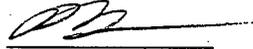


AGENDA ITEM SUMMARY

DATE: 01/25/10 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for the Idaho Bicycle Ride Camp special event. Event is scheduled to take place July 29, 2010 at Lyon's Park.

AUTHORITY:  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

**Parks and Lands approved with the following concerns:**

The Parks & Lands Board reviewed the Special Event Permit for the Bike Ride at their meeting Tuesday night. While they support approval of the permit, they had some concerns with the financial hit on the city, especially in regards to the 1000-gal water request. Is that going to be an issue for us to supply that much water, and then, where will the used water be disposed? The Board hopes that it won't cost the city anything.

While no one was opposed to this event, the Board would have liked the bikers to spend dollars at our local businesses. When they bring their own food & beer, it discourages local purchases. That said, the Board was appreciative of the revenue from the fees.

Additionally, the Board wanted to avoid a potential conflict with use of the ballfields. Does the Wood River Adult Softball League, who has used Lions Park for 20+ years, ever get a permit for use of the park through you? And, will the Nelson Tournament be trying to use the ball field, as well? If these events go through the process and reserve the park for their use, then they can get a heads-up when they get their permit and avoid a conflict.

Otherwise, the Board discussed whether we should go out of our way to let them know about this event if they never get a permit for the use like they are supposed to, and wanted to check with you first.

Thanks,  
Becki

**In answer to the above: Public Works is not concerned about the water usage and the softball clubs will be notified in advance of their seasonal reservations to coordinate around this event should it be approved.**

**The Blaine County Administrator approved as follows:**

Trina, thanks for sending this along. In reviewing our code on public assemblies it indicates a license is required for an assembly of 750 or more persons. Since the application indicates 275 participants, it doesn't appear this needs County approval. If I am missing something please let me know, otherwise I will go ahead and close my file.

Thanks,  
Derek Voss  
Blaine County Administrator  
Blaine County Courthouse  
206 First Avenue South, Suite 300  
Hailey, Idaho 83333  
(208) 578-3828  
dvoss@co.blaine.id.us

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
Comments: \_\_\_\_\_

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

<input type="checkbox"/> City Attorney	<input type="checkbox"/> Clerk / Finance Director	<input checked="" type="checkbox"/> Engineer	<input checked="" type="checkbox"/> Building
<input type="checkbox"/> Library	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Fire Dept.	_____
<input type="checkbox"/> Safety Committee	<input type="checkbox"/> P & Z Commission	<input checked="" type="checkbox"/> Police	_____
<input type="checkbox"/> Streets	<input checked="" type="checkbox"/> Public Works, Parks	<input type="checkbox"/> Mayor	_____

---

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Department Heads approved with the following contingencies:

Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department. This special event is within the RGB zoning district. This zoning district allows for public use.

---

**FOLLOW-UP REMARKS:**

\*

## DECISION

Based on the Application for a Special Event Permit for the Idaho Bicycle Ride Camp, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

- a. The Applicant shall comply with the terms, plans, covenants and provisions of the Application, as approved or as modified by the City of Hailey.
- b. The Applicant shall comply with all applicable local, state and federal laws, regulations and ordinances before, during and after the Special Event(s).
- c. The Applicant shall execute an agreement, relating to the reimbursement of expenses, indemnification and other provisions immediately upon the approval of the application for the Special Events Permit.
- d. In the event the Applicant fails to comply with all the conditions set forth herein, the City may revoke the Special Events Permit, in whole or in part.

### Other Condition

- a. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department. This special event is within the RGB zoning district. This zoning district allows for public use.

DATED this 25<sup>th</sup> day of January, 2010.

CITY OF HAILEY

By: \_\_\_\_\_  
Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

# AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Idaho Bicycle Ride Camp that will occur on July 29, 2010 from 10:00 a.m. to 10:00 a.m. July 30, 2010, plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney's fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 25<sup>th</sup> day of January, 2010.

APPLICANT:

By: \_\_\_\_\_

\_\_\_\_\_  
(please sign and print name and title, if applicable)

CITY OF HAILEY:

By: \_\_\_\_\_  
Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221



# SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Idaho Bicycle Ride 11/3

II. LOCATION FOR EVENT (Be specific e.g., Hop Porter Park, all of 1<sup>st</sup> Avenue between Walnut and Pine, 115 Main St. S.):

Public Property       Private Property

Lion's Park

### III. EVENT SCHEDULE

Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council. Please submit your modification requests in writing and attach to your application.

Date(s) of Event	Hours	Estimated # of Attendees
<u>7/29/10</u>	Start Time: <u>10:00 AM</u> End Time:	One Hour Interval: All Day: <u>275</u>
<u>7/30/10</u>	Start Time: End Time: <u>10:00 AM</u>	One Hour Interval: All Day:
Date of Set-Up:		
<u>7/29/10</u>	Start Time: <u>10:00 AM</u> End Time:	
Date of Tear Down		
<u>7/31/10</u>	Start Time: End Time: <u>10:00 AM</u>	

### IV. FEES

Special Event Permit Application Fee	\$125	<input checked="" type="checkbox"/>	_____
Per Day Park Rental Fee	\$200	<input checked="" type="checkbox"/>	_____
Security Deposit	\$500	<input checked="" type="checkbox"/>	_____
Tax (on park rental fees only)	6%	<input checked="" type="checkbox"/>	<u>837.00 Pd</u>
<b>TOTAL DUE</b>			
Additional Deposit Required		<input type="checkbox"/>	_____

### V. ORGANIZATION INFORMATION

Applicant's Name: Sandy Green Title: President

Mailing Address: Po Box 9363 Zip Code: 97708

Street Address: \_\_\_\_\_ City: Bence State: OR

Day Telephone: 541-385-5257 Evening Telephone: Same

FAX Number: Same E-Mail Address: Sandyg@oregonbicycleride.org

Applicant Driver's License #: OR 164563

Sponsoring Organization: NIA

Non-Profit:  Yes  No Tax Exempt #: 0778292-82

Federal Tax #: 93-0951623 State Tax #: 0977059-1

**VI. EVENT INFORMATION**

New Event: Yes  No  Annual Event: Yes  No  Years Operating 24 - Oregon  
7 - Idaho  
3 - Wash

Event Category:  Commercial  Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): 213,000

Description of Event:  
See Attached

Additional Details:

**VII. INSURANCE REQUIREMENTS**

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. A certificate naming the City of Hailey, Blaine County, Idaho as additional insured shall be delivered to the City of Hailey with this application. The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: McKay Insurance Agent Name: Megan McKay-Ziller

Address: PO Box 151 Phone: 641-842-2135  
Knoxville IA 50138

**HOLD HARMLESS CLAUSE**

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or the conduct of Permittee'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 Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)

# SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned.

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
	X	Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.	X		Alcohol Served (Free of Charge) (name of provider) <i>See Attached</i>
				X	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
	X	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	X		Food/Beverages will be served (List Caterers): <i>Conklein Enterprises</i>
#		Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement	#		Vendors items sold/ solicitation
8			#	X	
X		Medical Services (Circle) <u>First Aid</u> and/or EMS Services Who is providing services? <u>Staff</u> <i>has been certified</i>			
#	X	Security (detail who, number of officers, times. Attach plan)	#	X	Booths: Profit / Non-Profit
	X	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)		X	Lighting plan: attach plan
#	X	Electricity / Generators (Size _____) Attach detailed electrical plan. <i>would want to use electricity in park</i>	X		Activities / Entertainment (Agenda) <i>See Attached Document</i> Other equipment or entertainment
X		Water <u>Drinking</u> & <u>Washing</u> (circle) <i>See Attached Letter</i>		X	Stages (Number and Size(s) _____)
X		Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	X	Barricades. How many identify locations and attach logistics map
X		Sanitation <u>Trash bins</u> , <u>Dumpsters</u> , Recycle (circle /detail # and locations) <i>See Attached</i>	#	275	EVENT estimated attendance <i>275</i>
#		Porta Toilets / Wash Stations (Quantity: ADA <u>0</u> Regular <u>18</u> ) <i>18 - Toilets + 2 wash Stations</i>	#	30	Number of staff working event <i>30</i>
			#	—	Number of volunteers working <i>—</i>

I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Hailey, Blaine County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Hailey and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Hailey, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Hailey and all of its agents for any clean up loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Event Organizer's Signature: *[Signature]* Date: *11/20/09*

Language



Camp Central

Cafeter

Shower

Electricity

Water

Toilets

Tents

Mechanic

Toilets

© 2008 Google

© 2009 Europa Technologies  
Image USA Farm Service Agency

Google  
© 2008

Jun 16, 2004

elev 1616 m

43°30'51.77" N 114°19'13.13" W

Eye alt 1.74 km



**“Low Density...  
... High Adventure!”**



November 20, 2009

City of Hailey  
Hailey, ID

Re: Letter of request for overnight stay

Dear Trina,

Per our conversation this week, I am requesting the city of Hailey for a variance for an overnight stay in the Lion's Park on Thursday, July 29, 2010. This request had been approved in 2003 but at the last minute was changed to a park near the airport because of ball games. We hope this will not be a factor in 2010 as our request is for a Thursday night rather than a Friday as was in 2003.

Thank you for considering our request.

Regards,

Sandy Green  
Idaho Bicycle Ride

PO Box 9363  
Bend, OR 97708

E-Mail: [info@oregonbicycleride.org](mailto:info@oregonbicycleride.org)  
Web Site: [www.oregonbicycleride.org](http://www.oregonbicycleride.org)

Phone: 541.385.5257  
Fax: 541.330.6118



**“Low Density...  
... High Adventure!”**



City of Hailey  
Hailey Idaho

November 24, 2009

Re: Attachment to Special Event Request

**Sanitation:**

We would order a dumpster from your local sanitation company and would provide several trash bins which will be distributed around the area.

**Alcohol Served:**

We would like to provide beer on site. This is included in the price of the event so is not sold on site. Over the 24 years we have been doing this event, we have never had anyone get out of control and caused problems. Many of the rider like a cold beer when they get through with their day's ride. All beverages are in cans so will not have a breakage problem. We will recycle all cans.

**Activities/Entertainment:**

We will be having our own in-house talent show on that night. We do this on the last night of each event. It will not be loud or carry on into the late night. Should be finished by 8pm as everyone is wanting to get ready for bed by then.

**Signs & Banners:**

We will not put any signs or banners up in the park but we will want to put a couple of sign boards on Bullion Street to guide the riders from the bike path and then return them there the next morning.

Sandy Green  
Idaho Bicycle Ride

PO Box 9363  
Bend, OR 97708

E-Mail: [info@oregonbicycleride.org](mailto:info@oregonbicycleride.org)  
Web Site: [www.oregonbicycleride.org](http://www.oregonbicycleride.org)

Phone: 541.385.5257  
Fax: 541.330.6118



**“Low Density...  
... High Adventure!”**



October 29, 2009

Dear Trina,

We are a non-profit organization doing a six-day annual bicycle event for about 275 bicycle riders. We have been doing these rides for the past 23 years in Oregon and the past eight years in Idaho & Washington. This will be our sixth organized ride in Idaho. We move these rides around the states in order to feature new areas each year. This will be the second time around for this area which is one of the favorites of all who have ridden with us. We last did this route in 2003.

We support the Safe Kids program which give helmets to kids who cannot afford them. They also organize bicycle rodeos to teach kids how to ride safely. Also support the Lance Armstrong Foundation through an annual local event.

The average age is about 52. A very mellow group made up of professionals including many doctors, attorneys, and teachers that are usually ready to go to bed as soon as the sun goes down. In other words, no late night parties will be happening.

We are pretty much self-contained bringing our own showers, toilets, and caterer. The basic needs from the community would be:

1. An area to pitch tents for one night. If there are underground sprinklers we would ask that they be turned off for the night we are there.
2. Potable water for the showers. A hydrant hookup is preferred. We would like to be able to stay connected to the hydrant for the duration of our stay. If this is not feasible, we would like to be able to fill our 1000 gallon water tank and we could connect to a spigot to replenish the water as it is used.
3. Parking for the shower truck, four large and three medium size U-haul trucks and about 10 support cars.
4. A 110 electrical connection equal to 2 – 110v, 20 amp circuits to run the fans and lights in the showers. We do have a generator if electricity is not available.

PO Box 9363  
Bend, OR 97708

E-Mail: [info@oregonbicycleride.org](mailto:info@oregonbicycleride.org)  
Web Site: [www.oregonbicycleride.org](http://www.oregonbicycleride.org)

Phone: 541.385.5257  
Fax: 541.330.6118

5. Dumpsters for garbage with approximately 12-15 cubic yard capacity. If there are dumpsters on site, we would contact the local service to have them pick up the garbage after we leave and bill us for it or we could pay you for the service to have the containers on site and have the garbage picked up. If none are on site, we can order the dumpsters to be delivered and picked up.

We will be able to provide a Certificate of Liability Insurance and name the City of Hailey as an additional insured. We carry a \$2,000,000 policy.

Please see other attachment regarding the special event permit application.

Feel free to call me at 800.413.8432 or use this email address.

Sandy Green  
Idaho Bicycle Ride

PO Box 9363  
Bend, OR 97708

E-Mail: [info@oregonbicycleride.org](mailto:info@oregonbicycleride.org)  
Web Site: [www.oregonbicycleride.org](http://www.oregonbicycleride.org)

Phone: 541.385.5257  
Fax: 541.330.6118

AGENDA ITEM SUMMARY

DATE: 01/25/10 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for the Hailey's Main Street Antique Show special event. Event is scheduled to take place September 3-5, 2010.

AUTHORITY:  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

___ City Attorney	___ Clerk / Finance Director	<u>XX</u> Engineer	<u>XX</u> Building
___ Library	<u>XX</u> Planning	<u>XX</u> Fire Dept.	_____
___ Safety Committee	<u>XX</u> P & Z Commission	<u>XX</u> Police	_____
___ Streets	<u>XX</u> Public Works, Parks	___ Mayor	_____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department Heads approved with the following contingencies:

All vehicle access to the park will be restricted to the Northeast corner of the park (it is recommended that plywood or like material be placed on the ground where vehicles will be entering the park).  
Applicant will be responsible for repair of any turf and/or sprinkler damage.  
Any power requirements will need to be approved, maximum of 200 amps available.  
Access to the RV dump is to remain open at all times.  
Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.  
This special event is within the RGB zoning district. No provisions exist within the zoning code to address special events within this zoning district; however the Special Event standards address and mitigate neighborhood impacts. This zoning district preserves open green space for public use.

FOLLOW-UP REMARKS:

\*

## DECISION

Based on the Application for a Special Event Permit for the Hailey's Antique Market, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

- a. The Applicant shall comply with the terms, plans, covenants and provisions of the Application, as approved or as modified by the City of Hailey.
- b. The Applicant shall comply with all applicable local, state and federal laws, regulations and ordinances before, during and after the Special Event(s).
- c. The Applicant shall execute an agreement, relating to the reimbursement of expenses, indemnification and other provisions immediately upon the approval of the application for the Special Events Permit.
- d. In the event the Applicant fails to comply with all the conditions set forth herein, the City may revoke the Special Events Permit, in whole or in part.
- e. The Applicant shall maintain in full force and effect general liability coverage during the Special Event(s) in the amount of \$1,000,000, with the City of Hailey as an additional named insured.

### Other Condition

- a. All vehicle access to the park will be restricted to the Northeast corner of the park (it is recommended that plywood or like material be placed on the ground where vehicles will be entering the park).
- b. Applicant will be responsible for repair of any turf and/or sprinkler damage.
- c. Any power requirements will need to be approved, maximum of 200 amps available.
- d. Access to the RV dump is to remain open at all times.
- e. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
- f. This special event is within the RGB zoning district. No provisions exist within the zoning code to address special events within this zoning district; however the Special Event standards address and mitigate neighborhood impacts. This zoning district preserves open green space for public use.

DATED this 25<sup>th</sup> day of January, 2010

CITY OF HAILEY

By: \_\_\_\_\_

Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

## AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Hailey's Antique Market that will occur on September 3-5, 2010 from 9:00 a.m. to 6:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney's fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 25<sup>th</sup> day of January, 2010.

APPLICANT:

By: \_\_\_\_\_

\_\_\_\_\_  
(please sign and print name and title, if applicable)

CITY OF HAILEY:

By: \_\_\_\_\_  
Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221



RECEIVED

JAN 05 2010

SPECIAL EVENT PERMIT APPLICATION

#1169

I. EVENT NAME: Hailey's Antiques Market

~~4th of July Labor Day~~

II. LOCATION FOR EVENT (Be specific e.g.: Hop Porter Park, all of 1st Avenue between Walnut and Pine, 115 Main St. S.):

Public Property  Private Property

Roberta McKercher Park / Hailey Armory

III. EVENT SCHEDULE

Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council. Please submit your modification requests in writing and attach to your application.

Table with 3 columns: Date(s) of Event, Hours, Estimated # of Attendees. Rows include Sept 3-4, Sept 5, Sept 2, and Sept 5 with start/end times and attendee estimates.

IV. FEES

Table listing fees: Special Event Permit Application Fee (\$125), Per Day Park Rental Fee (\$200), Security Deposit (\$500), Tax (on park rental fees only) (6%), TOTAL DUE (\$973), and Additional Deposit Required.

V. ORGANIZATION INFORMATION

Applicant's Name: Y. Alee Masters Title: promoter / founder

Mailing Address: P.O. Box 2727 Hailey, ID 83333 Zip Code: 83333

Street Address: 113 Treasure Lane City: Hailey State: Idaho

Day Telephone: (208) 726-3939 Evening Telephone: 208-788-9292 cell 720-1146

FAX Number: E-Mail Address: haileyantiques@aol.com

Applicant Driver's License #: FA1078843A  
 Sponsoring Organization: Self  
 Non-Profit: Yes  No  Tax Exempt #: \_\_\_\_\_  
 Federal Tax #: \_\_\_\_\_ State Tax #: \_\_\_\_\_

**VI. EVENT INFORMATION**

New Event: Yes \_\_\_\_\_ No  Annual Event: Yes  No \_\_\_\_\_ Years Operating 17  
 Event Category:  Commercial  Noncommercial  
 Estimate of Gross Ticket Sales & Revenues (commercial event only): \_\_\_\_\_

Description of Event:  
Semi-annual event for 17 years - show's sale  
Antiques

Additional Details:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VII. INSURANCE REQUIREMENTS**

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. *A certificate naming the City of Hailey, Blaine County, Idaho as additional insured shall be delivered to the City of Hailey with this application.* The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: Farm Bureau Agent Name: Norm Funk  
 Address: 717 N. Main - Belle Belles Phone: 788-3529

**HOLD HARMLESS CLAUSE**

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or the conduct of Permittee'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 Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)

# SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned.

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
	X	Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		X	Alcohol Served (Free of Charge) (name of provider)
	X	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	X		Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
#		Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	#		Food/Beverages will be served (List Caterers):
X		Medical Services (Circle) <u>First Aid</u> and/or EMS Services Who is providing services? <u>self</u> <sup>cell</sup> <sub>phone</sub> <u>I took first aid class/kid/</u>	#		Vendors items sold/ solicitation  <u>Antiques - Vintage Collectibles, yard art</u>
#	X	Security (detail who, number of officers, times. Attach plan) <u>for when the show is not going on!</u>	#		Booths <u>Profit</u> / Non-Profit <u>a few non profits are given a booth.</u>
	X	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)		X	Lighting plan: attach plan.
#	X	Electricity / Generators (Size _____) Attach detailed electrical plan.		X	Activities / Entertainment (Agenda) Other equipment or entertainment
		<u>Small amount used for 2 or 3 food booths</u>	X		Signs or Banners: sign permit may be required by the City Planning and Zoning Department
X		Water <u>Drinking</u> / <u>Washing</u> (circle) <u>both</u>		X	Stages (Number and Size(s) _____)
	X	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	14	Barricades. How many <u>+ 12 lanes</u> identify locations and attach logistics map
X		Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#		EVENT estimated attendance <u>1,200 to 1500 total.</u>
#		Porta Toilets / Wash Stations (Quantity <u>ADA</u> <u>Regular</u> _____) <u>1 for handicap</u> <u>1 wash stand.</u>	#	5	Number of staff working event
3			#		Number of volunteers working

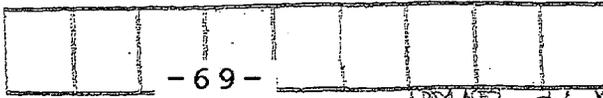
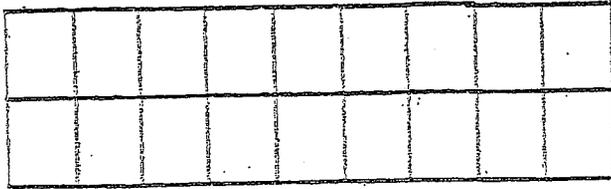
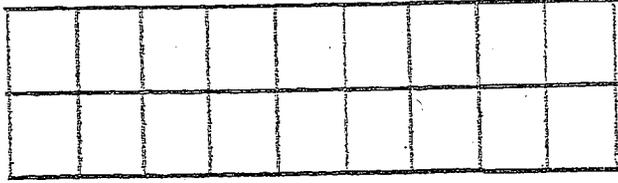
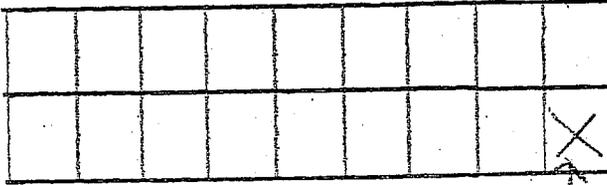
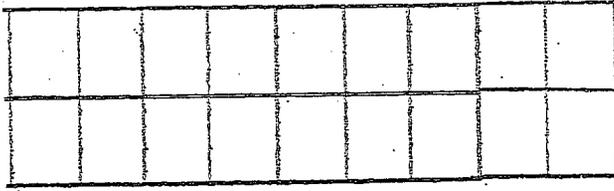
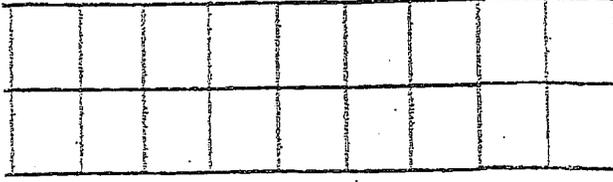
I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Hailey, Blaine County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Hailey and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Hailey, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Hailey and all of its agents for any clean up loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Event Organizer's Signature: C. Alce Mat Date: 12-30-09

Airport ↑

fresh cans  
and/or  
recycling

3rd St.



○

○

○

○

○

○

Salt & Soda

○

○

○

○

○

○

○

Disinfectant

WALK  
w/ yellow  
carriage  
tape

ADARDA  
Patty



3rd St. (written vertically)

Armory, Food Vendors

Ball's (written vertically)



CERTIFICATE OF INSURANCE

IS1693

WESTERN COMMUNITY INSURANCE COMPANY P.O. BOX 4848  
POCATELLO IDAHO 83205 - 4848 ISSUES THIS CERTIFICATE AS A MATTER OF INFORMATION  
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THE INSURANCE  
AFFORDED IS SUBJECT TO ALL TERMS, EXCLUSIONS, AND CONDITIONS OF THE POLICIES.  
THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE  
POLICIES BELOW. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.



CITY OF HAILEY  
115 S MAIN ST STE H  
HAILEY ID 83333

INSURED NAME AND ADDRESS  
MARSTERS YVONNE ALEE  
PO BOX 2727  
HAILEY ID 83333

POLICY NUMBER 8B071201 EFFECTIVE DATE 10/20/09 EXPIRATION DATE 10/20/10  
12:01 AM STANDARD TIME AT THE INSUREDS ADDRESS AS STATED HEREIN.

AGENT 704 FUNK NORMAN - AA 208-788-3529

TYPE OF INSURANCE	LIMITS OF LIABILITY
***GENERAL LIABILITY OCCURRENCE BASIS***	
GENERAL AGGREGATE LIMIT (OTHER THAN PRODUCTS/COMPLETED OPERATIONS)	\$2,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT	INCLUDED
PERSONAL AND ADVERTISING INJURY LIMIT	\$1,000,000
EACH OCCURRENCE LIMIT	\$1,000,000
FIRE DAMAGE LIMIT	\$100,000 ANY ONE FIRE
MEDICAL EXPENSE LIMIT	\$5,000 ANY ONE PERSON
*** DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS ***	
05820 ROBERTA MCKERCHER PK HAILEY ID	
*** DESCRIPTION OF ELEMENT 23 ADDITIONAL INSURED ***	
05820 00 CITY OF HAILEY	
CG 20 11(01/96)	

IN THE EVENT OF ANY MATERIAL CHANGE IN, OR CANCELLATION OF SAID POLICIES, THE  
UNDERSIGNED COMPANY WILL ENDEAVOR TO GIVE 30 DAYS WRITTEN NOTICE TO THE PARTY  
TO WHOM THIS CERTIFICATE IS ISSUED.

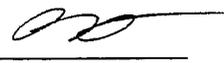
AUTHORIZED REPRESENTATIVE

11/11/09

DATE ISSUED

**AGENDA ITEM SUMMARY**

DATE: 01/25/10 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

**SUBJECT:**

Request approval for the Hailey's Antique Market special event. Event is scheduled to take place July 2-4, 2010.

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
Comments:

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

___ City Attorney	___ Clerk / Finance Director	__XX Engineer	__XX Building
___ Library	__XX Planning	__XX Fire Dept.	_____
___ Safety Committee	__XX P & Z Commission	__XX Police	_____
___ Streets	__XX Public Works, Parks	___ Mayor	_____

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Department Heads approved with the following contingencies:

- All vehicle access to the park will be restricted to the Northeast corner of the park (it is recommended that plywood or like material be placed on the ground where vehicles will be entering the park).
- Applicant will be responsible for repair of any turf and/or sprinkler damage.
- Any power requirements will need to be approved, maximum of 200 amps available.
- Access to the RV dump is to remain open at all times.
- Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
- This special event is within the RGB zoning district. No provisions exist within the zoning code to address special events within this zoning district; however the Special Event standards address and mitigate neighborhood impacts. This zoning district preserves open green space for public use.

**FOLLOW-UP REMARKS:**

\*

## DECISION

Based on the Application for a Special Event Permit for the Hailey's Antique Market, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

- a. The Applicant shall comply with the terms, plans, covenants and provisions of the Application, as approved or as modified by the City of Hailey.
- b. The Applicant shall comply with all applicable local, state and federal laws, regulations and ordinances before, during and after the Special Event(s).
- c. The Applicant shall execute an agreement, relating to the reimbursement of expenses, indemnification and other provisions immediately upon the approval of the application for the Special Events Permit.
- d. In the event the Applicant fails to comply with all the conditions set forth herein, the City may revoke the Special Events Permit, in whole or in part.
- e. The Applicant shall maintain in full force and effect general liability coverage during the Special Event(s) in the amount of \$1,000,000, with the City of Hailey as an additional named insured.

### Other Condition

- a. All vehicle access to the park will be restricted to the Northeast corner of the park (it is recommended that plywood or like material be placed on the ground where vehicles will be entering the park).
- b. Applicant will be responsible for repair of any turf and/or sprinkler damage.
- c. Any power requirements will need to be approved, maximum of 200 amps available.
- d. Access to the RV dump is to remain open at all times.
- e. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
- f. This special event is within the RGB zoning district. No provisions exist within the zoning code to address special events within this zoning district; however the Special Event standards address and mitigate neighborhood impacts. This zoning district preserves open green space for public use.

DATED this 25<sup>th</sup> day of January, 2010

CITY OF HAILEY

By: \_\_\_\_\_  
Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

## AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Hailey's Antique Market that will occur on July 2 - 4, 2010 from 9:00 a.m. to 6:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney's fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 25<sup>th</sup> day of January, 2010.

APPLICANT:

By: \_\_\_\_\_

\_\_\_\_\_  
(please sign and print name and title, if applicable)

CITY OF HAILEY:

By: \_\_\_\_\_  
Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221



RECEIVED

JAN 05 2010

SPECIAL EVENT PERMIT APPLICATION

#169

I. EVENT NAME: Hailey's Antique Market

~~Labor Day~~ 4th of July

II. LOCATION FOR EVENT (Be specific e.g., Hop Porter Park, all of 1st Avenue between Walnut and Pine, 115 Main St. S.):

Public Property  Private Property

Roberta Mc Kercher Park / Hailey Armory

III. EVENT SCHEDULE

Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council. Please submit your modification requests in writing and attach to your application.

Table with 3 columns: Date(s) of Event, Hours (Start/End Time), and Estimated # of Attendees. Rows include July 2-3, July 4, and July 4 (tear down).

IV. FEES

Table listing fees: Special Event Permit Application Fee (\$125), Per Day Park Rental Fee (\$200), Security Deposit (\$500), Tax (6%), TOTAL DUE (\$973), and Additional Deposit Required.

V. ORGANIZATION INFORMATION

Applicant's Name: Y. Alee Morzless Title: promoter
Mailing Address: PO. Box 2727 Hailey ID Zip Code: 83333
Street Address: 113 Treasure Lane City: Hailey State: Idaho
Day Telephone: 208-726-3939 Evening Telephone: 288-9292h 720-1146cell
FAX Number: E-Mail Address: haileyantiques@aol.com

Applicant Driver's License #: FA1078843A  
Sponsoring Organization: Self  
Non-Profit: Yes  No  Tax Exempt #: \_\_\_\_\_  
Federal Tax #: \_\_\_\_\_ State Tax #: \_\_\_\_\_

**VI. EVENT INFORMATION**

New Event: Yes \_\_\_\_\_ No  Annual Event: Yes  No \_\_\_\_\_ Years Operating 17

Event Category:  Commercial  Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): \_\_\_\_\_

Description of Event:  
Semi annual event for 17 years - show's sale  
Antiques.

Additional Details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. INSURANCE REQUIREMENTS**

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. *A certificate naming the City of Hailey, Blaine County, Idaho as additional insured shall be delivered to the City of Hailey with this application.* The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: Farm Bureau Agent Name: Norm Funk  
Address: 717 N. Main ~~Boise~~ Bellevue Phone: 788-3529

**HOLD HARMLESS CLAUSE**

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or the conduct of Permittee'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 Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)

# SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned.

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
	X	Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		X	Alcohol Served (Free of Charge) (name of provider)
	X	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	X		Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
#		Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	#		Food/Beverages will be served (List Caterers):
X		Medical Services (Circle) <u>First Aid</u> and/or EMS Services Who is providing services? <u>self</u> <u>cell</u> <u>I took first aid class/KIT/</u> <u>phone</u>	#		Vendors items sold/ solicitation  <u>Antiques - Vintage</u> <u>Collectibles, yard art</u>
#	X	Security (detail who, number of officers, times. Attach plan) <u>for when the</u> <u>Show TS not going on!</u>	#		Booths <u>Profit</u> / Non-Profit <u>a few</u> <u>non profits are given</u> <u>a booth.</u>
	X	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)		X	Lighting plan: attach plan
#	X	Electricity / Generators (Size _____) Attach detailed electrical plan.		X	Activities / Entertainment (Agenda) Other equipment or entertainment
		<u>Small amount used for</u> <u>2 or 3 food booths</u>	X		Signs or Banners: sign permit may be required by the City Planning and Zoning Department
X		Water: <u>Drinking</u> / <u>Washing</u> (circle) <u>food</u> <u>booths</u>		X	Stages (Number and Size(s) _____)
	X	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	14	Barricades. How many <u>+ 12 cones</u> identify locations and attach logistics map
X		Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#		EVENT estimated attendance <u>1,200 to 1500 total.</u>
#		Porta Toilets / Wash Stations (Quantity <u>ADA</u> <u>Regular</u> ) <u>1 for handicap</u> <u>1 wash stand.</u>	#	5	Number of staff working event
3			#		Number of volunteers working

I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Hailey, Blaine County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Hailey and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Hailey, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Hailey and all of its agents for any clean up loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Event Organizer's Signature: C. Alce Mat Date: 12-30-09

3:00 PM

fresh cans  
5/25/20  
5/25/20

Airport ↑

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First Aid Kit

Drinks

--	--	--	--	--	--	--	--	--	--

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--	--	--	--	--	--	--	--	--	--

-77-

Enter/Exit Contact

ADA Permitted Path



WALK  
way  
w/ yellow  
Cotton  
Tape

Sales & Services

Central Board  
Office

Acorn, Food Vendors

Perkins

2nd Floor  
2nd Floor



CERTIFICATE OF INSURANCE

1S1693

WESTERN COMMUNITY INSURANCE COMPANY P.O. BOX 4848  
POCATELLO IDAHO 83205 - 4848 ISSUES THIS CERTIFICATE AS A MATTER OF INFORMATION  
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THE INSURANCE  
AFFORDED IS SUBJECT TO ALL TERMS, EXCLUSIONS, AND CONDITIONS OF THE POLICIES.  
THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE  
POLICIES BELOW. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.



CITY OF HAILEY  
115 S MAIN ST STE H  
HAILEY ID 83333

INSURED NAME AND ADDRESS  
MARSTERS YVONNE ALEE  
PO BOX 2727  
HAILEY ID 83333

POLICY NUMBER 8B071201 EFFECTIVE DATE 10/20/09 EXPIRATION DATE 10/20/10  
12:01 AM STANDARD TIME AT THE INSUREDS ADDRESS AS STATED HEREIN.

AGENT 704 FUNK NORMAN - AA 208-788-3529

TYPE OF INSURANCE	LIMITS OF LIABILITY
***GENERAL LIABILITY OCCURRENCE BASIS***	
GENERAL AGGREGATE LIMIT (OTHER THAN PRODUCTS/COMPLETED OPERATIONS)	\$2,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT	INCLUDED
PERSONAL AND ADVERTISING INJURY LIMIT	\$1,000,000
EACH OCCURRENCE LIMIT	\$1,000,000
FIRE DAMAGE LIMIT	\$100,000 ANY ONE FIRE
MEDICAL EXPENSE LIMIT	\$5,000 ANY ONE PERSON
*** DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS ***	
05820 ROBERTA MCKERCHER PK HAILEY ID	
*** DESCRIPTION OF ELEMENT 23 ADDITIONAL INSURED ***	
05820 00 CITY OF HAILEY	
CG 20 11(01/96)	

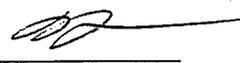
IN THE EVENT OF ANY MATERIAL CHANGE IN, OR CANCELLATION OF SAID POLICIES, THE UNDERSIGNED COMPANY WILL ENDEAVOR TO GIVE 30 DAYS WRITTEN NOTICE TO THE PARTY TO WHOM THIS CERTIFICATE IS ISSUED.

AUTHORIZED REPRESENTATIVE

11/11/09  
DATE ISSUED

**AGENDA ITEM SUMMARY**

DATE: 01/25/10 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

**SUBJECT:**

Request approval for 2010 Springfest Arts & Crafts Fair Special Event at Roberta Mc Kercher Park, on May 29 & 30, 2010.

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

- The representative believes there may be up to 700 people in attendance.
- There will be an amplified music.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
 Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
 Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Comments: \_\_\_\_\_

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

_____ City Attorney	_____ Clerk / Finance Director	__XX Engineer	__XX Building
_____ Library	__XX Planning	__XX Fire Dept.	_____
_____ Safety Committee	_____ P & Z Commission	__XX Police	_____
_____ Streets	__XX Public Works, Parks	_____ Mayor	_____

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Department Heads approved with the following conditions:

1. All vehicle access to the park will be restricted to the Northeast corner of the park (it is recommended that plywood or like material be placed on the ground where vehicles will be entering the park).
2. Applicant will be responsible for repair of any turf and/or sprinkler damage.
3. Any power requirements will need to be approved, maximum of 200 amps available.
4. Access to the RV dump is to remain open at all times.
5. Restrooms will need to be provided with a minimum of one being ADA accessible.
6. Dumpsters/trash and recycle receptacles will need to be provided.
7. Traffic control plan will need to be submitted, No parking at the Armory.
8. Declaration of Insurance will need to be submitted.
9. Applicant will be responsible for repair of any turf or sprinkler damage.
10. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department. This special event is within the RGB zoning district. This zoning district allows for public use.

**FOLLOW-UP REMARKS:**

## DECISION

Based on the Application for a Special Event Permit for the 2010 Springfest Arts & Crafts Fair, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

- a. The Applicant shall comply with the terms, plans, covenants and provisions of the Application, as approved or as modified by the City of Hailey.
- b. The Applicant shall comply with all applicable local, state and federal laws, regulations and ordinances before, during and after the Special Event(s).
- c. The Applicant shall execute an agreement, relating to the reimbursement of expenses, indemnification and other provisions immediately upon the approval of the application for the Special Events Permit.
- d. In the event the Applicant fails to comply with all the conditions set forth herein, the City may revoke the Special Events Permit, in whole or in part.
- e. The Applicant shall maintain in full force and effect general liability coverage during the Special Event(s) in the amount of \$1,000,000, with the City of Hailey as an additional named insured.

### Other Condition

- a. All vehicle access to the park will be restricted to the Northeast corner of the park (it is recommended that plywood or like material be placed on the ground where vehicles will be entering the park).
- b. Applicant will be responsible for repair of any turf and/or sprinkler damage.
- c. Any power requirements will need to be approved, maximum of 200 amps available.
- d. Access to the RV dump is to remain open at all times.
- e. Restrooms will need to be provided with a minimum of one being ADA accessible.
- f. Dumpsters/trash and recycle receptacles will need to be provided.
- g. Traffic control plan will need to be submitted, No parking at the Armory.
- h. Declaration of Insurance will need to be submitted.
- i. Applicant will be responsible for repair of any turf or sprinkler damage.
- j. 10. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department. This special event is within the RGB zoning district. This zoning district allows for public use.

DATED this 25th day of January, 2010

CITY OF HAILEY

By: \_\_\_\_\_

Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

# AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the 2010 Springfest Arts & Crafts Fair that will occur on May 29 - 31, 2010 from 10:00 a.m. to 6:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney's fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 25th day of January, 2010.

APPLICANT:

By: \_\_\_\_\_

\_\_\_\_\_  
(please sign and print name and title, if applicable)

CITY OF HAILEY:

By: \_\_\_\_\_

Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221



# SPECIAL EVENT PERMIT APPLICATION

#1787

I. EVENT NAME: Springfest 2010 Arts and Crafts Fair

II. LOCATION FOR EVENT (Be specific e.g., Hop Porter Park, all of 1<sup>st</sup> Avenue between Walnut and Pine, 115 Main St. S.):

Public Property       Private Property

Roberta Mc Kerchev park

### III. EVENT SCHEDULE

Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council. **Please submit your modification requests in writing and attach to your application.**

Date(s) of Event	Hours	Estimated # of Attendees
5/29/10	Start Time: 10 am      End Time: 6 pm	One Hour Interval: All Day: 500
5/30/10	Start Time: 10 am      End Time: 5 pm	One Hour Interval: All Day: 500-700
Date of Set-Up		
5/28/10	Start Time: 5 pm      End Time: 8 pm	
Date of Tear Down		
5/31/10	Start Time: 8 am      End Time: 10 am	

### IV. FEES

Special Event Permit Application Fee	\$125	<input checked="" type="checkbox"/>	<u>125.00</u>
Per Day Park Rental Fee	\$200	<input type="checkbox"/>	<u>                    </u>
Security Deposit	\$500	<input checked="" type="checkbox"/>	<u>deposit on file (cust #604)</u>
Tax (on park rental fees only)	6%	<input type="checkbox"/>	<u>                    </u>
<b>TOTAL DUE</b>			<u>                    </u>
Additional Deposit Required		<input checked="" type="checkbox"/>	<u>125.00</u>

### V. ORGANIZATION INFORMATION

Applicant's Name: Anna Sridgal Title: Asst. E.D. Hailey Chamb.

Mailing Address: P.O. Box 100 Zip Code: 83333

Street Address: 309 S. main City: Hailey State: ID

Day Telephone: (208) 788 3484 Evening Telephone: 309-2081

FAX Number: 578-1595 E-Mail Address: anna@haileyidaho.com

Applicant Driver's License #: FA1132176  
Sponsoring Organization: Hailey Chamber of Commerce  
Non-Profit:  Yes  No Tax Exempt #: \_\_\_\_\_  
Federal Tax #: 82-0420093 State Tax #: \_\_\_\_\_

**VI. EVENT INFORMATION**

New Event: Yes \_\_\_\_\_ No  Annual Event: Yes  No \_\_\_\_\_ Years Operating 25  
Event Category:  Commercial  Noncommercial  
Estimate of Gross Ticket Sales & Revenues (commercial event only): \_\_\_\_\_

Description of Event: Hand made arts and craft festival  
with music and food booths

Additional Details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. INSURANCE REQUIREMENTS**

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. *A certificate naming the City of Hailey, Blaine County, Idaho as additional insured shall be delivered to the City of Hailey with this application.* The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: Philadelphia Ins. Agent Name: Bisnett Insurance  
Address: One Bala Plaza, Ste. 100 Phone: 610-617-7900  
Bala Cynwyd, PA

**HOLD HARMLESS CLAUSE**

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or the conduct of Permittee'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 Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)

# SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned.

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
	✓	<b>Street Closures &amp; Access / Parade</b> Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.	✓		Alcohol Served (Free of Charge) (name of provider) <i>Local licensed vendor</i>
	✓	<b>Street Closures &amp; Access /Parade</b> require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	✓		Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
#		<b>Canopies/Tents/Membranes/Temporary Structures</b> (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	#		Vendors items sold/ solicitation <i>jewelry, pottery, arts, crafts, photography, etc.</i>
10	✓	<b>Medical Services</b> (Circle) First Aid and/or EMS Services  Who is providing services? _____	#	#	
#	✓	<b>Security</b> (detail who, number of officers, times. Attach plan)	#	#	Booths: <del>Profit</del> / <del>Non-Profit</del> <i>upto 10 nonprofit</i> <i>5-10</i>
	✓	<b>Traffic Control / Shuttle Buses</b> (Number of buses / locations / hours of operation, attach plan.)		✓	Lighting plan: attach plan
#	✓	<b>Electricity / Generators</b> (Size <i>normal current</i> Attach detailed electrical plan. <i>at park</i>	✓		Activities / Entertainment (Agenda) <i>Live music, gymnastics, dancers</i> Other equipment or entertainment
			✓		Signs or Banners: sign permit may be required by the <del>City</del> <i>City</i> Planning and Zoning Department <i>Banner permit</i>
✓		Water Drinking / Washing (circle)	✓		Stages (Number and Size(s)) <i>1 - 20 x 30</i>
	✓	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	✓	Barricades. How many identify locations and attach logistics map
✓		Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations) <i>8 (rogal)</i>	#	#	EVENT estimated attendance <i>1000</i>
#	3	<b>Porta Toilets / Wash Stations</b> (Quantity ADA Regular)	#	#	Number of staff working event <i>1</i>
		<i>3      1      2</i>	#	#	Number of volunteers working <i>20</i>

I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Hailey, Blaine County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Hailey and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Hailey, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Hailey and all of its agents for any clean up loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Event Organizer's Signature: *Sridhar* Date: *12/3/09*

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID MM  
HAILE-2

DATE (MM/DD/YYYY)  
11/18/09

**PRODUCER**  
Ketchum Branch  
Bisnett Insurance Inc.  
PO Box 5567  
Ketchum ID 83340  
Phone: 208-726-8866 Fax: 208-726-8491

**INSURED**  
  
Hailey Chamber of Commerce  
PO Box 100  
Hailey ID 83333

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Insurance Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC	PHPK309395	05/01/09	05/01/10	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 3000000 PRODUCTS - COMP/OP AGG \$ 1000000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS <input type="checkbox"/> BOTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

## CERTIFICATE HOLDER

City of Hailey  
Sweet - Trina Isaacs  
Main St  
Hailey ID 83327

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Marty Miller 