



SPECIAL EVENT PARK & FACILITY RESERVATIONS

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

****NOTE** - 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**

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

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Time</td> <td style="width: 30%;">Regular</td> <td style="width: 40%;">Parking on</td> </tr> <tr> <td></td> <td></td> <td>Grass</td> </tr> <tr> <td colspan="3"><i>*Disc Golf Tournaments Priced Separately</i></td> </tr> <tr> <td><input type="checkbox"/> Block #1 9:00 AM – 1:00 PM</td> <td>\$150</td> <td>\$200</td> </tr> <tr> <td><input type="checkbox"/> Block #2 1:30 PM – 5:30 PM</td> <td>\$150</td> <td>\$200</td> </tr> <tr> <td><input type="checkbox"/> Block #3 6:00 PM – Dusk</td> <td>\$150</td> <td>\$200</td> </tr> <tr> <td>OR <input type="checkbox"/> Per Day</td> <td>\$330</td> <td>\$500</td> </tr> <tr> <td colspan="3"><i>(Includes Electricity and up to 10 tables)</i></td> </tr> <tr> <td colspan="3">Fee Total: \$ _____</td> </tr> <tr> <td colspan="3">Turf Fee (Bounce House, Canopy, etc.)</td> </tr> <tr> <td colspan="3">\$20 per time block</td> </tr> <tr> <td colspan="3">Fee Total: \$ _____</td> </tr> <tr> <td colspan="3">Additional Picnic Tables (Seat 6 – 8 Persons Each)</td> </tr> <tr> <td colspan="3"><i>**If Available**</i></td> </tr> <tr> <td><input type="checkbox"/> 5 Tables - \$20</td> <td><input type="checkbox"/> 15 Tables - \$45</td> <td><input type="checkbox"/> 25 Tables - \$75</td> </tr> <tr> <td><input type="checkbox"/> 10 Tables - \$30</td> <td><input type="checkbox"/> 20 Tables - \$60</td> <td></td> </tr> <tr> <td colspan="3">Fee Total: \$ _____</td> </tr> </table>	Time	Regular	Parking on			Grass	<i>*Disc Golf Tournaments Priced Separately</i>			<input type="checkbox"/> Block #1 9:00 AM – 1:00 PM	\$150	\$200	<input type="checkbox"/> Block #2 1:30 PM – 5:30 PM	\$150	\$200	<input type="checkbox"/> Block #3 6:00 PM – Dusk	\$150	\$200	OR <input type="checkbox"/> Per Day	\$330	\$500	<i>(Includes Electricity and up to 10 tables)</i>			Fee Total: \$ _____			Turf Fee (Bounce House, Canopy, etc.)			\$20 per time block			Fee Total: \$ _____			Additional Picnic Tables (Seat 6 – 8 Persons Each)			<i>**If Available**</i>			<input type="checkbox"/> 5 Tables - \$20	<input type="checkbox"/> 15 Tables - \$45	<input type="checkbox"/> 25 Tables - \$75	<input type="checkbox"/> 10 Tables - \$30	<input type="checkbox"/> 20 Tables - \$60		Fee Total: \$ _____			<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Event Location</td> </tr> <tr> <td><input type="checkbox"/> Behind City Hall <input type="checkbox"/> Bernie Fisher Park <input type="checkbox"/> Greenbelt</td> </tr> <tr> <td><input type="checkbox"/> Winchester Park <input type="checkbox"/> Nicholson Park</td> </tr> <tr> <td><input type="checkbox"/> Arbor Ridge <input type="checkbox"/> Farm Estates Park</td> </tr> <tr> <td>Disc Golf Course</td> </tr> <tr> <td><input type="checkbox"/> Exclusive Event/Tournament - \$250 per day</td> </tr> <tr> <td><input type="checkbox"/> Non-Exclusive Event/Tournament - \$75 per day</td> </tr> <tr> <td><input type="checkbox"/> Non-Exclusive Use for League Play - \$25 per day</td> </tr> <tr> <td style="text-align: center;"><i>* Follow Up Tournament Discount *</i></td> </tr> <tr> <td style="text-align: center;">Each Tournament Reservation after the first Tournament of the year receives a \$25 discount.</td> </tr> <tr> <td>Eight (8) Foot Folding Tables & Folding Chairs <i>(City does not set up or take down tables)</i></td> </tr> <tr> <td>\$9 per table - # of tables: _____</td> </tr> <tr> <td>\$1.30 per chair- # of chairs: _____</td> </tr> <tr> <td>Fee Total: \$ _____</td> </tr> </table>	Event Location	<input type="checkbox"/> Behind City Hall <input type="checkbox"/> Bernie Fisher Park <input type="checkbox"/> Greenbelt	<input type="checkbox"/> Winchester Park <input type="checkbox"/> Nicholson Park	<input type="checkbox"/> Arbor Ridge <input type="checkbox"/> Farm Estates Park	Disc Golf Course	<input type="checkbox"/> Exclusive Event/Tournament - \$250 per day	<input type="checkbox"/> Non-Exclusive Event/Tournament - \$75 per day	<input type="checkbox"/> Non-Exclusive Use for League Play - \$25 per day	<i>* Follow Up Tournament Discount *</i>	Each Tournament Reservation after the first Tournament of the year receives a \$25 discount.	Eight (8) Foot Folding Tables & Folding Chairs <i>(City does not set up or take down tables)</i>	\$9 per table - # of tables: _____	\$1.30 per chair- # of chairs: _____	Fee Total: \$ _____
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Orange Construction Fencing \$30 per hour with a 2-hour minimum (Set Up & Tear Down) # of Hours Total: _____ Fee Total: \$ _____	Additional Parks Personnel \$30 per hour with a 2-hour minimum (Set Up, Tear Down, Etc.) # of Hours Total: _____ Fee Total: \$ _____
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A 30% discount will be given, with Parks and Recreation Director's discretion, upon proof of status to the following; current military and veterans (military ID), non-profit organizations (after verification of 501c3 status), public schools, and senior citizens (age 65 and older).

OFFICE USE ONLY: Fee Subtotal: \$ _____ 30% Discount: \$ _____ *Parks Director Approval: _____ Fee Total: \$ _____
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A Special Event Plan with the City Clerk's Office is required in association with these fees. Please contact the Kuna City Clerk's Office at (208) 387-7726.

<p><u>Park Rules:</u></p> <ol style="list-style-type: none"> NO DRIVING ON GRASS No glass No alcohol without a City issued Beer and Wine Park Use Permit. <i>* If Beer/Wine will be sold at an event, an Alcohol Catering Permit must be completed by a Caterer in possession of State/County/City issued Alcohol Licenses. Contact the Kuna City Clerk's Office at (208) 387-7726 with questions.</i> Area shall be left in clean and serviceable condition. Facility Clean Fee if area not left in serviceable condition: \$75 per hour. Contact the Parks Department at (208) 573-7668 with any electrical or other issues. No dogs off leash besides South of the Greenbelt pathway, behind City Hall, or Sadie Creek Dog Park. 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.

 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: _____