



City of Ketchum  
Parks & Recreation

OFFICIAL USE ONLY
Event Name
Event Date
Date Received
Fees Paid

## PARK PERMIT APPLICATION

Return completed application and payment within 7 days of reservation date to: Atkinson Park, 900 Third Ave., Ketchum ID; email to [jsmith@ketchumidaho.org](mailto:jsmith@ketchumidaho.org); or mail to Ketchum Parks & Recreation Department, PO Box 2315, Ketchum ID 83340. The completed and signed application will act as your permit and will be forwarded to you once approvals and signatures are completed.

CONTACT INFORMATION	
Name:	
Mailing Address:	
Physical Address (proof of residency may be required):	
Phone:	Email:
Name of Organization:	
Type of Event:	Expected Number of Participants:
Date:	Beginning & End Times (include setup & cleanup):
Describe ALL electrical equipment being used. Indicate amperage needed and number of outlets needed. <input type="checkbox"/> 50 amp x _____ number of outlets <input type="checkbox"/> 20 amp x _____ number of outlets <input type="checkbox"/> NA  Please provide your own extension cords and power strips. A vendor utility fee may be assessed to cover the cost of electricity, sewer and water.  *Parks with 110 volts available **Parks with 220 volts available	

- |  |   |
|--|---|
| <input type="checkbox"/> Ketchum Town Square*/**               | <input type="checkbox"/> Knob Hill Natural Area             |
| <input type="checkbox"/> Rotary Park picnic shelter*           | <input type="checkbox"/> Guy Coles Skate Park               |
| <input type="checkbox"/> Atkinson Park picnic shelter          | <input type="checkbox"/> Ketchum Little Park                |
| <input type="checkbox"/> Atkinson Park lower soccer field      | <input type="checkbox"/> Ketchum Bike Park                  |
| <input type="checkbox"/> Atkinson Park upper soccer field*     | <input type="checkbox"/> Edelweiss Park                     |
| <input type="checkbox"/> Atkinson Park Little League field*    | <input type="checkbox"/> Hemingway/Northwood Natural Area   |
| <input type="checkbox"/> Atkinson Park baseball (upper) field* | <input type="checkbox"/> Lucy Loken Park                    |
| <input type="checkbox"/> Atkinson Park basketball court        | <input type="checkbox"/> Forest Service Park*               |
| <input type="checkbox"/> Atkinson Park softball (lower) field* | <input type="checkbox"/> Watch Me Grow Garden               |
| <input type="checkbox"/> Atkinson Park Recreation Room*        | <input type="checkbox"/> Christina Potters Outdoor Ice Rink |

ALL CITY OF KETCHUM PARKS & PICNIC AREAS			
Ketchum Residents/Non-Profit Organizations	½ Day (4 Hours)	Full Day (8 Hours)	FILL-IN ALL APPLICABLE FEES
100 People or Fewer	\$55.00	\$110.00	
101 People or More	\$110.00	\$215.00	
Non- Ketchum Residents/Private & Commercial Organizations	½ Day (4 Hours)	Full Day (8 Hours)	
100 People or Fewer	\$80.00	\$140.00	
101 People or More	\$140.00	\$275.00	
Atkinson Park Athletic Field	2 Hours		
Basketball Court	\$65.00		
Soccer Field	\$65.00		
Softball, Baseball, Little League Field	\$65.00		
Grooming per Field	\$50.00		
Community Room/Atkinson Park Recreation Center	Per Hour		
Recreation Room	\$50.00/per hour		
Cleaning & Security Deposit	\$150.00		
SESAC/BMI/ASCAP license fee (see below)	\$10.00		\$10.00 or waived (staff initial__)
<b>Calculate Your Fees</b>	<b>TOTAL</b>		

- For tournaments and long-term field reservations, please contact the recreation supervisor at (208) 726-7820 ext 100.
- Additional fees will be applied as needed for staff labor at \$45.00 per hour.
- For weekend and evening events, arrangements for building key must be made between 9 a.m. and 5 p.m. Monday through Friday at the Ketchum Parks and Recreation administration office.
- Cleaning supplies will be provided by the Parks and Recreation Department for cleanup.
- Atkinson Park Recreation Center is not available from 2:00 – 5:30 p.m. when Blaine County Schools are in session.
- The city of Ketchum is licensed with performing rights organizations; ASCAP, BMI and SESAC. Anyone playing live or prerecorded music on Ketchum’s public property is required to pay the applicable license fee in order to be covered under Ketchum’s license. The fee may be waived for applicants showing proof of license with the appropriate organization or by certifying that any and all music played or performed is original and free of licensing requirements.
- The Department may require a Special Event License for groups over 100 or those providing music.

\*Submit application and payment within 7 days of reservation date.

**Please read before signing:**

This park permit application gives you and your group exclusive use of the specified area(s) for your designated times ONLY. However, it does not exclude other park users from public areas (i.e. open space, restrooms). Reservations are made strictly on a first-come, first-served basis. *We strongly discourage the use of glass containers at all city parks. Camping is not allowed. Dogs are not allowed at Atkinson Park. Please pick up after your pets at other parks. All parks close at 10:00 p.m.*

**Please leave all areas as you found them for others to enjoy!**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_