



# FEE WAIVER REQUEST

Request is subject to approval. Submittal of fee waiver request does not guarantee all fees will be waived. Requests can be emailed to [cityclerk@cityofcaldwell.org](mailto:cityclerk@cityofcaldwell.org) or mailed/dropped off to City Clerk, PO Box 1179/411 Blaine Street, Caldwell, Idaho 83606

- 1. Submit a reservation application** for the park (contact the Parks & Recreation Department) or City facility you wish to use for your event. Train Depot reservations are reserved through the City Clerk's Office. If you are planning a special event in a park, or at the Indian Creek Plaza, also submit a Special Event Permit application. To reserve a facility at the Caldwell Event Center, submit application to the CED Superintendent.
- 2. Complete this fee waiver request.** Requests must be submitted at least 30 days prior to date of event.
- 3. If approved:** please include the City of Caldwell as a sponsor for the event and pay any fees not waived.
- 4. If denied:** Pay fees for event.

## ORGANIZER INFORMATION

ORGANIZATION/INDIVIDUAL NAME: \_\_\_\_\_

INDIVIDUAL       PROFIT       NON-PROFIT       CALDWELL SCHOOL       VALLIVUE SCHOOL

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EVENT ORGANIZER NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## GENERAL INFORMATION

EVENT NAME: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT DESCRIPTION & PURPOSE: \_\_\_\_\_

## FEE WAIVER QUESTIONS

1. Is the event open to the general public?  
 YES       NO
2. Does the activity of requesting event directly benefit the residents of the City of Caldwell?  
 YES       NO
3. Is the organization a Caldwell based non-profit organization with a valid 501(C)?  
 YES       NO      If yes, 501(C)(3) Number: \_\_\_\_\_
4. Do you agree to provide for clean-up at the end of the event?  
 YES       NO
5. Is the hosting organization a city program, committee or authorized direct affiliate?  
 YES       NO

## NOTES

1. All City programs or authorized direct affiliates shall be eligible for exemption from facility use fees.
2. Projects or organizations who have failed their obligations during previous events or activities are not eligible for future fee waivers.
3. Up to ½ of event registration fees, park preparation fees, eligible permit application fees, or other fees eligible for waiver may be waived for a single event.
4. All recipients of a fee waiver, if requested by Parks and Recreation, shall acknowledge the Parks and Recreation Department in all publicity relating to the event or activity and be approved by the Director of Parks and Recreation, or their designee, prior to release. Acknowledgement includes City logos and statement in all advertising, promotional material and media releases.
5. Fees that may not be waived: Park impact fees, event security fees, additional trash bins or restrooms ordered for event fees, road closure fees, cleaning/damages deposits, or additional equipment ordered that engenders an additional cost.

## FEE WAIVERS

**A not-for-profit organization may request a waiver of up to 25% of the fee.**

**School organizations which include any school located within the boundaries of the Caldwell City limits may request a waiver of up to 50% of the fee.**

**City-sponsored events will be reviewed on a case-by-case basis.**

*See the attached City of Caldwell Fee Waiver Policy for additional information.*

**FOR INTERNAL USE ONLY – FILLED OUT BY SPECIAL EVENT COORDINATOR**

**TOTAL AMOUNT OF FEES REQUESTING WAIVED:** \_\_\_\_\_

**FEE DESCRIPTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AMOUNT APPROVED FOR WAIVER:** \_\_\_\_\_

**DATE APPROVED/DENIED:** \_\_\_\_\_