



**PARKS & RECREATION DEPARTMENT  
TRAILHEAD RESERVATION PERMIT**

Please complete this form and return (with payment) to:  
408 N. Spokane Street, Post Falls, ID 83854  
Phone: (208) 773-0539 Fax: (208) 773-7658

Permit # \_\_\_\_\_

**TRAILHEAD PAVILION – Q’EMILN RIVERSIDE PARK**  
**\* 5 BUSINESS-DAY ADVANCE NOTICE REQUIRED FOR RESERVATIONS \***

Company / Group Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**RESERVATION INFORMATION**

Please list time period for use. Facility available after 9:00am:

Date: \_\_\_\_\_ From (time): \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ From (time): \_\_\_\_\_ to \_\_\_\_\_

No. of people expected? \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

Tables: The Trailhead Pavilion comes with 6 rectangular tables, 12 – 5-ft. round tables, and approx. 140 chairs.

**Type of Event (Please circle):**

◆ Wedding &/or Reception ◆ Family Reunion ◆ Class Reunion ◆ Other (Below) ◆

(Please explain): \_\_\_\_\_

**Parking:** Parking fees are implemented at **Q’emiln Park**, from Memorial Day to Labor Day.  
**Parking tab?** Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, you will be responsible for paying the parking tab. We will invoice you after your picnic. If no, people are responsible for their own parking fees).  
**Catering:** Yes \_\_\_\_\_ No \_\_\_\_\_ Company Name: \_\_\_\_\_ (\$25 charge for catering service)  
**Music:** Yes \_\_\_\_\_ No \_\_\_\_\_ (i.e. Band, Karaoke, Other) \_\_\_\_\_ (explain)

**FEE & SERVICE CALCULATION (office use only)**

Facility Fee: \$ \_\_\_\_\_ Catering Fee (\$25) \$ \_\_\_\_\_ Damage Deposit: (\$250) \$ \_\_\_\_\_ TOTAL FEES: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Staff Approval: \_\_\_\_\_

Special Notes: \_\_\_\_\_

**If paying by credit card, please call the Parks & Recreation Office at (208) 773-0539 to give us your information.**

# PARK RESERVATION RENTAL AGREEMENT TRAILHEAD PAVILION

## RESERVATION CONDITIONS & RULES

1. **DESCRIPTION:** The Trailhead Pavilion is an enclosed building 32'x122' and comes with tables and chairs. Kitchen facilities are available which include use of a warming oven, refrigerator, sink & counter space, along with indoor restrooms. It is also wheelchair accessible.

2. **PARKING FEES:** There is a parking fee charged to park in Q'emiln Riverside Park, between Memorial Day & Labor Day. Please notify us, on this form, if you wish to run a parking tab. Car-pooling is encouraged. **Parking spaces are not guaranteed.**

### 3. RENTAL RULES & GUIDELINES:

\* Rentals are accepted on first-come basis. A reservation is completed when Reservation Permit, Rental Agreement, damage deposit and all applicable rental fees & paperwork are submitted and approved.

\* Rental hours must be consecutive and must include your time for setup, cleanup, and for holding time. Holding Time: This applies to a function from the same party within a 24-hr. period (ie) setting up & decorating the evening prior to the main event, which would result in "holding" the room off from any other rentals in-between. As of 9:00am, following the event set-up, the party will be charged the hourly rental fee leading up to (and throughout) the scheduled event.

\* Smoking is not permitted in the facility.

\* Kitchen includes use of space & appliances. Utensils and cookware are renter's responsibility.

\* The applicant will be considered the responsible party in case of damage, theft or disturbance during the rental.

\* The Trailhead Pavilion will be returned in the same condition as when rented.

\* Parents will be held responsible for their children's actions.

\* No throwing of confetti, rice or birdseed in the building.

### 4. RENTAL FEES:

Weekdays: (Mon-Fri) 2-hour minimum.

Weekends: (Sat-Sun-Holidays) 4-hour minimum.

(See fee schedule)

5. **REFUND POLICY:** An 80% refund will be issued if your group cancels the reservation four (4) weeks prior to your scheduled event. **NO REFUNDS, CREDITS, OR RE-SCHEDULING OF DATES** will be given after the 4-week deadline. We are not responsible for inclement weather or lack of attendance at your function.

6. **DECORATIONS:** Freestanding decorations are permitted. Thumb tacks, staples and nails are not allowed in walls, tables, doors, ceiling or windows, unless it is in designated areas. Ladders can be used to decorate, but these are not provided by the city. No standing on tables and chairs. Candles may be used if enclosed in glass. All decorations must be removed at the close of your event.

7. Live music is acceptable with the approval of the Parks & Recreation Director, and is allowed only inside the building. Noise or volume of music/amplifiers must not exceed 85 db before 9pm and 75 db after 9:00pm. **Music must end by 10:00pm. Pavilion closes at midnight.**

8. **CLEAN-UP:** Your group will be charged an extra fee if any repair or additional cleanup is necessary after your use. Cleanup fee charge is \$50/hr. and will be deducted from damage deposit. There will be supplies available for your convenience for sweeping or wiping up spills. The facility must be left clean; the way you found it.

9. **ALCOHOL:** Alcohol is allowed in the park from 8:00am-8:30pm and in the shelters/pavilions until 10:00pm. Glass bottles must be kept within the confines of the building.

### 10. DAMAGE/SECURITY DEPOSIT:

A damage/security deposit of \$250 is required for the rental of this facility and must be paid at time of registration. The deposit can be made by check, cash or credit card. A facility-use checklist must be completed by the applicant and Building Supervisor immediately before and after the rental. Failure to do so may result in forfeit of the deposit. The damage/security deposit will be submitted for refund after a final inspection of the facility. Refunds could take up to 3-weeks to process.

If you have questions or problems on the day of your event, please call (208) 640-3748, or (208) 661-4385 (summer months only).

I have read & understand the park rules, payment information and accept responsibility for my rental.

I agree to be responsible for payment of the parking tab and any damage that may incur from this rental.

I certify that this is not a commercial function. The City of Post Falls reserves the right to make changes or corrections at any time.

**SIGNATURE:** \_\_\_\_\_, \_\_\_\_\_ \$ \_\_\_\_\_  
(Date) (Total submitted)