



Public Events in City Parks or on City Property (fewer than 250 people expected)

Registration and Scheduling Procedure

If you are holding a public event on City property or in City parks, and expect fewer than 250 people, this is your checklist to register and schedule your event. **NOTE: If your event requires road closures, you will need to complete a Special Events Permit Application through the Caldwell City Clerk's office, regardless of the anticipated attendance at the event.**

1. Fill out the event information requested below:

Name of event: _____

Date and time of event: _____

Where you want to hold your event: _____

Brief description and purpose of event: _____

Estimated attendance: _____

Event contact person: _____

Contact phone: _____

Contact email: _____

Sponsoring organization: _____

Do you need any road closures for this event? _____

If yes, this form is not applicable for your event. You will need to fill out a Special Events Permit Application through the Caldwell City Clerk's office.

2. A Site Map showing where different activities will be, the location of food or craft vendors, location of canopies or tents, race routes, etc. is highly recommended and may be required by the Parks Superintendent.
3. A clean-up/damages deposit may be required when you schedule your event. The Parks Superintendent will make the determination to require/not require a deposit depending on the event location and planned activities.
4. At the discretion of the Parks Superintendent, you may be required to provide proof of insurance for your event.
5. Please submit this form directly to the Parks and Recreation office, 618 Irving Street, to schedule your event. Parks and Recreation staff will let you know if any other documentation is needed.
6. For questions, please contact the Parks and Recreation office at (208) 455-3060.