



Public Events in City Parks or on City Property (fewer than 250 people expected)

Registration and Scheduling Procedure

If you are holding a public event on City property or in City parks, and expect fewer than 250 people, this is the checklist to register and schedule your event. **NOTE: If your event requires road closures, you will need to complete a Special Event Permit Application through the Caldwell City Clerk's office, regardless of the anticipated attendance at the event.**

1. Fill out the event information requested below:

Name of event: _____

Date and time of event: _____

Where you want to hold your event: _____

Brief description and purpose of event--on back of form if needed _____

Will you have beer/wine at your event? _____ (If yes, see attached beer/wine in park application)

Estimated attendance: _____

Event contact person: _____

Contact phone: _____

Contact email: _____

Sponsoring organization: _____ Do

you need any road closures for this event? _____

If yes, this form is not applicable for your event. You will need to fill out a Special Events Permit Application through the Caldwell City Clerk's office.

2. Please attach a Site Map showing where different activities will be, the location of food or craft vendors, location of canopies or tents, race routes, etc.
3. A clean-up/damages deposit may be required when you schedule your event. The Parks Superintendent will make the determination to require/not require a deposit depending on the event location and planned activities.
4. Proof of liability insurance for your event: **INDEMNIFICATION: Application shall be accompanied by a certificate of public liability and property-casualty insurance for up to one million dollars (\$1,000,000.00) for personal injury and property damage. Applicant shall provide a certificate of insurance at the time of application submittal indicating the City of Caldwell as the certificate holder and the additional insured with respect to the special event. Insurance document can be faxed to: 208-455-3003.**
5. Please submit this form directly to the Parks and Recreation office, 710 Irving Street, to schedule and/or confirm your event. Parks and Recreation staff will let you know if any other documentation is needed.
6. For questions, please contact the Parks and Recreation office at (208) 455-3060.