONDITIONS & RULES

**1. DESCRIPTION:** Address: 12361 W. Parkway Drive, Post Falls, ID 83854. This enclosed building (32'x122') is nestled in tall pine trees at Q'emiln Park. Rental "As Is", includes kitchen facilities, double ovens, microwave, refrigerators, sink, and three indoor restrooms. Heat and Air Conditioning and a 39'x30' attached deck\*. Included are six (6') rectangular tables, twelve (5') round tables, 150 indoor padded chairs, and 150, folding deck chairs. \*The deck is not maintained in inclement weather.

### 2. BOOKING CONDITIONS:

Bookings are accepted on a first-come basis.  
MAX Capacity is 150 people.  
Facility hours are 9:00am-Midnight.

\* **Usage fees.** Hours must be consecutive and must include the time for setup & cleanup. \*Idaho Sales tax applies

Weekdays: (Mon-Thu) required usage 2-hour minimum. \$100.00\*/hour

Weekends: (Fri-Sat-Sun) required usage 4-hour minimum. \$195.00\*/hour

City-Recognized Holidays:

(Mon-Thu) \$275.00\*/hr. (Fri-Sat-Sun) \$295.00\*/hr.

Required minimum usage applies.

\* **How to book your date.** The total hours of usage fee(see fee schedule) including the damage/security deposit of \$250.00 along with this signed agreement must be received and approved. Cash, personal check, money orders, or credit cards are accepted.

\* On The day of your reservation the building supervisor will meet you to unlock the building at your reserved start time and will lock up at your end time.

\* **Change Requests** to the time, date or services will be accepted only once if scheduling allows. Appropriate fees will be due the at time of change. Such change requests must be made within 10 business days the of the scheduled event.

\* **Holding Time:** This applies to a function from the same party within a 24-hr. period (ie.) setting up & decorating the evening before the main event, which would result in "holding" the facility, from any other bookings in between.

◆Prior evening setup is a 4-hr. minimum at \$195.00/hr. and will be charged through 11:00pm.

◆When Holding Time is reserved, the hourly fee will begin at 9:00am the following morning and lead up to (and throughout) the scheduled event time.

\* **PARKING FEES:** Parking fees apply, per car charged at Q'emiln Park, between Memorial Weekend & Labor Day Weekend. For large groups, car-pooling is encouraged. **Parking spaces are not guaranteed or reservable for bookings.**

### \* DAMAGE/SECURITY DEPOSIT:

A damage/security deposit of \$250.00 is required for the booking of this facility and must be paid the at time of reservation. A facility-use checklist must be completed by the applicant and Building Supervisor immediately before and after the rental. Failure to do so may result in the forfeit of the deposit. The damage/security deposit will be submitted for refund after a final inspection of the facility. Refunds of the damage/security deposit can take up to 4-weeks to process.

### 3. RULES:

- Smoking is not permitted inside the facility.
- No send-offs with confetti, rice, birdseed, fireworks, or sparklers.
- No amusements are allowed (ie. bounce house, dunk tank).
- The applicant is responsible for all damage, theft, or disturbance during the bookings.
- All posted park rules must be obeyed. Park closes at midnight.

\* **CATERING:** **\$25.00 Fee** is charged for a contracted catered meal being brought in and served at your event.

\* **EVENT RENTAL SERVICE:** **\$25.00 Fee** is charged for contracted rental items delivered for your event. Rental items must be delivered and picked up during your booking hours paid for.

\* **DECORATIONS:** Freestanding decorations are allowed. Ladders can be used to decorate, but they are not provided by the city. Candles may be used if enclosed in glass. Thumb tacks, staples, nails, or Command Strips are not allowed in walls, tables, doors, ceiling, windows, or deck unless it is in designated areas. The facility & deck cannot be modified. No standing on tables and chairs. All decorations must be removed without leaving damage.

\* **CLEAN-UP:** Your group will be charged an extra fee if any repair or additional cleanup is necessary after your use. Cleanup fee charge is \$50/hr. and will be deducted from the damage deposit. There will be supplies available for your convenience for sweeping or wiping tables & other spills. Empty all trash receptacles and place them in the available dumpster. It is the Customer's responsibility to remove all decorations and return the Facility to the condition in which it was received.

\* **MUSIC:** Music is allowed. Noise or volume of music/amplifiers must not exceed 85db (the at the property line) and not be allowed outside after 10:00pm.

\* **ALCOHOL:** Alcohol is allowed in the facility & park until 10:00pm. Glass bottles are only allowed within the confines of the facility. **No Sale of alcohol allowed.**

**4. REFUND POLICY:** An 80% refund will be issued if your group cancels the reservation four (4) weeks prior to your scheduled event. **NO REFUNDS, CREDITS, OR RE-SCHEDULING OF DATES** will be given after the 4-week deadline. We are not responsible for inclement weather, lack of attendance at your function, or the event ending earlier than anticipated.

If you have questions or problems on the day of your event, please call (208) 773-8147, If after hours call (208) 661-4385 (parks department cell phone), and leave a message, your call will be returned or if emergency call Police Department (208) 773-3517

I have read & understand the park rules, and payment information and accept responsibility for my reservation. I agree to be responsible for any damage that may incur from the use of this facility. I certify that this is not a commercial function, and no products or services will be sold. The City of Post Falls reserves the right to make changes or corrections at any time.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_