



Application for Special Events Permit

Submit completed applications to the City Clerk's Office, 411 Blaine St., Caldwell, ID 83605

Call (208) 455-4656 with questions

IF YOU ARE HOLDING YOUR EVENT ON CITY PROPERTY/IN CITY PARKS, PLEASE BE SURE TO SCHEDULE YOUR EVENT WITH PARKS & RECREATION: 455-3060

Should be submitted no earlier than 1 (one) year prior to the event and no later than 45 days prior to the event.

FOR INTERNAL USE ONLY:

Date Application Received: _____

Actions Taken and When: _____

For Street Closures Only:

Date of Mayor/Police Chief's approval of street closure: _____

A. GENERAL INFORMATION

Event Name: _____

Date(s) of Event: _____

Beginning Time of Event: _____

Ending Time of Event: _____

Location of Event: _____

Set-up: Date: _____ Start Time: _____ End Time: _____

Dismantle: Date: _____ Start Time: _____ End Time: _____

Estimated attendance (per day): _____

Basis on which this estimate is made: _____

B. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring organization name: _____

Applicant Name: _____ **Title:** _____

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

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ **Title:** _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell #: _____ Email: _____

Emergency Contact: _____
 Phone: _____ Cell #: _____ Email: _____

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

D. STREET CLOSURE REQUEST

Will any streets, lanes of streets or alleys be closed for the event? Yes _____ No _____

If "yes", you must list all street(s) and alleys (or lanes of streets) requiring temporary closure (either full or partial) as a result of this event.

STREET NAME OR ALLEY	DATE OF CLOSING	TIME OF CLOSING	DATE OF REOPENING	TIME OF REOPENING

E. EVENT DETAILS

YES **NO**
 Does the event involve the sale or use of alcoholic beverages?
 If yes, you may need a Catering Permit from the City Clerk.

 Does the event involve the sale of food?
 If yes, you may need a Permit from Southwest District Health Department.
 If yes, where will food vendors be? (Include on Site Plan)

Will there be entertainment at your event? IF "YES" provide the following information:
Dance component/open floor: _____
Live or recorded music: _____
Number of Band(s): _____
Amplification? _____
If amplification is used, you will be required to comply with the City's Noise Ordinance.

Amplification Start Time: _____ Amplification End Time: _____

Will an existing occupied or vacant building be used? Address: _____
(This would include use of the band shelter. Please specify if this shelter will be utilized.)
Please note that a Fire Inspection from the Caldwell Fire Department may be required prior to issuance of a Special Events Permit. Said inspection may incur conditions of approval such as fire extinguishers, adequate exiting, etc.

Will there be any temporary structures in the proposed event site? Please provide the following below:
Approx. Number of Stages: _____ Size of Stages: _____
Approx. Number of Tents/Canopies: _____ Size of Tents/Canopies: _____
Tents/Canopies placed on any hard surfaces must be weighted down. Tents/Canopies placed in grass areas must be either weighted or staked.

Does the event involve the use of fireworks, rockets, or other pyrotechnics? ____ Yes ____ No
Explain: _____
If "yes", a Public Fireworks Display Permit shall be required to be obtained through City of Caldwell Fire Department.

Will you provide portable toilets for the public attending your event?
If yes, how many? _____ ADA Accessible: _____

Will you require electrical hookup for the event?
Explain: _____

Will generators be used?

Will there need to be additional wiring?

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

Will signs and/or banners be displayed as part of the event?
If yes, you may need to submit a signage plan indicating any route/course markings, all banners and signs that will be displayed, all parking signs, and the set-up/removal plan of the signs and banners.

If yes, all street banners require a Street Banner Permit as issued through the City Clerk's Office.

Will inflatable parade balloons be used for the event?
Provide details: _____

Will this event be marketed, promoted, or advertised in any manner?
If yes, explain and indicate type of advertising that will be used: _____

Will there be live media coverage during the event?
If yes, please describe: _____

Are you sponsoring or allowing outside promoters/agencies to sponsor events in conjunction with your event?
If yes, please attach a list of each event with dates, times and location.

F. ADDITIONAL REQUIREMENTS:

ESCORT SERVICES / PRIVATE SECURITY:

The following declaration of intent to furnish escort services or private security must be signed by a representative of the licensed escort or security service before this application is submitted. (Escort/Security Officers are required from the time the event starts until all traffic obstructions have been cleared and spectators have been safely disbursed.)

I, _____ or (Escort/Security Services) _____ have entered into an agreement with (Applicant) _____ to furnish the _____ Escort/Security personnel and/or _____ vehicles to the above mentioned applicant for which this application was made. Said function is to occur on (Date) _____ (Time) _____.
Signed by: _____

G. ADDITIONAL QUESTIONS:

How will parking be accommodated for this event? (please explain below)

1. Parking for all patrons, vendors, service providers, and event staff must be accounted for.
2. Parking and buildings involved may be examined for ADA compliance.
3. Use of all parking lots, driveways, and street parking must be identified.
4. Use of private property (including driveways) is prohibited unless written permission from the property owner is attached to this application.
5. 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.

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

How will restroom facilities be provided for the event? (please explain below)

Please note that public restrooms 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. **The City of Caldwell reserves the right to require portable toilets to be provided and utilized as part of the special event**, number of said portable toilets to be determined by the Parks and Recreation Department as a condition of approval of the Special Event Permit. Additionally, the special event will be responsible for stocking all public restrooms with bath tissue and paper towels for the duration of the special event.

PLEASE NOTE THAT ANY CLEAN-UP THAT HAS TO BE PERFORMED BY CITY OF CALDWELL EMPLOYEES TO RETURN THE SITE OF THE SPECIAL EVENT TO ITS NORMAL STATUS WILL BE CHARGED TO THE SPONSOR OF THE SPECIAL EVENT. SAID CHARGES, AS DETERMINED BY THE PUBLIC WORKS DIRECTOR IN CONJUNCTION WITH THE PARKS AND RECREATION DEPARTMENT, WILL BE PAYABLE WITHIN THIRTY (30) DAYS OF INVOICE DATE. UNPAID CHARGES MAY RESULT IN DENIAL OF FUTURE SPECIAL EVENT PERMITS.

H. INDEMNIFICATION:

The applicant shall indemnify and hold harmless the City of Caldwell, 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 Caldwell or its employees acting within the scope of their employment.

I. 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 or you can purchase maps in the plat room at the assessor's office on the 3rd floor of the Canyon County Courthouse located at 1115 Albany)

- 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.
- Placement of vehicles and/or trailers.
- Space allotted for parking. All parking areas **MUST BE IDENTIFIED ON THE SITE PLAN.**
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.
- A detailed or close-up of the food booths and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbeque grills, and whether food vendors will be located in vans or set up in open air.
- 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).

J. If your event is a Parade or a Fun Run/Walk, you must submit with this application a map showing the complete event route from start point to end point. Please indicate clearly on the map which streets will be used, which lanes of the streets will be used or if sidewalks will be used.

K. SPECIAL INFORMATION FOR APPLICANTS:

- You will be required to notify property owners affected by the event as a condition of the special events permit. At a minimum this includes written notification to all property owners within three hundred (300) feet of the event site. Written notification must be mailed at least two (2) weeks prior to the event. A copy of the written notification as well as a copy of the list of property owners within 300 feet must be submitted to the Planning and Zoning Department prior to the event. Lists of property owners within 300 feet should be obtained from the Plat Room on the 3rd Floor of the Canyon County Courthouse located at 1115 Albany. Runs/walks/parades do not need to comply with this requirement.

- No permanent alterations to the street will be permitted.
- The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City for the costs of providing on-duty law enforcement officers, to appropriately police street closures.
- The Applicant shall be responsible for hiring and paying the appropriate agency or firm to provide any required internal security and for hiring and paying necessary emergency medical technicians. Requirements for internal security shall be identified by the Caldwell Police Department. Firms or agencies providing internal security shall be approved by the Caldwell Police Department prior to issuance of a Special Event Permit.
- The Caldwell Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and the number of emergency medical technicians needed, and the time when such services shall commence and end.
- Agreement letters and/or letters of endorsement may be required from all service providers and impacted parties.
- A list of requirements from all applicable City agencies will accompany the Special Events Permit. All requirements must be met or the Special Events Permit will be revoked.

The following agencies may have to be contacted for permission or permitting:

1. Caldwell Police Department.....455-4514
2. Caldwell Fire Department.....455-3032
3. Caldwell Parks and Recreation Department.....455-3060
4. Caldwell Engineering Department.....455-3006
5. Southwest District Health.....455-5300
6. Caldwell Planning and Zoning.....455-4662
7. Caldwell City Clerk.....455-4656
8. Allied Waste.....466-3302

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 Caldwell Ordinance, and I understand that this application is made subject to the rules and regulations established by the City Council and/or the Mayor or the Mayor’s designee. 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 Host Organization, 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 Caldwell.

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 Caldwell 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 Caldwell 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)

Host Organization: _____

Signature: _____ Date: _____