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City of Idaho City
Jim Haswell Rodeo Arena & Amphitheatre
Reservation Application

Contact Person: _____ Contact #2: _____

EVENT ORGANIZATION(S): _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

DATE REQUESTED: _____ TO: _____ APPROXIMATE NUMBER OF PARTICIPANTS: _____

EVENT DESCRIPTION: _____

EVENT OPEN TO THE PUBLIC: ☐ Yes ☐ No EVENT ENTRY FEE CHARGED? ☐ Yes ☐ No

* If an entry fee is charged, there will need to be an event check list

WILL THERE BE ALCOHOL SOLD? ☐ YES ☐ NO Additional permits required.

* If alcohol is sold, there will need to be an event checklist

SOUND SYSTEM USED AFTER 10 PM? ☐ YES ☐ NO If yes, noise variance needs to be applied for.

HOURS OF USE: DAY 1 _____ TO _____ DAY 2 _____ TO _____
 DAY 3 _____ TO _____ DAY 4 _____ TO _____

* NON-INSURANCE EVENTS Waiver for guests

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF CITY REPRESENTATIVE: _____ DATE: _____

NOTES: _____

COUNCIL APPROVED NOISE VARIANCE: ☐ YES ☐ NO

WALKTHROUGH PERFORMED WITH PUBLIC WORKS PRIOR TO EVENT? ☐ YES ☐ NO

NOTES: _____ PW INITIAL: _____

WALKTHROUGH PERFORMED WITH PUBLIC WORKS AFTER TO EVENT? ☐ YES ☐ NO

NOTES: _____ PW INITIAL: _____

ARENA FEES COLLECTED: _____ + 150 Total: _____ ☐ cash ☐ credit ☐ check # _____ Receipt # _____

*DEPOSIT DUE AT TIME OF APPLICATION: **\$150** RECEIVED ON _____

Arena usage rates: Non-Rodeo events, groups, & government agencies \$185.00 per day plus (\$11.10) 6% use tax

Rodeo Events \$370.00 per day plus (\$22.20) 6% use tax

There will be an event fee for any event over 150 people

* The City requires a \$150 cleaning/ Security Deposit at time of application to reserve the date.

* Cleaning deposit will be forfeited if the grounds/ Amphitheatre / parking area are not in same condition as found or better, and the key (if used) is not returned.

* Responsibility of applicants: Trash removal, grooming and watering arena as needed, arena and parking lot clean up.

* Please note: Arena not available two weekends out of the year for our local rodeos, they precede arena rentals.

OFFICE USE ONLY

ITEM TO PERFORM	PRIOR TO EVENT	INITIALS	AFTER EVENT	INITIALS	NOTES
ALL TRASH REMOVED – (STREAMERS, SIGNS, BANNERS, STAPLES, TACKS REMOVED)	☐		☐		
GATES CHECKED	☐		☐		
CHECK FOR ANYTHING BROKEN	☐		☐		
CROWS NEST IN ORDER	☐		☐		
ALL DOORS LOCKED	☐		☐		
KEYS CHECKED OUT - RETURNED TO CITY HALL	☐		☐		
	☐		☐		

ADDITIONAL NOTES:

MAINTENANCE ITEMS:

Contacted Public Works regarding maintenance items on:

DATE: _____