

PARKS ACTIVITIES REQUEST FORM for Private Special Events

Requests for Private Special Events are due 60 days prior to event or desired advertisement date.

DATE SUBMITTED : _____ SPONSOR NAME: _____

ADDRESS: _____

INDIVIDUAL IN CHARGE: _____

Please notify P&R if the individual in charge changes and provide new contact information for billing purposes.

CONTACT PHONE: _____ E-MAIL: _____

CHECK THE AMENITIES YOU PLAN TO USE AT THE FACILITY YOU ARE REQUESTING:

City Beach: Beach Hut, Green space, Tennis Courts, Sand Volleyball Pits, Basketball Court Cul-de-sac

Farmin Park: Green Space, Bandstand, Electric Outlets

Lakeview: Picnic Shelter, Tennis Courts, Green Space

Memorial: Field Ticket Booth, Field Lights, Field House, Locker Rooms, Grandstands, S.W. Restrooms, Football Concessions Building, Football/Soccer score board, Baseball score board, Baseball Concessions Building, Dugout *ONSITE MEET WITH AUSTIN PRIOR TO EVENT FOR POWER ETC. IF NEEDED: 208-610-4453*

Old Ninth Grade Center Field: Field

Pine Street Park: Basketball Courts, Baseball Field

Sport Complex: Travers Field 1, 2, 3, and or 4, Travers Concessions Bldg., Travers Tennis Courts, Travers Storage, Centennial, Great Northern

Requesting to offer intoxicating beverages on site at Farmin Park or Memorial Field

(Any private special event requesting to offer intoxicating beverages on site at Farmin Park or Memorial Field will need to present their request to City Council for approval)

Circle number of persons expected to attract: Over 150 / Less than 150

(Any private special event expecting to attract over 150 will need to present their request to City Council for approval)

Is your event commercial in nature?

(Commercial events require a business license and sales tax permit obtained from the City Clerk's Office)

Requesting to use amplified sound?

(If approved an onsite meet prior to event with Parks Supervisor for access to power etc. is REQUIRED: 208-610-4453)

DATE/S REQUESTED: _____ **START TIME:** _____ **END TIME:** _____

(Start and End times must include set up and tear down)

BRIEF DESCRIPTION OF ACTIVITY / SPECIAL PREPARATION NECESSARY: _____

CERTIFICATE NAMING CITY ADDITIONAL INSURED REQUIRED NO LESS THAN 10 BUSINESS DAYS PRIOR TO FIRST DAY OF USE: Expires _____

\$300 REFUNDABLE DAMAGE DEPOSIT DUE NO LESS THAN 10 DAYS PRIOR TO EVENT.

Office Use Only: FU Spreadsheet , REC1 Permit# _____, Police Fire Approved , P&R Commission Approved

CITY OF SANDPOINT FACILITY USE FEES

CATERING PERMIT (Clerks Office)\$20/day 3 day max

* Required to offer intoxicating beverages for sale on site at Farmin Park or Memorial Field

PRIVATE SPECIAL EVENTS \$55/hr or \$330 for 8hr max per day

* Commercial or Non Commercial in nature, expecting to attract 150 or less to attend. Due 1 week after the event.

VENDORS \$20/ per vendor

* Commercial in nature.

HOURS RESERVED FOR TENNIS COURTS \$6 / hr per court unit

*Lakeview = 1 unit Travers = 2 units; this is in lieu of a per match fee.

HOURS RESERVED FOR SAND VOLLEYBALL OR BASKETBALL COURTS..... \$6 / hr per court

*\$144 max per day for all sand volleyball courts.

GATE FEES If charging for admittance at Memorial Field \$1.25 / per person

UTILITIES – NOT JUST THE FIELD LIGHTS

User Groups who use power at Memorial Field or City Beach will be billed for utilities. Utilities include any amenity powered by an Avista meter. To better facilitate utility billing each user group who utilizes power must

- A) Check the amenities which they plan to use on the front of this form.
- B) Work with P&R to set up a scheduler profile on the Control-Link web site for field lights at Memorial Field.
- C) Schedule Memorial Field light usage on the Musco lighting Control-Link web site www.control-link.com or 24hr phone 1-877-347-3319.