



**City of Caldwell**  
 Special Event Permit  
 PO Box 1179, 205 S. 6<sup>th</sup> Ave  
 Caldwell, ID 83605  
 Phone: (208)455-4656  
 Email: clerk@cityofcaldwell.org

**For City Clerk's Use Only:**

- Received / /
- SEP Deposit / /
- SEP Fee / /
- Event Site Plan / /
- Park Reserved / /
- Liability Insur. / /
- Shared Calendar / /
- Catering permit / /
- ERT? Date if yes / /
- R-O-W approved / /
- Permit Signed / /
- Pick up/emailed / /

1. Sponsoring / Host Organization's Information

Organization Name \_\_\_\_\_  
 Event Coordinator & phone \_\_\_\_\_  
 Email \_\_\_\_\_ Address \_\_\_\_\_  
 Day of event manager & cell \_\_\_\_\_  
 Day of event manager Email \_\_\_\_\_

2. Event Type (check one):

- Parade or Fun Run  
 City Park or City Facility (includes outdoor sports tournaments)

3. Event Information

Short description of event: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_ Event time: \_\_\_\_\_ to: \_\_\_\_\_  
 Estimated attendance during entire event \_\_\_\_\_ (start time) (end time)  
 Maximum in any one hour \_\_\_\_\_ Time set-up starts: \_\_\_\_\_

Recurrence

- None  
 Daily  
 Weekly  
 Monthly

On

- Sunday  Thursday  
 Monday  Friday  
 Tuesday  Saturday  
 Wednesday

Number of Occurrences

One (this is a single 1 or 2-day event) \_\_\_\_\_  
 Consecutive days (3-5 day event) \_\_\_\_\_  
 Consecutive weeks (how many?) \_\_\_\_\_

4. Special Event Permit (SEP) Fee and Deposit

Application fee: \$ 75 (check, cash, card)  
 SEP Deposit: \$500 (check or cash only)

5. Location – see instructions

- City Park (name): \_\_\_\_\_
- Indian Creek Plaza Venue – coordination with Destination Caldwell will be required.
- City Street, alleyway, or public parking lot: \_\_\_\_\_
- Parade/Walk/Race route on City streets or pathways: \_\_\_\_\_  
 (include race route identifying streets/pathways)

6. Required attachments – see instructions for details on each requirement

- Event Site Plan showing the entire event area.
- Certificate of Liability Insurance showing the City as the certificate holder and additional insured.
- Multi-day, multi-week or tournament events: a safety plan and a parking plan are required. Additional requirements may be identified by safety services.

7. Road Closure(s)

Road closure(s) planned? Y/N \_\_\_\_\_. If yes, r-o-w permit application date: \_\_\_\_\_

Street/Alley/Parking Lot	Date/Time of closing	Date/Time of reopening

If more space is needed for street/alley/lot closures, add/upload additional closures on a separate piece of paper.

8. Alcohol will be served? Y/N \_\_\_\_\_. If yes, will the event sponsor be the only one serving the alcoholic beverages, or will the event be catered by several vendors? (*see instructions*)  
 \_\_\_\_\_ only event sponsor or hired caterer will serve \_\_\_\_\_ several alcohol vendors will serve  
 Alcohol vendor name: \_\_\_\_\_ (winery/brewery tasting events)
9. Live or recorded music? Y/N \_\_\_\_\_ Amplification start time: from \_\_\_\_\_ to \_\_\_\_\_
10. How many canopies/tents will be in use? \_\_\_\_\_ What size of canopies/tents? \_\_\_\_\_
11. How will trash be handled/monitored? \_\_\_\_\_
12. How many restrooms are on site? \_\_\_\_\_ (number of toilets). How many are ADA accessible? \_\_\_\_\_  
 Will extra restrooms be provided for this event? Y/N \_\_\_\_\_. If yes, how many regular? \_\_\_\_\_ ADA? \_\_\_\_\_
13. Anything else we should know: \_\_\_\_\_
14. Will outside security be hired for this event? Y/N \_\_\_\_\_  
 • If yes, name of Agency: \_\_\_\_\_ (*Must be hired from approved list*)  
 • Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_
15. Will Caldwell Police officers be hired for security? Y/N \_\_\_\_\_. A Police Labor Agreement will be required for use of police officers as security (*see instructions*).
16. *I as the undersigned, hereby declare, under penalties of perjury, that I am authorized to submit the information in this form and to the best of my knowledge it is true, correct and complete. I also understand that:*
- *I am responsible for obtaining all necessary permits and approvals that may be in addition to this permit, and I must comply with all conditions of all required permits.*
  - *Any changes to any part of the operation described in this application will require applying for and receiving approval of a revised special event permit.*
  - *All mobile food units, and other food vendors and/or individuals serving food items are responsible for contacting and obtaining any and all required permits and approvals from Southwest District Health. Mobile food units are required to have a current Fire inspection certificate on their vehicle.*

\_\_\_\_\_  
*Signature of Applicant/Event Coordinator*

\_\_\_\_\_  
*(Date)*

Return completed form to: Caldwell City Clerk's office; PO Box 1179; 205 S 6<sup>th</sup> Ave, Caldwell; or email to [cityclerk@cityofcaldwell.org](mailto:cityclerk@cityofcaldwell.org). Questions may be also be addressed to this email, or to 208-455-4656.

## INSTRUCTIONS/REQUIREMENTS FOR SPECIAL EVENT PERMIT FORM

- #3 Recurrence: Please indicate if this event will recur and how often.
- #4 Fees: Application fee and SEP deposit must accompany submission of the application. SEP Deposit is held in our safe until after the event. If no damages and no extra cleanup is needed, the deposit check/cash is returned to the applicant. Per Caldwell City Code 06-23-01(11), any cleanup performed by City personnel to return the site to its normal state will be charged as fees to the event organizer.
- #5 Location:
- City Park: Check availability and reserve park through the Parks & Recreation Dept. (208-455-3060) or online reservation: <https://www.cityofcaldwell.org/Services/Reserve-a-Park-or-Facility>
  - Indian Creek Plaza venue – You will need to coordinate your event with Destination Caldwell, 208-649-5010 or [events@destinationcaldwell.com](mailto:events@destinationcaldwell.com).
  - City Street, alleyway, or public parking lot: Include the name of the street and the intersections affected (for example, Main Street between Kimball Ave and 7<sup>th</sup> Avenue). A right-of-way permit & traffic control plan are required: <https://www.cityofcaldwell.org/Departments/Engineering/Right-of-Way-Permits> .
  - Parade/Walk/Fun Run Race Route on City streets or pathways: Attach a map showing the proposed route for the race/walk/parade. A right-of-way permit is required to close streets/intersections; see information above regarding right-of-way permits. No vendors allowed within a parade route.
- #6 Required Attachments:
- Event Site Plan: Event plan must show entire event area: barricades for street closures, entertainment/band locations with seating, vendor booths, car show vehicle parking, food booths, food trucks (not allowed on the grass), jump houses, restrooms (existing & brought in), beer/wine garden (if alcohol outside), first aid station, PARKING for the public.
  - Certificate of Liability Insurance: Per Caldwell City Code 06-23-01, applications for special events must be accompanied by a certificate of general liability insurance in an amount not less than one million dollars. The *City of Caldwell (PO Box 1179, Caldwell ID 83605)* must also be listed as the *certificate holder* and the *additional insured* with respect to the special event.
  - Multi-day (3 days or more), multi-week, or tournament events must also submit:
    - Safety plan with location/staffing of first aid station(s), weather contingency plan, tournament directors/event manager contacts, communications, security plan, lost child/parent protocols.
    - Parking plan with location of public parking near your event. Parking monitors assigned to ensure handicapped parking compliance, and that intersections/private driveways remain clear.
- #7 Road Closures: A right-of-way permit is required for any streets or portions of streets that will be closed during your event. This includes a 'shoulder closure' for placing food trucks at the curb at a city Park, for example. (See 'Street, alleyway, or public parking lot' section under #5 above.)
- #8 Alcohol served during event: A business with an alcohol license must apply for an alcohol catering permit through the City Clerk's office at least 5 business days before the event. A fenced beer garden within the event area is also required for outdoor events.
- #12 Depending on the number of expected attendees/number of available restrooms, you may be required to provide additional portable restrooms. Event coordinator is also responsible for keeping restrooms stocked with toilet tissue, and for cleanliness during the event.
- #13 Outside security: For additional event security needs, contact [cityclerk@cityofcaldwell.org](mailto:cityclerk@cityofcaldwell.org) for the list of businesses licensed to provide outside security in Caldwell.
- #14 A police Labor Agreement is required to use CPD officers as event security--parades/fun runs/foot races, and other events as needed. Contact [drice@cityofcaldwell.org](mailto:drice@cityofcaldwell.org) for more information.

For complete information regarding Special Events, see Caldwell City Code 06-23-01.