

# Lucky Peak State Park

Idaho Department of Parks & Recreation

9725 E Highway 21, Boise Idaho 83716

208-334-2432

san@idpr.idaho.gov; www.parksandrecreation.idaho.gov/parks/lucky-peak/

*"Leaders in outdoor recreation since 1965."*



# Day Use Shelter Application

Event Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Facility/Site : \_\_\_\_\_

Name of Responsible Party/Contact Person(s): \_\_\_\_\_

Organization/Event Name: \_\_\_\_\_ Number in Group: \_\_\_\_\_

## INSTRUCTIONS FOR FILLING OUT GROUP USE PERMIT APPLICATION AND RESERVATION POLICIES

It is strongly recommended that application is received by Lucky Peak State Park no later than 21 days prior to planned date of use.

**Application does not mean approval or guarantee reservation.** Park Manager may deny a reservation to any group at any time if activities are incompatible with park operations or violate terms of contract or policy.

- All parties and supplies involved are not to exceed the immediate footprint of the shelter. Prior approval is required to exceed reservation area. If you wish to exceed the reservation area, you must list this in the Group Use Permit Application Section "Description of the Specific Area(s) of the Park Requested for Use"
- The responsible party applying for this reservation will be responsible for and informing all group members, caterers, rental and other service companies all policies, terms & conditions of reservation contract.

Please read all policies and forms thoroughly. Do not fill out the Fees section of the Group Use Permit Application. Park staff will fill this out and return to you for review before payment is taken. Forms of Payment accepted are: Cash, Check, Visa or Mastercard. Payment can be made in person or over the phone. All card transactions will have 3% processing fee. Checks can be made out to:

Idaho Department of Parks and Recreation  
9725 E Highway 21, Boise Idaho 83716  
208-334-2432

If a certificate of liability insurance is required (i.e. bounce house), it must be for a minimum of \$1 million per incident and covering IDPR. The certificate will need to list in the certificate holder section:

State of Idaho  
Lucky Peak State Park  
74 Arrowrock Rd  
Boise, ID 83716

Please fill out the application with detailed descriptions. Vague or non-specific answers may result in a delay in the review process. If you have any questions while filling out the application please do not hesitate to reach out by phone or email. Our staff is happy to assist!

<b>FOR PARK STAFF USE ONLY</b>	Date Received: _____	email	phone	office
Requested Restrictions Reviewed by: _____				
Contract & Policies Approved: _____	GUP Approved: _____	Insurance Received (if applicable): _____		
Alcohol App. Sent (if applicable): _____	Received: _____			
<b>Discussed Payment Due Date:</b> _____				
<b>Special Notes:</b>				



**GROUP USE PERMIT APPLICATION**

Date of Application: \_\_\_\_\_

Park Name: \_\_\_\_\_

**IDAPA 26.01.20 – RULES GOVERNING THE ADMINISTRATION OF PARK AND RECREATION AREAS AND FACILITIES**

**225.04 Group Use**

- a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules shall have a permit. Permits may be issued after arrangements have been made for proper sanitation, population density limitations, safety of persons and property, and regulation of traffic.
- b. Permits for groups of up to two hundred fifty (250) people may be approved by the park manager with thirty (30) days advance notice. Permits for groups of two hundred fifty (250) people or more may be approved by the director with forty-five (45) days advance notice.

Desired Event (Park) Location: \_\_\_\_\_ Date(s) of Use: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Days: Sun Mon Tue Wed Thu Fri Sat

Organization or Group Filing Application: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Number of Participants/Spectators Expected: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Type of Use Requested (please describe) \_\_\_\_\_

\_\_\_\_\_

Purpose of Proposed Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Gross Fees Collected \_\_\_\_\_ Estimated Net Profit \_\_\_\_\_

**Person(s) In Charge of Group Activity Planned in Park**  
**(Primary Person)**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**(Secondary Person)**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Will First Aid Be Provided?**       Yes       No

**Will Alcoholic Beverages Be Sold?**       Yes       No

If yes, please list the special permit number from the Alcohol Beverage Control or your retail license number. For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to [abc@isp.state.id.us](mailto:abc@isp.state.id.us).

**NOTE:** Approval by Idaho Park and Recreation Board is required for all group functions at which alcoholic beverages will be sold.

**Description of the Specific Area(s) of the Park Requested for Use** (use extra sheet or map if necessary, to delineate general area of use, parking, sanitation, etc.)

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**Plans for Law Enforcement and/or Crowd Control, Including Communication Systems**      (Use extra sheet if necessary)

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**Plans for Traffic Control, Including Parking**      (Use extra sheet if necessary)

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**Plans for Sanitation, Solid Waste Disposal, and Water Supply**      (Use extra sheet if necessary)

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**Plans for Area Clean Up and Rehabilitation**      (Use extra sheet if necessary)

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**Description of Program, Displays, and Concession Booths to be installed.**      (Use extra sheet if necessary)

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<b>List of Vendors</b>	<b>Temp Permit #</b>	<b>Items They Plan To Sell</b> (Use extra sheet if necessary)
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You must obtain an Idaho Seller's Permit if you or your agent intends to sell or rent a product, charge admission, or charge a fee for the use of tangible personal property for recreation. For more information about a Seller's Permit, call the Idaho State Tax Commission at (208) 334-7660 <http://www.tax.idaho.gov/>.

**Name, Address, and Phone Number of Agent Providing Liability Insurance and/or Performance Bond**

Liability insurance may be required by the Idaho Park and Recreation Board, or Department, whenever the Department does not intend to assume the liability associated with an event. Reference the Risk Management Handbook, Facilities Use Guidelines. See <http://adm.idaho.gov/>.

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Amount of Liability Insurance \_\_\_\_\_

**GROUP USE FEES**

Fees that will apply to this application:

- MVEF (Motor Vehicle Entrance Fee) \$7.00 per vehicle       Yes     No
- \$ \_\_\_\_\_ Deposit
- \$ \_\_\_\_\_ Damage Deposit
- \$ \_\_\_\_\_ Negotiated Fee
- \$ \_\_\_\_\_ Per-Person Fee
- \$ \_\_\_\_\_ Reservation Fee plus Tax
- \$ \_\_\_\_\_ Shelter Fee
- \$ \_\_\_\_\_ Other \_\_\_\_\_

Note: If the Park Board-approved fee structure is waived, there needs to be two levels of review/approval and the affected revenue must be recaptured elsewhere.

**REQUIREMENTS**

The normal use of all facilities shall be limited to the number of people who can be accommodated by available utilities and safely handled by law enforcement. This number shall be determined for each park in accordance with health and legal requirements.

No organized group shall exceed the use limits as may be set forth by the Department without qualified representatives of the Group meeting with the Idaho Park and Recreation Board at a regular meeting no less than sixty (60) days prior to the requested date of use to discuss the proposed use and obtain approval.

The Idaho Park and Recreation Board shall have the right to require financing of any required temporary utility and law enforcement facilities and a deposit to cover possible damage to existing facilities.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group.

See <http://adminrules.idaho.gov/rules/current/26/0120.pdf>

A Group Use Permit may be denied if it appears to the Director of the Idaho Department of Parks and Recreation that the group use would result in permanent injury to the park facilities or environs, or if the group use would preempt use of the park by the general public during a time period when use of the park area by the general public is projected to be near capacity.

Food Service: Non-profit, fraternal organizations, schools and churches are exempt for one-day-a-week events or meals. No food service license is required. All other public food events (one or more days) must be licensed by the local health district office.

See <http://adminrules.idaho.gov/rules/current/16/0219.pdf> (Idaho Food Code).

**PLEASE PRINT**

Name of Event: \_\_\_\_\_ Date(s) of Use \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

I HEREBY ACCEPT THE PERMIT SUBJECT TO ALL THE TERMS AND CONDITIONS IMPOSED UPON ITS ISSUANCE.

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

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**IDPR USE ONLY**

Repeat Applicant  Yes  No

Approved Subject to Conditions  Yes  No

Conditions: \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
Park/Program Manager \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Region Bureau Chief \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Operations Division Administrator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Director \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Board Chairperson \_\_\_\_\_ Date \_\_\_\_\_



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## Hours of Use:

Shelter use hours are subject to the park unit hours it is located in. You are welcome to continue recreating in other areas of the park after your reservation time has ended as long as the park is still open. Discovery park hours are sunrise-sunset. Sandy Point hours vary throughout the season. Note that the entrance gate into Sandy Point will lock and all vehicles must be out by the posted closing time.

## Occupancy:

Max occupancy at each of the Discovery Shelters is 50 people. If you are requesting to have more than 50 people you may be denied or required to reserve 2 shelters. Max occupancy at Sandy Point Amphitheater is 200 people.

To assure a quality experience for both you and other park visitors the reserved area is limited to the immediate footprint of the shelter reserved. Exclusive use of the surrounding area is not included.

Examples of occupation of the surrounding area that require prior approval include but are not limited to: event tents, shade structures, event arch, directional signs, additional seating, additional tables etc.

## Parking:

All vehicles entering park are required to pay the Motor Vehicle Entrance Fee (MVEF) or have a valid Idaho State Parks Passport properly displayed. Park Rangers perform daily compliance patrols. Fees are required even when kiosk is not open. Plan on bring exact change (cash or check) use self-pay fee tube at the entrance station. Checks are made out to Idaho Department of Parks & Recreation.

**Parking is limited** and available on a first-come, first-served basis. **No spaces are to be held in reservation.** Failure to pay, parking anywhere other than a designated parking space, or vehicles remaining after park closure will be subject to fines and/or towing.

Will responsible party be paying all guest entry fees?  Yes  No

If yes, does the responsible party authorize the card on file to be used for payment of applicable MVEF.\*  Yes  No

Signature:

\*Lucky Peak State Park will disclose with responsible party how applicable MVEF will be tallied prior to date of reservation.

## Glass Containers:

Glass containers are prohibited at Sandy Point.

## Sound Amplification & Connectivity:

Amplified Sound?  Yes \*will require prior approval and must be under 62 decibels  No

Sound must not exceed 62 decibels at a distance of 20ft.

Most areas of the park do NOT have cell coverage and No area of the park has wifi/internet for public use.

**Pets:**

Pets must be under control and on a leash no greater than 6ft at all times (unless within the designated "off leash" boundary). Pets must not be allowed to create a disturbance which might be bothersome to other users. Pets are not to be left unattended (including in vehicles) and owners are required to clean up after their pets. Do not allow pets to harass, stalk or chase waterfowl or other animals. **PETS ARE NOT ALLOWED AT SANDY POINT, MAY 1– OCT 1** (not even in vehicles).

**Alcohol:**

Will alcohol be present?  Yes \* permit may be required  No Will alcohol be served/sold?  Yes \*permit required  No

Remember this is a public park and open to others during your event. Please drink responsibly. An Alcohol Permit is required when any group or individual is in the possession of more than 7.5 gallons of alcohol at any Idaho State Park. APPLICATION CAN BE FOUND AT THE BOTTOM OF THE WEB PAGE AT: <https://parksandrecreation.idaho.gov/parks/lucky-peak/lucky-group-use/>. If applicable make sure a permit has been approved and filed with Lucky Peak State Park before you arrive and you have a

**Restrictions apply to the following:**

**Trees**—No hammocks, slacklines, signs, or related hardware are to be attached to any tree. No chemicals, cleaners, or other liquids are to be deposited near trees. BBQs, portable gas grills, heat generating equipment or other materials shall not be placed near any tree trunks or under the branches of any tree.

**Decorations & Signs**– Decorations must be discussed and approved by park staff prior to arrival. All directional signs must have prior approval. Additional tables and/or chairs needed are the responsibility of the reserving party and cannot be taken from anywhere else in the park.

Confetti, rice, synthetic flower petals, sparklers (and all other fireworks) and water balloons are PROHIBITED.

Description of any and all supplies to be brought into the park (i.e. balloons, additional seating, shade structures, any décor, signs, electronics, instruments, bbq grills, etc):

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**Set Up/Clean Up:**

If you plan to use a caterer for your event, arrangements must be made in advance with park staff. Note that larger vehicles transporting additional seating/supplies are strongly recommended to arrive prior to 9am, and may not be able to navigate some parking areas due to size. We can not guarantee access.

Be sure to allow for enough time for clean up after your gathering.

For all reservations, a cleaning/damage fee up to \$100 will be taken from the card on file for violations of any of the following:

- There are no violations of terms of reservation contract, permits or park policies (including approved group size).
- No damages to facilities or grounds
- All litter are picked up and placed in provided receptacles (this includes cigarette butts).
- All decorations included pushpins, strings/ropes, and tape are removed.
- Tables are returned to shelter, if moved for the event.
- All fires are completely extinguished in the grill.

**Who is responsible?**

Each event shall have a designated responsible individual who is the main contact person for the event. This person must be identified to park staff prior to date of use and is responsible for all facility use, behavior of, and informing all group members, caterers, rental and other service companies of all park policies, terms & conditions of the reservation contract and any applicable permits. This person must be present on site during the event at all times. All Idaho State laws, and Idaho Department of Parks and Recreation rules are applicable within Lucky Peak State Park, including those regarding alcoholic beverages. Idaho Department of Parks and Recreation rules can be viewed at: <https://adminrules.idaho.gov/rules/current/26/260120.pdf> Failure to comply could result in the eviction of the group from the park and assessment of additional fees.

Lucky Peak State Park is a public facility and cannot be closed to the public during normal hours of operation. Please keep your event as low impact as possible and ensure that all guest show respect for all buildings, facilities, displays, resources, plants and wildlife, and other visitors in the park. All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by your group.

Any changes to these terms must be negotiated between the responsible individual and park staff prior to the date of use. Park Staff has final authority in all matters and may deny a reservation to any group if activities are incompatible with park operations or violate terms of contract or park policy.

**Read the following carefully:**

Your signature and information below indicates that you have read all policies included in all permits and this document and are willing to adhere and agree to the stipulations and conditions listed. Please contact the park immediately if you have questions or concerns.

I understand that payment secures my reservation, I do not have a reservation without payment of shelter fee, reservation fee, and any other applicable fees associated with reservation.

\_\_\_\_\_ I agree to the cancellation policy as follows: **Any changes to a reservation or a cancelation of reservation must be made 14 days in advance to the date of use. If cancelled 14 days in advance, all monies paid, excluding the non-refundable reservation fee, will be returned. All monies paid, will be retained in the event of a cancellation inside 14 days notice. Parking is subject to availability and is not guaranteed, no refunds will be issued due to parking issues.**

I, the undersigned and designated responsible individual, have read and agree to the day use shelter reservation policies as set forth in this document and all attending and support documents.

Name (please print): \_\_\_\_\_

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

Authorized LPSP Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Designated Responsible Individual Contact Information (primary must be on site on the date of use):

(Primary)	(Secondary)
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
E-Mail: _____	E-Mail: _____