



## Park Amenities – Special Event Reservation

Application Date & Time:	Organization (when applicable):
Contact Person Name:	
Phone #:	Email:
Address:	

Type of Event:	
Event Date:	**Note – Reservations not made 7 days prior to Reservation date will be assessed a 10% Late Fee. **

Is your Reservation for a Private or Public Event?

Private       Public

\*\*Public Events require a Special Event Plan per Kuna City Code 3-8-1, please contact the City Clerk’s Office at (208) 387-7726 or [CityClerk@KunaID.gov](mailto:CityClerk@KunaID.gov)\*\*

Time		
<input type="checkbox"/> Block #1: 9:00 AM – 1:00 PM	<input type="checkbox"/> Block #2: 1:30 PM – 5:30 PM	<input type="checkbox"/> Block #3: 6:00 PM – Dusk
(All Reservations are priced per block, ex. 2 time blocks for Bernie Fisher Band Shell for up to 25 People = \$60)		

### Normal Operating Hours

City Park normal operating hours are Dawn to Dusk. Reservations seeking to be made Dusk to Dawn require an After Hours Permit with a Safety Plan which is reviewed by local law enforcement prior to issuance.

Will an After Hours Permit be required?    Yes       No

If Yes:  Up to 25 People - \$30    Up to 50 People - \$40    Up to 100 People - \$60    Over 100 People - \$110

<p>Park Rules:</p> <ol style="list-style-type: none"> <li><b>NO DRIVING ON GRASS</b></li> <li>No glass</li> <li>No alcohol without a City issued Beer and Wine Park Use Permit. *If Beer/Wine will be sold at an event, an Alcohol Catering Permit must be completed by a Caterer in possession of a State/County/City issued Alcohol License. Contact the Kuna City Clerk’s Office at (208) 387-7726 with questions.</li> <li>Area shall be left in clean and serviceable condition. Facility Clean Fee if area not left in serviceable condition: \$75 per hour.</li> <li>Contact the Parks Department at (208) 573-7668 with any electrical or other issues.</li> <li>No dogs off leash besides South of the Greenbelt pathway, behind City Hall or Sadie Creek Dog Park.</li> <li>No smoking within 50 (fifty) feet of a playground or areas where the general public of any age congregates to participate in play, physical exercise, sporting events or recreational events.</li> </ol>
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<p><b>Turf Fee</b> (Bounce House, Canopy, etc.)          \$20 per time block          Fee Total: \$ _____</p>	<p><b>Picnic Tables</b> (Seat 6 – 8 Persons Each)  <i>**If Available**</i>  <input type="checkbox"/> 5 Tables - \$20  <input type="checkbox"/> 10 Tables - \$30  <input type="checkbox"/> 15 Tables - \$45  <input type="checkbox"/> 20 Tables - \$60  <input type="checkbox"/> 25 Tables - \$75</p>
<p><b>Orange Construction Fencing</b>          \$30 per hour with a 2 hour minimum (Set Up &amp; Tear Down)          # of Hours Total: _____          Fee Total: \$ _____</p>	<p><b>Additional Parks Personnel</b>          \$30 per hour with a 2 hour minimum (Set Up, Tear Down, Etc.)          # of Hours Total: _____          Fee Total: \$ _____</p>

## SPECIAL EVENT RESERVATIONS

A Special Event Plan with the City Clerk's Office is required in association with these fees.  
 Questions? Contact the Kuna City Clerk's Office at (208) 387-7726.

<p><b>Event Location</b></p> <p><input type="checkbox"/> Behind City Hall  <input type="checkbox"/> Bernie Fisher Park  <input type="checkbox"/> Greenbelt</p>	<p><b>Time</b></p> <p><input type="checkbox"/> Block #1 9:00 AM – 1:00 PM - \$150  <input type="checkbox"/> Block #2 1:30 PM – 5:30 PM - \$150  <input type="checkbox"/> Block #3 6:00 PM – Dusk - \$150          OR <input type="checkbox"/> \$330 Per Day</p>
<p><b>Parking/Driving on Grass</b></p> <p><b>If <u>any vehicle</u> will touch grass at any event location, additional fees apply</b></p>	

\_\_\_\_\_  
 Applicant Signature of Acceptance & Responsibility

\_\_\_\_\_  
 Date

\*Copy of Reservation Form must be on hand before and during the event\*

----- OFFICE USE ONLY -----

Fee Total: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

Intake Staff Initials: \_\_\_\_\_