



**BCRD**  
*Pursue the Active Life*

# SPECIAL EVENT APPLICATION

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EVENT NAME

EVENT DATE/TIME

RAIN DATE/TIME

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TYPE OF ACTIVITY/EVENT

LOCATION

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EVENT DESCRIPTION: ATTACH MAP & STATEMENT INCLUDING DISTANCE, COURSE SAFETY, AND PARKING PLAN

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WINTER GROOMING REQUEST: ATTACH DETAILED MAP

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ESTIMATED # OF PARTICIPANTS

ADMISSION FEE

PROCEEDS BENEFIT

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APPLICANT/SPONSOR

SUPERVISOR IN CHARGE OF EVENT

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MAILING ADDRESS

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PHONE

EMAIL

WEBSITE

## SPECIAL CONSIDERATIONS

The Wood River Trail may only be used with permission from BCRD for events in the following categories:

- Fun Runs or Walks
- Bicycle tours
- Transportation corridor to off-site events
- Trails related promotional events

The primary concern of BCRD in regards to events on the trails is public safety.

## REQUIREMENTS FOR SUMMER EVENTS ON THE WOOD RIVER TRAIL, HARRIMAN TRAIL, QUIGLEY TRAILS PARK, SAND VOLLEYBALL COURTS, OR OTHER BCRD FACILITIES

1. Application listing, day, date, time, sponsor and event organizers.
2. Certificate of liability insurance naming Blaine County Recreation District as additional insured in the amount of one million dollars. Plan for safety of participants and path users.
3. Each intersection must be manned and signed for safety. Asphalt is not to be marked.
4. No paint, tape or other 'nuisance' materials may be used to mark the course or the distances. Temporary signs may be used as long as they are not mounted on any trail amenities. Trail amenities include any trail signs or posts, benches, interpretive signs, or other permanent structures. All event related materials, flyers, signing, etc. must be removed immediately following the event.
5. Organizers are responsible for course setup and cleaning the course immediately after the event.
6. If the event has a fundraising component, BCRD must be listed as a beneficiary to offset the cost of administration and maintenance, unless other arrangements are made with BCRD staff. If organizers require a special path cleaning, a fee will be charged.

**Note:** The Wood River Trail cannot be closed for any event, unless with prior approval by BCRD. Events on the Harriman Trail also require approval from the Sawtooth NRA. BCRD reserves the right to request time or date changes for safety or other purposes.

## REQUIREMENTS FOR EVENTS ON BCRD NORDIC TRAILS

1. Application listing, day, date, time, sponsor and event organizers.
2. Certificate of liability insurance naming the Blaine County Recreation District as additional insured in the amount of one million dollars. Plan for safety of participants and parking.
3. Organizers are responsible for course setup and cleaning the course immediately after the event.
4. If the event has a fundraising component, BCRD must be listed as a beneficiary to offset the cost of administration and maintenance, unless other arrangements are made with BCRD staff. If organizers require a special path cleaning, a fee will be charged.

## MARKETING REQUIREMENTS FOR ALL EVENTS

1. BCRD'S current logo, found [here](#) must be used on all event marketing. Event must list BCRD trail or facility on materials.
2. Event marketing materials must be approved by BCRD staff three weeks before the event.
3. Event organizer must arrange with BCRD staff for pick up of BCRD materials 48 hours before event and return 48 hours after event, unless other arrangements are made. Materials include:
  - Two BCRD Flags
  - BCRD Tent
  - 8 foot table and BCRD tablecloth
  - BCRD maps, brochures, stickers, or other materials determined by BCRD staff depending on the event.

**TERMS AND CONDITIONS (Initial by each item)**

- \_\_\_\_\_ Applicant shall be solely responsible for loss or damage to property or injury or death of any person or persons arising out of or connected in any way with the use of BCRD Trails by the applicant.
- \_\_\_\_\_ Applicant accepts the facilities in the condition then existing, and expressly releases BCRD, its directors, officers, agents, employees, and representatives, from all claims, damage, loss, expense of cause of action or causes of suit, arising out of or resulting from the use of the facilities by the applicant.
- \_\_\_\_\_ Applicant hereby agrees to indemnify and hold harmless Blaine County Recreation District, its directors, officers, agents, employees and representatives from and against any and all claims, damage, loss, expense, injury or death and from all causes of action or causes of suit, arising out of or connected directly or indirectly with the use of the facility by applicant.
- \_\_\_\_\_ Applicant shall reimburse the BCRD for all damages to the premises or property resulting from such use other than ordinary wear and depreciation.
- \_\_\_\_\_ Applicant agrees to conform to all rules and regulations of the BCRD regarding this application.
- \_\_\_\_\_ Applicant shall provide adequate supervision and shall be responsible for any improper conduct of the participants while on the premises.
- \_\_\_\_\_ Applicant agrees that the use of the facilities and this permit shall be revocable by the BCRD at any time.
- \_\_\_\_\_ Applicant agrees to list BCRD as an event partner, and include BCRD logo (and website link) in all promotional materials.
- \_\_\_\_\_ All participants must have and wear a valid trail pass (winter only) unless other agreement is made with BCRD prior to event.
- \_\_\_\_\_ PROOF OF INSURANCE LISTING BCRD AS "ADDITIONAL INSURED" AT A MIN. \$1,000,000 LIABILITY
- \_\_\_\_\_ \$100 APPLICATION FEE PAYABLE TO BCRD

Applicant is responsible for contacting agencies outside of the BCRD, which may be involved in the process connected with your event. Those agencies may include, but not be limited to: the Cities of Ketchum, Sun Valley, Hailey and Bellevue, Idaho Dept. of Transportation, Blaine County Sheriff, Idaho Highway Patrol, Chamber of Commerce, etc. We hereby agree to follow all policy rules and regulations as listed in the terms and conditions of the application regarding our event.

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APPLICANT SIGNATURE

DATE

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APPROVED BY

DATE

**Return application to:**  
Janelle Conners, Trails Assistant  
(208)578-2273 or jconners@bcrd.org