



**PARKS & RECREATION DEPARTMENT
FACILITY RESERVATION PERMIT**

Permit # _____

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

*** 2 BUSINESS-DAY ADVANCE NOTICE REQUIRED FOR RESERVATIONS ***

Company / Group Name: _____ Date of Event: _____
Contact Person: _____ Phone: _____
Person Responsible: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip _____
Contact E-Mail Address: _____

RESERVATION INFORMATION

Park Requested: _____ Shelter Name: _____
Time period for use _____ to _____ (Facilities available after 9:00am)
No. of people expected? _____ Extra picnic tables requested (\$10/table): How many? _____

Type of Event (Please circle):

- ◆ Picnic ◆ Wedding ◆ Family Reunion ◆ Class Reunion ◆ Other (Below) ◆

(Please explain): _____

Q'EMILN PARK: Grand Pavilion Only: Heat & Lights are available for an additional fee of \$25/hr. Changes can be made up to 48-hours prior to event. Kitchen facilities are not available at the Grand Pavilion.

Parking fees are implemented at **Q'emiln Park**, from Memorial Day to Labor Day.

Heat & Lights? _____ Yes _____ No (\$25/hr).

Time period _____ To _____ (Beginning to end time for heat and/or lights)

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.

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

Facility Fee: \$ _____ Extra Tables (How many?) _____ (\$10/table) \$ _____ Catering Fee (\$25) \$ _____

Heat/Lights (\$25/hr) \$ _____ Amusement Fee (\$15+\$5/Addl.) \$ _____

TOTAL FEES: \$ _____ Date Paid: _____ Receipt #: _____ Staff Approval: _____

Special Notes: _____ **TOTAL NO. OF TABLES** _____

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

