

216 East Park Street
McCall, ID 83638
208-634-7142 - Fax: 208-634-3038

City of McCall Parks Reservation Application

Host/Sponsor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email _____

Home Phone: _____ Work Phone: _____

Type of Event: _____

Will there be music: no ____ yes ____ (if yes please contact the Parks and Recreation Director 634-3006)

Number of people: _____

Facility Requested: _____

Date(s) Requested: _____ Times Requested: _____

Fee Structure – Please make checks payable to: City of McCall

- A. Small Scale Events (see description in terms and conditions section)
Small events not exceeding 50 persons: \$100.00 per day plus 6% sales tax
Damage/Cleaning deposit \$50.00, refunded if park has been cleaned and has passed inspection.
Event Plan – See page 2 for requirements
- B. Large Scale Events (see description in terms and conditions section)
Large events exceeding 50 persons: \$300.00 per day plus 6% sales tax.
Damage/Cleaning deposit \$150.00, refunded if park has been cleaned and has passed inspection:
Event Plan – See page 2 for requirements
- C. Commercial Events (see description in terms and conditions section)
Fees will be negotiated with City staff. May be required to appear before City Council.
Event Plan – See page 2 for requirements

Applicant's Signature: _____ Date: _____

Liquor License Signature: _____ Date: _____
(If Applicable)

Date Request Has Been: _____ Approved _____ Denied

McCall City Manager or Designee Signature: _____

Site Inspection – Post event, completed by Parks and Recreation Department. Return Deposit: _____
Retain Deposit: _____, (cost description below)

Detailed Damage Costs: _____

Parks and Recreation Department Inspector Signature: _____ Date: _____

48 hours prior to your event, please call the Parks Supervisor (208-634-9695) to finalize your Parks Reservation and review any special needs or requests you may have. Thank you.

City of McCall Park Reservation Policies

The City of McCall offers park reservations on a first come first serve basis. Depending on the type of event or activity that is planned, the person requesting to reserve a park may need to come before City Council prior to having their reservation application approved. Event organizers who wish to serve alcohol need to contact City Hall for regulations. This brochure explains the terms and conditions for renting the city's parks and contains a reservation application.

Terms and Conditions

Small Events, such as weddings, reunions, family and company picnics:

These small events typically reserve a piece of park and do not deny public access to the rest of park. To reserve a piece of a park for a small event, first check with the clerk at the McCall City Hall front desk to see if the date and park requested is available. Next, the organizer needs to complete the Parks Reservation Application included with this brochure and return it to the front desk at McCall City Hall with the appropriate fees (**\$100.00 per day plus tax & \$50.00 damage/clean-up deposit**). Your application will be reviewed by the Parks and Recreation Director, signed and logged on the Park Reservation Calendar. After the event, the park will be inspected and you will receive your refund or a letter stating damages, and/or cleaning costs in the mail.

Large Events (i.e. concerts, carnivals, large weddings, and other fund raising gatherings) or Public/Non-Commercial gatherings for non-profit civic groups:

To reserve a piece of a park for a small event, first check with the clerk at the McCall City Hall front desk to see if the date and park requested is available. Next, the organizer needs to complete the Parks Reservation Application included with this brochure and return it to the front desk at McCall City Hall with the appropriate fees (**Fees for large-scale events are \$300 per day plus tax & a damage/clean up deposit of \$150**). Any organization intending to restrict event entry by requiring paid admission is responsible for providing and placing admission barriers. Included in this policy is a list of city parks available for these kinds of events and the crowd limits for each of those sites. *Organizers must attach a written event form to their reservation applications. No event will be considered until the required event plan is received.* Immediately upon receipt of the reservation application, the Parks and Recreation Director will review it to make sure it conforms to the provisions of this policy and will ask the applicant to correct any deficiencies. The event will then be logged on the Park Reservation Calendar.

Large-Scale events for the purpose of conducting commercial activity

All of the conditions in section two apply to applicants who seek to use a park for commercial activity. The fee structure is different, however. In these instances, city staff will negotiate a suitable fee with the applicant, which guarantees the parks system a reasonable percentage of the gross proceeds of the activity. Staff will attach the resulting fee to the event application.

EVENT PLAN (REQUIRED FOR ALL EVENTS IN ALL PARKS)

The event plan must describe the following:

- 1. Nature of the event (i.e. profit, non-profit, etc.) Concert organizers will detail a plan to keep the noise level within city code. Festival organizers will describe the number of booths, etc. Organizers can improve their chances of a quicker approval by making this description as detailed as possible and include comprehensible site plan.**
- 2. Number of people expected: (1) a total for the whole event and (2) in the park at any given time.**
- 3. A written parking plan and alcohol plan (if applicable).**
- 4. A trash, waste disposal and clean up plan which includes:**
 - Number of portable toilets (if applicable)**
 - Plan to prevent trash from being evident at any time**
 - Plan to return the park to its original or better condition**
- 5. Evidence of insurance (for large events). Bonding may be required for particularly large events.**

If you have any questions concerning this park reservation policy please feel free to contact:

Shirley Overton
216 E. Park Street
McCall, ID 83638
(208) 634-7142

PARKS AVAILABLE FOR RENTAL

(Park Operating Hours: 6:00 AM – 11:00 PM)

Harshman Skate Park and Davis Beach which shall be open from sunrise until one-half hour after sunset

Daily Fees: *Small events not exceeding 50 persons:* \$100 rental, \$50 deposit,
Large events exceeding 50 persons: \$300 rental, \$150 deposit,
Commercial events: to be negotiated with city staff

BROWN PARK – North of East Lake Street and Hemlock Street

Amenities: Children's playground and restroom facilities, picnic tables, boat mooring, fish pen, grassy areas

Types of usage: Weddings, private gatherings, small concerts, arts events, festivals

Crowd Limit: 400 at any given time

Comments: No vehicles are allowed through the south entrance, dance floors allowed on northern portion of lawn east of fish pen docks, limited parking,

ROTARY PARK – Located on Hwy 55, East end of Lardo Bridge

Amenities: Grassy area with picnic tables, a swimming beach, restroom, barbeque stand, and playground

Types of usage: Weddings, private gatherings, & small sporting events

Crowd Limit: 100 at any given time

FAIRWAY PARK – Located at Fairway Drive, North of Aspen Condos

Amenities: Two softball fields, port-a-potties, drinking fountain, playground, picnic tables

Types of usage: Private gatherings, sporting events, concerts and other arts events, fairs and festivals

Crowd Limit: 500 at any given time

Comments: Please do not park on the road.

DAVIS BEACH – Diamond and Davis Street (open from sunrise until one-half hour after sunset)

Amenities: Sandy beach, swimming; port-a-potties, barbeque stand, picnic tables. Boat mooring and docks are privately held, but may be used by the public except for mooring (tying up too).

Types of usage: Weddings, private gatherings, small sporting events

Crowd Limit: 100 at any given time

Comments: Must use beach parking lot on corner of Davis and Lick Creek Road

ART ROBERTS PARK – Due north of 2nd Street on Lake Street

Amenities: Features a municipal dock, grassy slope, small sandy swimming beach, restroom, bears statue

Types of usage: Concerts, picnics, private gatherings

Crowd Limit: 200 at any given time

LEGACY PARK – Corner of Third (Hwy 55) and East Lake Street

Amenities: Volleyball court, restroom facilities, picnic tables, swimming beach, water features

Types of usage: Legacy Park is available during the summer season for small, unobtrusive gatherings only at midweek. Large gatherings that would like the use of Legacy Park need to be reviewed by the Parks and Recreation Director. (No wedding or receptions)

Crowd Limit: 500 at any given time

HARSHMAN SKATEPARK – Idaho Street (Open from sunrise until one-half hour after sunset)

Amenities: Picnic tables, Restroom

Types of usage: Private gatherings, small sporting events

CITY ORDINANCES

8-14-7: **CONDITIONS FOR ISSUANCE OF PARK USE PERMIT:**

- (A) A park use permit for a private gathering at which liquor shall be sold or served shall only be issued to the holder of an Idaho retail liquor license, herein called permittee.
- (B) The permittee shall obtain a liquor catering permit from the City for the private gathering.
- (C) The permittee shall be responsible for the use and clean up of the premises upon conclusion of the private gathering.
- (D) The permittee shall carry liquor liability insurance coverage of at least one hundred thousand dollars (\$100,000.00).
- (E) Conditions of issuance of the park use and permit fees and conditions of use of the park shall be in conformance with the City of McCall Park/Beach Reservations Systems adopted April 28, 1988, as the same now are and as may hereafter be amended. Applications for park use permits shall be made to the City Clerk.
- (F) No alcoholic beverages may be sold or served at a private gathering in a City park without the prior approval by the City Council of the issuance of a park use permit and a liquor catering permit. (Ord. 533, 6-16-88)

8-14-7: **PARK OPERATING HOURS:**

- (A) Hours of Operation: City parks shall be open from six o'clock (6:00) A.M. to eleven o'clock (11:00) P.M. daily, except that Harshman Skate Park and Davis Beach which shall be open from sunrise until one-half hour after sunset. No person shall be or remain in a park when the park is not open except in the course and scope of employment by the city or by a law enforcement agency. (Ord. 854)
- (B) Park Reservations And Closures:
 - 1. Reservations: Special prior reservations for exclusive day use of a certain portion of any city park may be made with the city clerk who shall provide forms for such applications. The city may from time to time adopt regulations concerning fees, types of events, procedures, and additional rules for such uses as may be necessary or desirable.
 - 2. Closed Areas: Any section or part of any park may be declared closed to the public by the city council or its duly authorized representative at any time and for any interval of time, either temporarily or at regularly and stated intervals (daily or otherwise) and either closed entirely or closed to specifically defined uses as the city council or its duly authorized representative shall find reasonably necessary. (Ord. 556, 7-27-1989)

8-14-8: **ALCOHOL IN CITY PARKS:** Possession, use and consumption of "alcoholic beverages", and of "open containers", as both those terms are defined in subsection 5-5-030 (F) of this code, at city parks and park facilities are governed by the following rules:

- (A) All such beverages are prohibited at all parks when closed.
- (B) Beer and wine are permitted in other parks during open hours, provided that possession of kegs, pony kegs, and party balls are prohibited without a prior approved park reservation issued under subsection 8-14-7 (B) of this chapter after consultation with the police chief.
- (C) Other alcoholic beverages shall be permitted only with a prior approved park reservation issued under subsection 8-14-7 (B) of this chapter after consultation with the police chief.
- (D) Nothing herein shall be construed to authorize possession of alcohol by a person not yet twenty one (21) years of age. (Ord. 680, 6-30-1995)

8-14-9: **PENALTIES:**

- (A) Any person who violates any provision of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed three hundred dollars (\$300) or by imprisonment in the county jail not to exceed six (6) months, or by both such fine and imprisonment.
- (B) The above penalty shall not prevent the city from filing a civil claim against a violator to recover for damages to parks and park facilities.
- (C) No fees, deposits, or charges paid by any user shall be refunded if such user is convicted of a violation of any provision of this chapter. (Ord. 548, 5-11-1989)