

FACILITY RESERVATION PERMIT

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: _____

RESERVATION INFORMATION

Park Requested: _____ Shelter Name: _____

Day of Week: SUN MON TUE WED THU FRI SAT Reserved time: _____ to _____
Circle one (Facilities available 9:00am to Dusk)

Number of people expected? _____ Extra picnic tables requested (\$10/table): How many? _____

Will alcohol be at the event? Yes _____ No _____ **Note: NO sale of alcohol allowed.**

Is this event open to the general public? Yes _____ No _____ If Yes, will require a special use permit

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 reverse side) Company Name _____

Amusement (Fee: \$25.00) Yes _____ No _____
(See restrictions on reverse side) (i.e. Fun jumps, slides, games, etc)

Type of Event (Please check box)

☐ Picnic ☐ Wedding/Reception ☐ Family/Class Reunion ☐ Birthday Party ☐ Other (Explain)

(If Other Please explain): _____

Grand Pavilion Only: Heat & Lights are available for an additional fee of \$25.00/hr.
Changes can be made up to 48-hours prior to event. Kitchen facilities are not available at the Grand Pavilion.

Heat & Lights? Yes _____ No _____

Time period: _____ To _____ (Beginning to end time for heat and/or lights)

(office use only) FEE & SERVICE CALCULATION

Facility Fee: \$ _____ Catering Fee (\$25) \$ _____ Amusement Fee (\$25) \$ _____

Extra Tables(\$10/table) \$ _____ (Grand Pavilion)Heat/Lights (\$25/hr) \$ _____ ID Sales Tax 6% _____

TOTAL FEES: \$ _____ Date Paid: _____ Receipt #: _____ Staff Approval: _____

Special Notes: _____ TOTAL NO. OF TABLES _____

DROP IN TO RESERVE: The Parks & Recreation Administrative office is open Monday through Friday, 8:00am to 5:00pm. Located at Post Falls City Hall, 408 N. Spokane Street

ONLINE: www.postfalls.gov
or E-mail: recreation@postfalls.gov

MAIL: Mail in your reservation & payment to: Post Falls Parks & Recreation, 408 N. Spokane Street, Post Falls, ID 83854

PARK RESERVATION PERMIT CONDITIONS AND RULES

1. Primary examples of area/shelter rentals are for individual and company picnics, family/class reunions, and weddings. NO concerts, fund-raisers, or commercial ventures are allowed unless they are city sponsored events, or with the approval of a Special Use Permit prior to your event. Private rentals cannot be open to the general public.

2. Fee schedules for shelters can be viewed at www.postfalls.gov/parks. Idaho sales tax applies.

3. Your reservation is for the shelter only. Any adjacent amenities i.e: volleyball & basketball courts, horseshoe pits, playground, splash pad, baseball diamond, are for use by the general public on a first-come first-serve basis. Check availability of amenities and hours of operation.

4. Fundraising requests will require a Special Use Permit to be approved.

5. We CAN NOT hold spaces or "pencil-in" reservation requests. When the Reservation Permit is complete, approved and payment is received, your space will be reserved.

6. **NO SALE OF FOOD/ALCOHOL OR PRODUCT** will be allowed with this reservation.

6. Alcohol is allowed in the park between the hours of 9:00am-8:30pm and in the shelters until 10:00pm. **(No glass bottles). NO sale of alcohol allowed.**

8. **PARK RULES:** All posted park rules must be obeyed. No camping or overnight use of the parks and no vehicles allowed on the grassy areas including loading and unloading.

9. Park facilities are available 9:00am to Dusk. Rentals are for one day only.

10. **SET-UP:** All set-up or arrangement of tables is the responsibility of the rental party. The reservation fee does not include set-up or removal of tables. Additional tables and services may be available for additional fees. If special arrangements are needed, there will be a fee of \$50 per occurrence (must be pre-arranged). Approval from the Parks & Rec. Dept. must be obtained no later than one week prior to the event.

11. You may add decorations to the shelter. No staples, nails or screws allowed. All decorations must be removed at the close of your event. Do not put anything on or around ceiling heaters in the Grand Pavilion.

12. **MUSIC:** Amplified music is only allowed in the Grand Pavilion, except with the approval of the Parks and Recreation Director. Noise or volume of music/amplifiers must not exceed 85db (at the property line) before 9:00pm and 75db after 9:00pm. **Music must end by 10:00pm.**

13. **CATERING SERVICE: \$25.00 Fee charged for contracted catered food** being brought in and served at your event.

14. **AMUSEMENTS: \$25.00 Fee charged for contracted rentals** that will be setup for your event. Only one amusement allowed per rented shelter. The Grand Pavilion is allowed up to two. Water slides or dunk tanks are not allowed at any park.

14A. To protect irrigation and electrical lines, location of tent stakes, fun jump stakes or general placement of your amusement must be approved by the Park Staff on the day of your event or prior to setup. Contact the Parks Office at (208) 773-8147 for more information.

15. Basic electricity is available at many shelter locations. Lights and heat are only available at the Grand Pavilion for an additional per-hour fee.

16. Your group/company will be charged an extra fee if any extraordinary cleanup or repair is necessary after your use. Cleanup fee charge is \$50/hr.

17. **REFUND POLICY:** An 80% refund will be issued if your group cancels the reservation at least 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 or lack of attendance at your function.

18. PARKING Q'emiln Park Reservations Only

There is a per car parking fee charged at Q'emiln Park, between Memorial Day and Labor Day. Car-pooling is encouraged. **Parking spaces are not guaranteed.**

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, 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: _____