

Application for Special Event Permit

**Submit completed applications to the City Clerk's Office,
501 E Main St; Emmett, ID 83617**

Phone: (208) 365-6050

Fax: (208) 365-3064

Hours: Mon - Fri: 8am - 5pm

**You must submit this application when holding a special event on City property
unless an exemption applies.**

SPECIAL EVENT: A preplanned single gathering, event, or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature, such as concerts, dances, assemblages, processions, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (such as marathons and running events, fun run/walks, bicycle races or tours, sports tournaments), or other organized activity conducted for a common or collective use.

A. Exemptions: The following shall be exempt from having to obtain a special event permit:

- i. Funeral processions;
- ii. Spontaneous events for the purpose of expressive activity that occur in response to breaking or emerging news;
- iii. Lawful picketing on sidewalks;
- iv. City sponsored special events;
- v. Special events that draw or expect to draw nine hundred ninety-nine (999) or fewer participants or spectators at any one session. This exemption does not apply to any special event that will necessitate full or partial street or alley or partial lane closures, regardless of the number of participants or spectators;
- vi. Special events wholly held on private property;
- vii. In determining whether an event is exempt, no consideration shall be given to the content of any constitutionally protected expression connected with the planned activity. No permit shall be required under this section, nor any condition imposed on any permit, if requiring a permit or imposing the condition would violate rights protected by the Constitution of the United States or by the Constitution of the State of Idaho.

Permit applications should be submitted no earlier than 1 (one) year prior to the event and no later than 45 days prior to the event. Issuance of a Special Event Permit is subject to review and approval of City staff.

Date received in the Office of Emmett City Clerk _____

\$ 200.00 Special Event Permit Application Fee submitted with application

\$ 200.00 Refundable Cleaning/Damage Deposit (all public plazas/buildings/parks)

(Please submit this as a separate check to be held until after the event)

Application fee and refundable deposit must be submitted with the Special Event Permit Application.

CANCELLATION POLICY: Events canceled less than 14 days before the date of the event will be subject to a cancellation fee of half of the application fee (\$100). The balance of the application fee will be refunded, and the refundable cleaning/damage deposit will be returned to the applicant.

A. GENERAL INFORMATION

Event Name: _____

Date(s) of event: _____

Beginning and ending time(s) of event: _____

Location of Event: _____

Set-up date and time: _____ Dismantle date and time: _____

Estimated attendance: _____

B. BRIEF DESCRIPTION AND PURPOSE OF EVENT (attach additional page if necessary)

Basis on which estimate is made (Ticket Sales, Historical Data): _____

C. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring organization name: _____

Event coordinator name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Alternate contact: _____ Title: _____

Phone: _____ Cell #: _____ Email: _____

D. EVENT DETAILS: Please check the box next to the item if it WILL be a part of your event. Use the line following the event item to give details for all boxes checked.

Does the event involve the sale or use of alcoholic beverages? _____

- *If yes, will the event sponsor be the only one serving the alcoholic beverages, or will the event be catered by several vendors? _____ Only event sponsor will serve alcohol _____ Several vendors*
- *All vendors on City Property serving alcohol at the event will need to contact the City Clerk's office regarding an alcohol catering permit.*
- *If more than one vendor will be providing and serving the alcoholic beverages, you will need to attach to this application a diagram of the event site with the specific locations to be assigned to each vendor for the sale or distribution of alcoholic beverages shown and the site number assigned to each of those locations.*

Does the event involve the sale of food? _____

Will there be food trucks? Yes _____ No _____

You will need to coordinate with Southwest District Health regarding food requirements/permits

Will there be entertainment at your event? Yes _____ No _____ **If yes, fill out below:**

Dance component/open floor? _____ Live or recorded music? _____
 Number of Band(s): _____ Amplification? _____
 Amplification Start Time: _____ Amplification End Time: _____
 Name of Band(s): _____

How many temporary structures in the proposed event site? Please provide the following below:

Number of Stages: _____ Size of Stages: _____

Number of Tents/Canopies: _____ Size of Tents/Canopies: _____

Must be weighted down, not staked down.

Will an existing occupied or vacant building be used? (This includes use of the bandshell.) Please list building name and/or address: _____ Does the event involve the use of fireworks, rockets, or other pyrotechnics? **If yes, explain below:**

A Public Fireworks Display Permit will be required through City of Emmett Fire Department –208-398-8042

How many additional portable toilets will you provide for the public attending your event?

How many standard toilets: _____ **How many ADA Accessible:** _____

Please note that the public restrooms in City parks open between 7:00 to 9:00 a.m. daily and close at dusk daily. Public restrooms are open to the public and available for use by special events with no charge. **If park/facility restrooms are not adequate for the expected attendance, you will be required to provide additional portable toilets for your event; the Special Event Coordinator Team will specify the minimum needed.**

Additionally, the Special Event Coordinator Team (not the Parks/Recreation Department) will be responsible for stocking all public restrooms with bath tissue and paper towels for the duration of the event.

Will you be using generators for electrical power needs? _____ Yes _____ No _____ If no, how will you access electricity? _____

Will you require access to water for the event? Explain: _____

Will this event be marketed or advertised in any manner? Indicate type of advertising _____

Will there be live media coverage during the event? _____

Will you provide private security/escort services for your event? Please provide contact info:

Name and address of security service/escort: _____

Phone number of security/escort contact (so we can verify if needed) _____

E. STREET CLOSURE REQUEST OR CHANGE IN TRAFFIC PATTERN

Will any streets, lanes of streets or alleys be closed for the event? Yes___ No___

A Traffic control plan must be obtained by a traffic control company. Please list the name of the traffic control company and contact information. You will need to submit the traffic control plan with this application.

Traffic Control Company Name: _____

Traffic Control Company Contact Info: _____

F. SITE PLAN: A Site Plan must be attached that identifies the following: (you can print out maps from google.com or mapquest.com for free)

An outline of the entire event venue including the names of streets or areas that are part of the venue. If the event involves a moving route of any kind, indicate the direction of travel and all streets, alleys or lane closures, including starting and stopping point of closures.

The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.

The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, cooking areas, trash/recycling containers, dumpster/roll-offs, drinking water fountains or water stations in park, waste grease containers, gray water containers and other temporary structures.

The location of first aid facilities and ambulances.

Identification of all event components that meet accessibility standards.

Generator locations and/or sources of electricity.

Exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures.

Firework launch location, including location of extinguishing device(s)

Parking for all patrons, vendors, service providers, and event staff. Use of all parking lots, driveways, and street parking must be identified on your Site Plan. Parking may be examined for ADA compliance.

1. Use of private property (including driveways) is prohibited unless written permission from the property owner is attached to this application.
2. **All fire lanes and fire hydrants must be kept clear of any parked vehicles and any other obstructions for the entire course of the event, including set-up and take-down time.**

G. TRASH COLLECTION:

How will trash be contained and removed during and after the event? (please explain)

H. ADDITIONAL COST: Extraordinary Resources: Special event applicants, promoters and sponsors whose special events require the use of extraordinary City resources because of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources as determined by the SET Team. Full cost recovery for extraordinary resources shall be required no later than sixty (60) days following the conclusion of the special event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event. If after the special event permit application is submitted, a determination by City staff is made that extraordinary City resources may be required for the event, then an extraordinary resources deposit may also be required as part of the approval process for the special event permit application. The amount of the deposit will be determined by City staff, subject to evaluation of anticipated extra resources that may be required. Any clean up after an event that must be performed by the City to return the site to its normal state shall be charged at a rate of thirty dollars (\$30.00) per hour with a one-hour minimum charge.

I. **PLEASE NOTE:** ANY CLEAN-UP AFTER AN EVENT THAT HAS TO BE PERFORMED BY CITY OF EMMETT EMPLOYEES TO RETURN THE SITE OF THE SPECIAL EVENT TO ITS NORMAL STATE WILL BE CHARGED TO THE SPONSOR OF THE SPECIAL EVENT AT THE RATE OF THIRTY DOLLARS (\$30.00) PER HOUR WITH A ONE HOUR MINIMUM CHARGE. SAID CHARGES WILL BE PAID OUT OF THE \$200 SPECIAL EVENT DEPOSIT. ANY REMAINING BALANCE ABOVE THE AMOUNT OF THE DEPOSIT WILL BE CHARGED TO THE EVENT COORDINATOR AND PAYABLE WITHIN THIRTY (30) DAYS OF INVOICE DATE. IF THE CHARGES ARE LESS THAN THE DEPOSIT AMOUNT, THE REMAINING DEPOSIT BALANCE WILL BE REFUNDED TO THE EVENT COORDINATOR.

J. **INDEMNIFICATION:** Application shall be accompanied by a certificate of public liability and property-casualty insurance for up to one million dollars (\$1,000,000.00) for personal injury and property damage. Applicant shall provide a certificate of insurance at the time of application submittal indicating the City of Emmett as the certificate holder and the additional insured with respect to the special event. Insurance document can be emailed to [cityclerk@cityofemmett.org].

The applicant shall indemnify and hold harmless the City of Emmett, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expense, including attorney fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use there from; and (2) is not caused by any negligent act or omission of willful misconduct of the City of Emmett or its employees acting within the scope of their employment.

K. **SPECIAL INFORMATION FOR APPLICANTS:**

- Policing street closures:
 - No permanent alterations to the street will be permitted.
 - The Emmett Police Department will take the lead in coordinating/policing street closures associated with any **City-sponsored event**.
 - **For any non-City-sponsored event**, the applicant shall be responsible for coordinating with Emmett Police for approval of safety/security plans.
- Requirements for internal security shall be identified by the Emmett Police Department. Firms or agencies shall be approved by the Emmett Police Department prior to issuance of a Special Event Permit.

L. AFFIDAVIT OF APPLICANT:

I **certify** that the information contained in the foregoing application, as well as all submitted attachments and/or maps and site plans, are true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Emmett Ordinance, and I understand that this application is made subject to the rules and regulations established by the City Council. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the promoter and/or sponsor, am also authorized to commit that organization, and thereby agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event to the City of Emmett.

Further, I hereby agree to replace the premises satisfactorily to the original condition prior to the event at my expense. I shall not hold the City of Emmett or the State of Idaho responsible for any damages or expenses caused by, or in connection with the use of said property. Cost of returning premises to original condition will be mine and not the City of Emmett or the State of Idaho.

I have read and do fully understand the requirements and responsibilities set forth by this permit. I agree to comply with all requirements listed upon issuance of my Special Events Permit.

Applicant Name: _____ Title: _____
(Please Print)

Promoter/Sponsor: _____

Signature: _____ Date: _____

Staff Use Only

\$200.00 Application Fee

Site Plan/Route

Proof of Insurance

\$200.00 Refundable Deposit (HOLD)

Right-of-Way Permit

Staff Initials: _____

Staff Initials For Department Approval

Police: _____ Fire: _____ Public Works: _____ Building: _____ Clerks: _____ IT: _____

Permit Approved By City Clerk _____