



# PARKS SPECIAL EVENT APPLICATION

POST FALLS PARKS & RECREATION  
408 N. Spokane Street  
Post Falls, ID 83854  
Phone (208) 773-0539 Fax (208) 773-7658

**Specify type of Request:**

- Community Festival
- Fun Run
- Class or Program
- Other, Specify \_\_\_\_\_

Name of Event (if applicable): \_\_\_\_\_

Event date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_ No. of participants: \_\_\_\_\_

Location description (attach map): \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Attendance / Fees charged: \_\_\_\_\_

Note: Insurance may be required depending on the event.

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**Event Sponsor/Organization:** \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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**Indicate Special Activity:**

- Road closures \_\_\_\_\_
- Music \_\_\_\_\_
- Other (specify) \_\_\_\_\_
- Outside Vendors \_\_\_\_\_
- Fun jumps \_\_\_\_\_

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**Acknowledgement of Responsibility by Applicant/Sponsor**

I recognize that applicants for a special events permit bear full responsibility for the orderly conduct of the special event permitted hereby and that the City of Post Falls provides no guarantee of safety or success. I hereby certify that as sponsor of the event I (we) will endeavor to assure that all participants will comply with the laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Parks & Recreation Use Only**

- Permit approved as requested
- Permit conditionally approved (conditions attached)
- Permit denied

By: \_\_\_\_\_ Date \_\_\_\_\_