



City of Ketchum

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 jkearney@ketchumidaho.org; or mail to Ketchum 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.	
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"/> Atkinson Park baseball (upper) field* | <input type="checkbox"/> Atkinson Park softball (lower) field* |
| <input type="checkbox"/> Atkinson Park basketball court | <input type="checkbox"/> Atkinson Park upper soccer field* |
| <input type="checkbox"/> Atkinson Park Little League field* | <input type="checkbox"/> Christina Potters Outdoor Ice Rink |
| <input type="checkbox"/> Atkinson Park lower soccer field | <input type="checkbox"/> Forest Service Park* |
| <input type="checkbox"/> Atkinson Park picnic shelter | <input type="checkbox"/> Guy Coles Skate Park |
| <input type="checkbox"/> Atkinson Park Recreation Room* | <input type="checkbox"/> Lucy Loken Park |
| <input type="checkbox"/> Rotary Park Picnic Shelter* | |

FEES			
Parks and Picnic Areas	½ Day (4 Hours)	Full Day (8 Hours)	FILL-IN ALL APPLICABLE
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		
Tennis Courts	\$65.00		
Grooming per Field	\$50.00		
Community Room/Atkinson Park Recreation Center	Per Hour		
Recreation Room	\$50.00/per hour		
Cleaning & Security Deposit	\$250.00		
SESAC/BMI/ASCAP license fee (see below)	\$10.00		\$10.00 or waived (staff initial___)
Calculate Your Fees	TOTAL		

- For tournaments and long-term field reservations, please contact the Recreation Director 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 Recreation Department administration office.
- Cleaning supplies will be provided by the 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.

INDEMNIFICATION AGREEMENT

Reservation agent agrees to indemnify and save and hold harmless the city of Ketchum, city officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by reservation agent, its servants, agents, employees, guests and business invitees and not caused by or arising out of the tortuous conduct of city or its officials, agents or employees. Reservation agent shall communicate the terms of this indemnity and waiver to all reservation agent’s employees, volunteers and clients.

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. *Single-use water bottles are prohibited on all city property. 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 10:00p.m.*

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

Signature of Applicant: _____ **Date:** _____