



TRAILHEAD EVENT CENTER

Q'EMILN PARK

Permit # _____

Phone: (208) 773-0539 Fax: (208) 773-7658

*** ALL RESERVATIONS REQUIRE A MINIMUM OF 4 BUSINESS DAYS FOR PROCESSING AND APPROVAL ***

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

RESERVATION INFORMATION

Please list time period for use. Facility Hours: From 9:00am-Midnight (Time Includes Setup & Cleanup)

Date: _____ From (time): _____ to _____
Date: _____ From (time): _____ to _____

Number of people expected? _____ (Max. 150)

Will alcohol be at the event? Yes _____ No _____ **Note: NO sale of alcohol allowed.**

Is this event open to the general public? Yes _____ No _____

Is this event a private party? Yes _____ No _____

Catering Service (Fee: \$25.00) Yes _____ No _____ _____
Company Name

Event Rental Service (Fee: \$25.00) Yes _____ No _____ _____
Company Name

Music: Yes _____ No _____ _____
(i.e. band, karaoke, other)

Type of Event (Please circle):

◆ Meeting ◆ Wedding ◆ Family Reunion ◆ Class Reunion ◆ Other (Below) ◆

(Please explain): _____

Parking: Parking fees are implemented at Q'emiln Park, from Memorial Day to Labor Day. **Parking is not guaranteed.**

FEE & SERVICE CALCULATION (office use only)

Facility Fee: \$ _____ Damage Deposit: (\$250) \$ _____ Catering Fee: (\$25) \$ _____ Rental Serv: (\$25) \$ _____

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

DROP IN TO RESERVE: The Parks & Recreation Administrative office is open Monday through Friday, 8:00am to 5:00pm. Located at Post Falls City Hall, 408 N. Spokane Street	ONLINE: E-mail recreation@postfallsidaho.org or FAX: (208) 773-7658	MAIL: Mail in your reservation & payment to: Post Falls Parks & Recreation, 408 N. Spokane Street, Post Falls, ID 83854
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TRAILHEAD EVENT CENTER - RESERVATION AGREEMENT

RESERVATION CONDITIONS & RULES

1. **DESCRIPTION:** This rustic enclosed building (32'x122') is nestled in the trees at Q'emiln Park. Rental "As Is", includes kitchen facilities, double ovens, microwave, refrigerator, sink, three indoor restrooms and a 50'x30' deck space. Also included are six (6') rectangular tables, twelve (5') round tables, and 150 chairs. Please note: This building has heat, but does not have air conditioning.

2. **PARKING FEES:** There is a parking fee charged at Q'emiln Park, between Memorial Day & Labor Day. Car-pooling is encouraged. **Parking spaces are not guaranteed.**

3. RESERVATION RULES & GUIDELINES:

* Reservations are accepted on first-come basis. A reservation is completed when Reservation Permit and 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. Facility is available 9:00am-Midnight.

* 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.

◆ Prior evening setup is a 4-hr. minimum at \$100/hr. and will be charged through 11:00pm.

◆ If Holding Time is reserved, the hourly rental fee will begin at 9:00am the following morning and lead up to (and throughout) the scheduled event time.

* Smoking is not permitted in the facility.

* The applicant is responsible for all damage, theft or disturbance during the rental.

* The Trailhead must be returned in the same condition as when rented.

* No send-offs with confetti, rice, birdseed, fireworks or sparklers.

* No amusements are allowed (ie. bounce house, dunk tank).

* All posted park rules must be obeyed. Park closes at midnight.

4. RESERVATION FEES & OCCUPANCY: (see fee schedule)

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

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

No rental may exceed a total of 150 people.

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, lack of attendance at your function, or the event ending earlier than anticipated.

6. **DECORATIONS:** Freestanding decorations are allowed. Thumb tacks, staples, nails, or Command Strips are not allowed in walls, tables, doors, ceiling, windows, or deck, unless it is in designated areas. Facility & deck cannot be modified. 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 & the building cleaned at the close of your event.

7. **MUSIC:** Music is acceptable. Noise or volume of music/amplifiers must not exceed 85db and not allowed outside after 10:00pm.

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 of tables & other spills. Empty all trash receptacles and place in available dumpster. The facility must be left clean, the same condition as when you arrived.

9. **ALCOHOL:** Alcohol is allowed in the facility & park until 10:00pm. Glass bottles only allowed within the confines of the building. **NO Sale of alcohol allowed.**

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. 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 of damage deposit can take up to 4-weeks for processing.

We hope you have a wonderful event!
Please let us know if you have any questions.

If you have questions or problems on the day of your event, please call 208-773-8147, If after hours call 208-661-4385 (parks department cell phone), or (208) 773-3517 (Police Dept.)

I have read & understand the park rules, payment information and accept responsibility for my reservation. I agree to be responsible for any damage that may incur from the use of this facility. I certify that this is not a commercial function and no products or services will be sold. The City of Post Falls reserves the right to make changes or corrections at any time.

SIGNATURE: _____

DATE: _____