



## City of Lava Hot Springs

# City Park Reservation Application

*The following pages include the City of Lava Hot Springs's City Park Reservation Application and instructions developed to guide you through the reservation process.*

*After you complete the Reservation Application please return it to the City of Lava Hot Springs:*

**Attn: City of Lava Hot Springs Special Events**

**115 W Elm**

**PO Box 187**

**Lava Hot Springs, ID 83246**

**[lavahotspringscity@gmail.com](mailto:lavahotspringscity@gmail.com)**

**FAX: 208.776.5130**

**Phone: 208.776.5820**

*Welcome and thank you for contributing to the spirit and vitality of our community through the staging of your visit.*

## PROCEDURE

The reservation application process begins when you submit a completed City Park Reservation Application form along with the full reservation fees. **Keep in mind that acceptance of your application is not to be construed as final approval or confirmation of your request.** These items, and any additional associated fees, must be received before your permit can be approved. All reservations are approved on a first come, first served basis. Your reservation may not be approved if it conflicts with another already approved reservation.

## NOTICE REGARDING RESERVING PARK FACILITIES IN THE CITY OF LAVA HOT SPRINGS PARKS

Any special events in the City parks involving commercial activities, vendors, fund raising, exceptions to park rules and extra-large crowds will require a **Special Event Permit** as well as reservations.

## LAVA HOT SPRINGS CITY PARK RESERVATION APPLICATION

Reservation Date(s): \_\_\_\_\_

Total Anticipated Attendance: \_\_\_\_\_. Any attendance above 150 will also require a **SPECIAL EVENT PERMIT**

☐ LARGE PAVILION

☐

SMALL PAVILION

Actual Hours of Reservation: \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Set Up Times: \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Take Down Times \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Describe Specifically Your Set-up Work (ie. Tents, Inflatables, catering services etc.)

\_\_\_\_\_  
\_\_\_\_\_

Any Special Items Required \_\_\_\_\_  
\_\_\_\_\_

### RENTAL FEE

Small Pavilion (9'X12') includes one (1) 2'4" X8' table under pavilion and one (1) 2'4" X 8' table in shade by pavilion. No electricity is available (estimated seating capacity 16). **\$40.00 per day non-refundable (sun up to sun down)**

Large Pavilion (18'4"X46'9") includes use of three (3) 3'8" diameter handicap accessible round tables near pavilion, use of ten (10) 2'4"X8' tables under pavilion and use of electrical outlets (estimated seating capacity 98). **\$150.00 per day non-refundable (sunup to sundown)**

- These fees include the reservation date of the pavilion space (only) and the designated tables located for that area.
- Events that occur over multiple days must pay a reservation fee to reserve the pavilion for each day of the event including setup and take down.
- Events that use multiple pavilions will be required to reserve each pavilion and pay a separate fee for each pavilion that will be used for the event.

## YOUR RESPONSIBILITIES

**There is no overnight camping in the park or parking areas.**

No water fountain is provided. Please be prepared to furnish your own water. Non-glass containers are preferred.

No vehicles are allowed access into the park beyond the parking lot.

Your main responsibility is to communicate clearly with City staff and to work with the City in making your event the best and safest it can be.

Normally, City staff and equipment cannot be used to support an event. Event sponsors are responsible for clean-up. Please make arrangements for cleaning the area after your group departs the park. Garbage containers are provided on site.

If you are seeking extra or special items, they must be requested on the application. No requests can be completed on the day of the event.

Pets are to be kept on a leash, as to not interfere with other park goers. Cleaning up after your pet is essential. Waste station is on site.

Please report any damages that may have happened or you have noted to the City immediately.

Special arrangements must be made in advance for baseball diamond or basketball/tennis court lighting use. The lights must be turned off after use.

**There is a No Open Container Ordinance in Lava Hot Springs. No alcoholic beverages are allowed in the park.**

## HOLD HARMLESS / AFFIDAVIT OF APPLICANT

I certify that the information contained in this application is true and correct to the best of my knowledge and belief. That I have read, understand and agree to abide by the rules and regulations governing the proposed special event under the city of lava hot springs municipal code. I agree to abide by these rules, and further certify that I, agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the city of lava hot springs. I agree, to defend, indemnify and hold harmless the city of lava hot springs, its departments, employees, agents, officers and volunteers from any and all liability in any and all matters concerning this special event.

NAME OF APPLICANT: \_\_\_\_\_  
(Print)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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