

AGENDA ITEM SUMMARY

DATE: 03-04-13 DEPARTMENT: Community Development DEPT. HEAD SIGNATURE: BD

SUBJECT:

Request for approval to hold a special event, the event being the ArborFest Celebration & Mud Run to be held at Hop Porter Park (Saturday, May 4, 2013 from 8 a.m. to 5 p.m.).

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input checked="" type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input checked="" type="checkbox"/> Police | _____ |
| <input checked="" type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input checked="" type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Recommendation to approve a special event, the event being the ArborFest Celebration & Mud Run to be held at Hop Porter Park (Saturday, May 4, 2013 from 8 a.m. to 5 p.m.), and authorization for the Mayor to sign the special event decision and special event agreement.

This approval is provided based on appropriate insurance coverage provided.

Separate permits are also required for catering (to serve or sell alcohol onsite during the event), amplified sound, and park use. Each except for the catering application has been submitted and is being considered separately.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head in Attendance at Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)



EMAIL TO DEPT HEADS: _____
 Eng: Y CERT INSURANCE: FC RMP- Y
 HFD: Y STR CLOSURE: N
 HPD: Y BARRICADE MAP: N/A
 HPD SEC: _____ CATERING PERMIT: N/A
 HENG: _____ SIGN PERMIT: BANNER PERMIT ATTACHED
 AMPL PERMIT: N

SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: Arbor Fest Celebration & Mud Run: May 4 at Hop Porter Park.

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

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
May 4 2013	Start Time: 8:00 am End Time: 5:00 pm	One Hour Interval: All Day: 500
	Start Time: End Time:	One Hour Interval: All Day:
Date of Set-Up	Start Time: May 3, 8:00 am End Time: May 3, 5:00 pm	
Date of Tear Down	Start Time: End Time: May 4, 8:00 pm	

IV. FEES

Special Event Permit Application Fee \$125 _____
 Events that meet the following criteria may be exempted from Park Rental Fee by resolution of the City Council:
 Non-profit event that is held annually within the City of Hailey for at least ten consecutive years and consistently draw large numbers of participants and spectators. Tax Exempt #: _____
 Promoted locally and regionally within the state and the northwest.
 Per Day Park Rental Fee \$200 _____
 Tax (on park rental fees only) 6% _____
 Security Services Deposit _____
TOTAL DUE 325.00

V. ORGANIZATION INFORMATION

Sponsoring Organization: City of Hailey
 Applicant's Name: City of Hailey (ArborFest) Title: _____
 Address: 115 Main St. S. City: Hailey State: ID Zip: 83333
 Telephone Day: 208-788-4221 Evening: _____ FAX: _____
 Applicant Driver's License #: _____ EMAIL: micah.austin@haileycityhall.org
 Federal Tax #: _____ State Tax #: _____

VI. EVENT INFORMATION

New Event: Yes _____ No X Annual Event: Yes X No _____ Years Operating 3
 Event Category: Commercial Noncommercial
 Estimate of Gross Ticket Sales & Revenues (commercial event only): \$0.00
 Description of Event: Arbor Day celebration combined with a Mud Run, music, events, and limited vendors.
 Additional Details: The City of Hailey is partnering with several community volunteers for this event.

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: ICRMP Agent Name: Greg Bloomfield Phone: 208-788-1100

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.

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closures & Access / Parade (if yes) <ul style="list-style-type: none"> Street Closure for Special Event Application and detailed map listing areas of closure, parade route is required. <i>An ITD permit is required for Main Street.</i> Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Served (Free of Charge) (name of provider)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
#	20, 10 0 sf	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 200 sq. ft.		X	Food/Beverages will be served (List Caterers): Local vendors, tbd
#		Security (detail who, number of officers, times. Attach plan)		X	Vendors items sold/ solicitation Food, drinks, souvenirs, crafts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical Services (Circle) First Aid and/or EMS Services *Determination of EMS services is dependent on event size and type. Who is providing this service: _____			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)	#		Booths: Profit / Non-Profit
#		Electricity / Generators (Size _____) Attach detailed electrical plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activities / Entertainment (Agenda) Arbor day, mud run, music Other equipment or entertainment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lighting plan: attach plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs or Banners: sign permit may be required by the City Planning and Zoning Department
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stages (Number and Size(s) _____)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#	no	Barricades. How many identify locations and attach logistics map
#		Porta Toilets / Wash Stations (Quantity ADA Regular _____)	#		EVENT estimated attendance: 500 Number of staff working event: City: 5 Number of volunteers working event: 15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water Drinking / Washing (circle)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amplified Sound Permit-the allowable sound decibel level - (90) dB maximum

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: _____

Date: 7/22/2013

SPECIAL EVENT AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for ArborFest Celebration & Mud Run (to be held Saturday, May 4, 2013 from 8 a.m. to 5 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 4th day of March 2013.

APPLICANT:

By: _____

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

CITY OF HAILEY:

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, its City Clerk

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

DECISION

Based on the Application for a Special Event Permit for ArborFest Celebration & Mud Run, 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. A supporting application is on file and shall be complied with.

DATED this 4th day of March 2013.

CITY OF HAILEY

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, City Clerk

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

AGENDA ITEM SUMMARY

DATE: 03-04-13 BB DEPARTMENT: Community Development DEPT. HEAD SIGNATURE: _____

SUBJECT:

Request for approval to hold a special event, the event being the 17th Annual Trailing of the Sheep Folklife Fair to be held at Roberta McKercher Park and National Guard Armory grounds (Saturday, October 12, 2013 from 10 a.m. to 4 p.m.).

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input checked="" type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input checked="" type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input checked="" type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Recommendation to approve a special event, the event being the 17th Annual Trailing of the Sheep Folklife Fair to be held at Roberta McKercher Park and National Guard Armory grounds (Saturday, October 12, 2013 from 10 a.m. to 4 p.m.), and authorization for the Mayor to sign the special event decision and special event agreement.

This approval is provided, contingent, upon applicant providing an updated Certificate of Insurance, showing the insurance has been renewed, and is the appropriate coverage (in the amount of one million dollars naming the city as an additional named insured).

Separate permits are also required for catering (to serve or sell alcohol onsite during the event), amplified sound, and park use. Each except for the catering application has been submitted and is being considered separately.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head in Attendance at Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)



EMAIL TO DEPT HEADS: Y
 HFD: Y CERT INSURANCE: Need after update
 HPD: Y STR CLOSURE: Y
 HBLDG: _____ BARRICADE MAP: Y
 HENG: _____ CATERING PERMIT: Y - Need
 HPD SEC: _____ AMPL PERMIT: Y - Attached
 SIGN PERMIT: N

SPECIAL EVENT PERMIT APPLICATION

17TH ANNUAL
 EVENT NAME: TRAILING OF THE SHEEP FOLKLIFE FAIR

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 & CEDAR ST. (FROM 3RD TO 4TH AVE)

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>OCT. 12, 2013</u>	Start Time: <u>10 AM</u>	End Time: <u>4 PM</u>	One Hour Interval: <u>300</u> All Day: <u>3000</u>
	Start Time:	End Time:	One Hour Interval: All Day:
Date of Set-Up <u>10/11/2013</u>	Start Time: <u>2 PM</u>	End Time: <u>6 PM</u>	
Date of Tear Down <u>10/12/2013</u>	Start Time: <u>4 PM</u>	End Time: <u>6 PM</u>	

IV. FEES

Special Event Permit Application Fee \$125 125.- Exempt based on Trailing of the Sheep non profit & 10 plus yrs per Muni Code § 12.14.6 BB-02/14

Events that meet the following criteria may be exempted from Park Rental Fee by resolution of the City Council: 71-0912585

Non-profit event that is held annually within the City of Hailey for at least ten consecutive years and consistently draw large numbers of participants and spectators.

Promoted locally and regionally within the state and the northwest.

Per Day Park Rental Fee \$200 NA

Tax (on park rental fees only) 6% NA

Security Services Deposit -

TOTAL DUE 125.-

V. ORGANIZATION INFORMATION

Sponsoring Organization: TRAILING OF THE SHEEP CULTURAL HERITAGE CENTER, INC.

Applicant's Name: SHEILA KELLEY Title: FOLKLIFE FAIR DIRECTOR

Address: PO BOX 3692 City: HAILEY State: ID Zip: 83333

Telephone Day: 208-720-9361 Evening: _____ FAX: _____

Applicant Driver's License #: FA114491D EMAIL: sheila@trailingofthesheep.org

Federal Tax #: 71-0912585 State Tax #: 003013808

VI. EVENT INFORMATION

New Event: Yes _____ No X Annual Event: Yes X No _____ Years Operating 17th YEAR!

Event Category: Commercial Noncommercial

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

Description of Event: ARTS & CRAFTS, FOOD, ENTERTAINMENT, ACTIVITIES ALL RELATED TO SHEEP

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: BIZNET INSURANCE Agent Name: BETTY URBANY Phone: 726-8866 x18

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.

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Closures & Access / Parade (if yes) <ul style="list-style-type: none"> Street Closure for Special Event Application and detailed map listing areas of closure, parade route is required. <i>An ITD permit is required for Main Street.</i> Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods. 	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol Served (Free of Charge) (name of provider)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
#	60	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 200 sq. ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food/Beverages will be served (List Caterers): 6-8 caterers/restaurants info. UNKNOWN AT THIS TIME
#	<input checked="" type="checkbox"/>	Security (detail who, number of officers, times. Attach plan)	<input type="checkbox"/>	<input type="checkbox"/>	Vendors items sold/ solicitation HANDCRAFTED ITEMS OF SHEEP NATURE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medical Services (Circle) First Aid and/or EMS Services *Determination of EMS services is dependent on event size and type. Who is providing this service: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)	#60	<input type="checkbox"/>	Booths: <input checked="" type="checkbox"/> Profit <input type="checkbox"/> Non-Profit
#	<input type="checkbox"/>	Electricity / Generators (Size _____) Attach detailed electrical plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activities / Entertainment (Agenda) Other equipment or entertainment SEE ATTACHED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lighting plan: attach plan	<input type="checkbox"/>	<input type="checkbox"/>	Signs or Banners: sign permit may be required by the City Planning and Zoning Department
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gray Water Barrel / Grease Barrel (circle/detail # and locations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stages (Number and Size(s) _____) ① - 10' x 32'
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitation Trash bins <u>Dumpsters</u> Recycle 1 DUMPSTER (circle/detail # and locations) 10 BINS	#6	<input type="checkbox"/>	Barricades. How many identify locations and attach logistics map
#	6	Porta Toilets / Wash Stations (Quantity <u>ADA 2 Regular 4</u>) PLUS 2 PERMANENT ON SITE	#	<input type="checkbox"/>	EVENT estimated attendance: 3000 Number of staff working event: <u>2</u> Number of volunteers working event: <u>70+</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water Drinking / Washing (circle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amplified Sound Permit -the allowable sound decibel level - (90) dB maximum

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: Shila Kelley Date: 1/18/2013



Trailing of the Sheep Festival

"To gather, present, and preserve the history and cultures of sheepherding in Idaho and the West"

P.O. Box 3692, Hailey, ID 83333

208-720-0585

www.trailingofthesheep.org

City of Hailey

P.O. Box 1192

Hailey, ID 83333

Attn: Mayor and City Council

RE: Trailing of the Sheep Festival

Jan. 20, 2013

RECEIVED
JAN 23 2013
BY: _____

Dear Mayor and Council,

I have enclosed the forms and information towards our application for this year's Trailing of the Sheep Festival with focus on our events in Hailey.

I am working on the Alcohol Catering Permit.

Our current insurance policy will not be valid during the event date. We will have an updated policy soon and I will provide copies to you as soon as possible.

Please contact me if you have any questions or would like my presence during your consideration of our application.

Sincerely,

Sheila Kelley

Administrative Assistant

to Mary Austin Crofts, Executive Director

Trailing of the Sheep Festival

and Folklife Fair Director

208-720-9361

Board of Directors

Joan Davies • Dominique Etcheverry • Julie Flolo

Kathi Kimball • Julie Noh • John Peavey • Jerry Seiffert

Mardi Shepard • Frank Shrontz • Dick Springs • Alberto Uranga • Kelli Young

Honorary lifet - 38 - er, Ivan Swaner

ACTIVITIES AND ENTERTAINMENT AT 2013 FOLKLIFE FAIR

ON AND AROUND STAGE - 10 a.m. - 4 p.m.:

Basque Dancers and music
Peruvian Dancers and music
Highlander bagpipe band and dancers
And more typical ethnic musicians and dancers

KID'S ACTIVITIES AREA - 10 a.m. - 4 p.m.:

Classes and projects all related to sheep and wool

SHEARERS - 10 a.m. - 4 p.m.:

Exhibit with discussion on shearing sheep on the hour.
Live sheep shorn during exhibit

FLEECE JUDGING, PRESENTATIONS, CLASSES - 8 a.m. - 4 p.m.

Held in the Armory

WAGON RIDES - 10 a.m. - 4 p.m.

Visitors can ride to the Sheepdog Trials and back
or a ride to the Cemetery with Lecturer who educates on the influences of sheep
ranching on early Hailey.

WEAVING & SPINNING DEMONSTRATIONS:

Within the Vendor are, many of the vendors demonstrate during the event

ELECTRICAL USAGE AT R.M. PARK FOR FOLKLIFE FAIR:

All electrical use is 110.

All outlets under spruce on 3rd Ave. side of park are reserved for Stage/Sound use. With only 2 outlets used on this circuit

All outlets on 4th Ave. side of park are available for vendors with a limit of one extension cord (110) per outlet – no “T”s or additions.

Outlets on Cedar Street, under trees, east of shed, are used for Shearers’ shearing tools and a vendor or two.

Food Vendors are required to use extension cords no longer than 50 ft. and plug directly into Electrical Panels located at corner of 3rd and Cedar or next to shed. Again, no “T”s or any setup that overtaxes circuit.

Note:

I’ve been director of this event for the past 4 years.

We require notification of all electrical needs prior to the event by all involved. I double check all wiring twice during set-up to make sure folks comply.

So far, it’s worked fine!



Trailing of the Sheep Festival

"To gather, present, and preserve the history and cultures of sheepherding in Idaho and the West"

P.O. Box 3692, Hailey, ID 83333

208-720-0585

www.trailingofthesheep.org

STREET CLOSURE DETAILS FOR 2013 TRAILING OF THE SHEEP FOLKLIFE FAIR:

We have gotten permission from the Armory to close off the Cedar Street - between 3rd and 4th Ave. (the Armory and Roberta McKercher Park) during the Folklife Fair on Sat., Oct. 12th, 2013.

We will be using it as a **Restricted Vehicle Zone plus Pedestrian Zone:**

The street will be divided. Half the street from the Shed to 3rd Ave. will be used as **Restricted Vehicle Zone:**

Entry will be from 3rd Ave.

Five spaces will be reserved for **Disabled Unloading and Loading plus Bus Unloading and Loading.** Room for 2 buses at one time is available. Space is allocated so as not to block access to parking lot.

Afterwards, Buses have permission to park at Hailey Elementary School located (equivalent to) 3 blocks north on 3rd Street (east side of road). School Parking Lot will have sign.

There are 12-13 parking places in Armory Lot that we will reserve for Permitted Disabled Parking. First come basis.

On the southwest side there will be parking for 5-7 spaces. These will require a TOTS Parking Permit.

Pedestrian Zone:

We will place cones or barriers to separate the **Pedestrian Zone** portion of the street from the Vehicle Zone.

There will be barriers and Volunteer Attendants at both ends of the Cedar Street from 8 a.m. until 4:30 p.m. to direct and assist.

Thank you,
Sheila Kelley
Trailing of the Sheep Festival
Folklife Fair Director / Administrative Assistant
208-720-9361 cell
Sheila@trailingofthesheep.org

Board of Directors

Joan Davies • Dominique Etcheverry • Julie Flolo
Kathi Kimball • Julie Noh • John Peavey • Jerry Seiffert
Mardi Shepard • Frank Shrontz • Dick Springs • Alberto Uranga • Kelli Young
Honorary lifet - 4 1 - er, Ivan Swaner



OFFICE USE ONLY:
 Date Received _____
 On time: Late:

STREET CLOSURE FOR SPECIAL EVENT

Notification Certification

To be submitted to the City Special Events Administrator by Event Organizer at least 30 days prior to the event.

EVENT NAME: TRAILING OF THE SHEEP
 The above listed event received a street closure permit for a community event.

STREET CLOSURE DATES: OCT. 12, 2013

STREET CLOSURE TIMES: 8 AM TO 4 PM

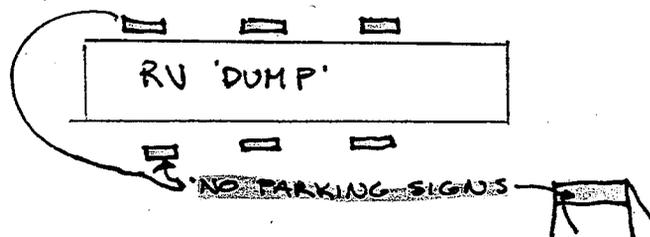
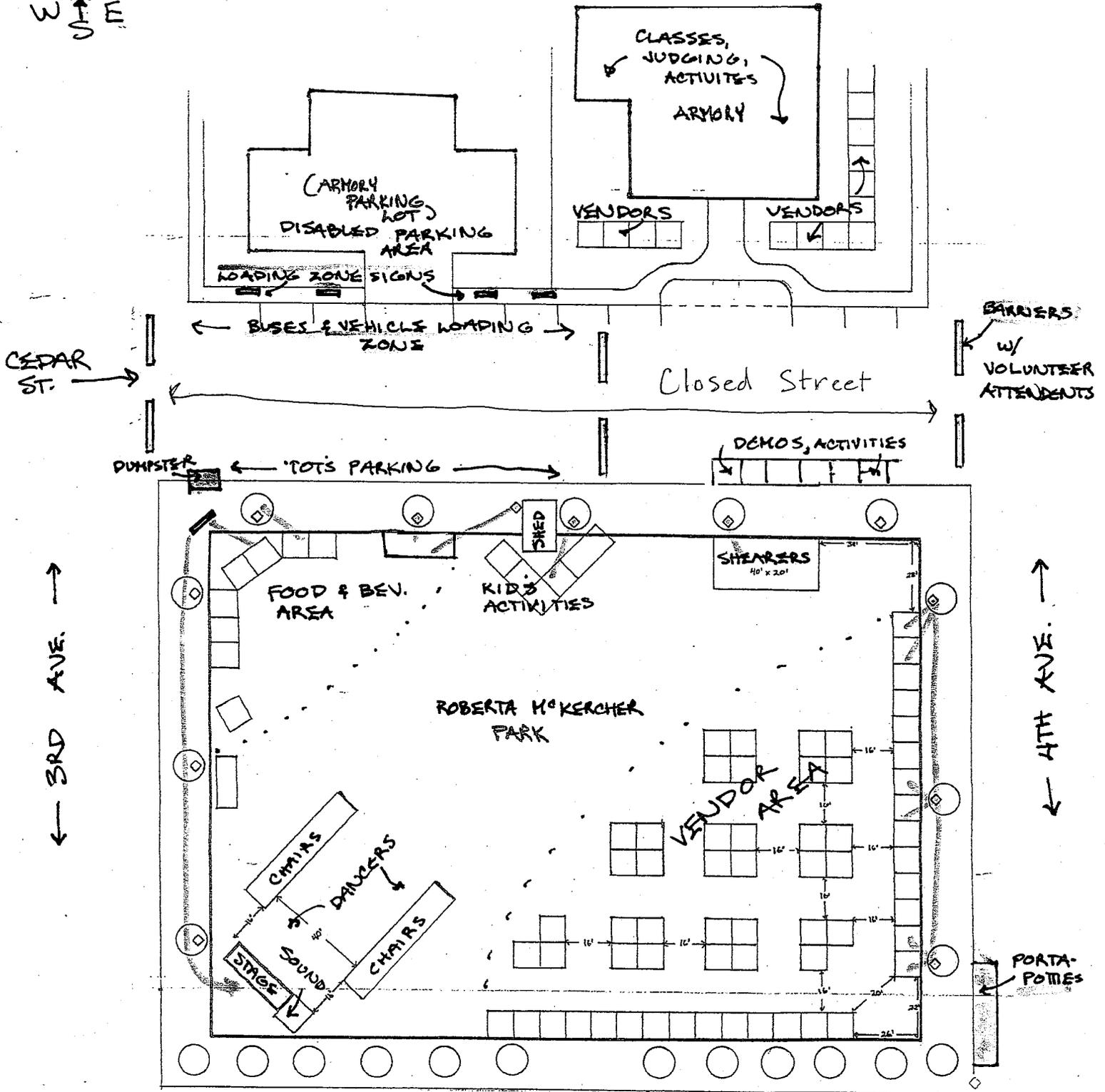
I certify that the entities listed below have been notified about my upcoming special event.

Signature of Sponsor or Authorized Representative	<i>Sheila Kelley</i>	Date	1/20/2013
---	----------------------	------	-----------

* ALL EMAILS LOWER CASE

	Name/Business	Address	Phone	Email
①	AIRPORT INN	820 4TH AVE. S.		
	CAROL JACOBSEN	PO BOX 984. H	788-2477	BOOKINGS@AIRPORTINNAHAILEY.COM
②	ROBERTS ELECT.*	804 4TH AVE. S		
	CRAIG HOPPER	PO BOX 3869. H	788-3238	CHOPPER@COX-INTERNET.COM
③	SENIOR CONNECTION	721 3RD AVE. S.		
	KIM COONIS	PO BOX 28. H.	788-3468	Kimcoonis@questoffice.com
④	VALLEY CARWASH	817 3RD AVE. S.		
	CARLOS RODRIQUES	PO BOX 4148. H.	720-4696	VALLEYGASING@GMAIL.COM
⑤	SILVER CREEK SUPPLY	910 4TH AVE. S.		
	ROBBIE TUPPER	SAME	788-3115	rtupper@silvercreekSUPPLY.COM
⑥	ELLSWORTH INN	702 3RD AVE. S.		
	RONI LEIGHTON	PO BOX 4423 H	788-6354	roniL8N@gmail.com
	* RICK & GAYLE ROBERTS			

W
N
E
M



-  ELECTRICAL USAGE
-  STREET BARRIERS
-  NO PARKING
-  LOADING ZONE

MAIN ST/HWY 75

SPECIAL EVENT AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the 17th Annual Trailing of the Sheep Folklife Fair, (to be held on Saturday, October 12, 2013 from 10 a.m. to 4 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 4th day of March 2013.

APPLICANT:

By: _____

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

CITY OF HAILEY:

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, its City Clerk

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

DECISION

Based on the Application for a Special Event Permit for the 17th Annual Trailing of the Sheep Folklife 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. A supporting application is on file and shall be complied with.

Additional Conditions

- a. The applicant shall provide an updated Certificate of Insurance showing the insurance has been renewed, and is the appropriate coverage (in the amount of one million dollars naming the city as an additional named insured).
- b. A catering permit shall be obtained to sell or provide free alcoholic beverages at the event.

DATED this 4th day of March 2013.

CITY OF HAILEY

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, City Clerk

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

AGENDA ITEM SUMMARY

DATE: 03-04-13 DEPARTMENT: Community Development DEPT. HEAD SIGNATURE:

BD

SUBJECT:

Request for approval to hold a special event, the event being A Day of Chalk to be held on city sidewalks on the east side of Main St. between Carbonate St. and Croy St. (Saturday, July 13, 2013 from 9 a.m. to 1 p.m.).

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 Administrator	<input type="checkbox"/> Library	<input type="checkbox"/> Benefits Committee
<input type="checkbox"/> City Attorney	<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Streets
<input type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Treasurer
<input checked="" type="checkbox"/> Building	<input checked="" type="checkbox"/> Police	_____
<input checked="" type="checkbox"/> Engineer	<input checked="" type="checkbox"/> Public Works, Parks	_____
<input checked="" type="checkbox"/> Fire Dept.	<input type="checkbox"/> P & Z Commission	_____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Recommendation to approve a special event, the event being A Day of Chalk to be held on city sidewalks on the east side of Main St. between Carbonate St. and Croy St. (Saturday, July 13, 2013 from 9 a.m. to 1 p.m.), and authorization for the Mayor to sign the special event decision and special event agreement.

This approval is provided based on insurance coverage for the city through ICRMP being appropriate.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head in Attendance at Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)



EMAIL TO DEPT HEADS: _____
 HFD: _____ CERT INSURANCE: City
 HPD: Y STR CLOSURE: N
 HBLDG: _____ BARRICADE MAP: Y - *No Parking Sign/Cones*
 HENG: Y CATERING PERMIT: N
 HPD SEC: _____ AMPL PERMIT: N
 SIGN PERMIT: N

SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: A DAY OF CHALK

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

SIDEWALKS ON EAST SIDE OF MAIN-BETWEEN CARBONATE & CROY

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>SATURDAY JULY 13, 2013</u>	Start Time: <u>9 AM</u> End Time: <u>1 PM</u>	One Hour Interval: <u>60-70</u> All Day: <u>300</u>
	Start Time: End Time:	One Hour Interval: All Day:
<u>7/13</u> Date of Set-Up	Start Time: <u>7 AM</u> End Time: <u>9 AM</u>	
<u>7/13</u> Date of Tear Down	Start Time: <u>1 PM</u> End Time: <u>2 PM</u>	

IV. FEES

Special Event Permit Application Fee \$125 City of Hailey Arts Commission pd.
 Events that meet the following criteria may be exempted from Park Rental Fee by resolution of the City Council:
 Non-profit event that is held annually within the City of Hailey for at least ten consecutive years and consistently draw large numbers of participants and spectators. Tax Exempt #: _____
 Promoted locally and regionally within the state and the northwest.

Per Day Park Rental Fee \$200 _____
 Tax (on park rental fees only) 6% _____
 Security Services Deposit _____
TOTAL DUE _____

V. ORGANIZATION INFORMATION

Sponsoring Organization: HAILEY ARTS COMMISSION
 Applicant's Name: SHEILA KELLEY Title: EVENT DIRECTOR
 Address: CITY HALL - 115 MAIN ST. S. City: HAILEY State: ID Zip: 83333
 Telephone Day: 208-720-9361 Evening: - FAX: -
 Applicant Driver's License #: FA 114491 D EMAIL: sheilakelley2004@yahoo.com
 Federal Tax #: _____ State Tax #: _____

VI. EVENT INFORMATION

New Event: Yes _____ No X Annual Event: Yes X No _____ Years Operating 4
 Event Category: Commercial Noncommercial
 Estimate of Gross Ticket Sales & Revenues (commercial event only): _____
 Description of Event: PUBLIC BUYS A SQUARE & BOX OF CHALK FOR \$5.00. CHALK IS WASHABLE. ARTWORK REMAINS ON SIDEWALK UNTIL IT RAINS OR WORN AWAY. (see attached cover letter and our policies)
 Additional Details: RAINS OR WORN AWAY. (see attached cover letter and our policies)

Updated: 8/23/2012

(Attach any additional pages as needed)

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: THROUGH CITY OF HAILEY Agent Name: _____ Phone: _____

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.

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closures & Access / Parade (if yes) <ul style="list-style-type: none"> Street Closure for Special Event Application and detailed map listing areas of closure, parade route is required. <i>An ITD permit is required for Main Street.</i> Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Served (Free of Charge) (name of provider)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
#	1	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 200 sq. ft.			Food/Beverages will be served (List Caterers):
#	0	Security (detail who, number of officers, times. Attach plan)			Vendors items sold/ solicitation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medical Services (Circle) First Aid and/or EMS Services *Determination of EMS services is dependent on event size and type. Who is providing this service: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)	#	1	Booths: Profit <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> REGISTRATION BOOTH AT MINT ALLEY
#	0	Electricity / Generators (Size _____) Attach detailed electrical plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activities / Entertainment (Agenda) 'STREET' MUSICIANS Other equipment or entertainment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lighting plan: attach plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs or Banners: sign permit may be required by the City Planning and Zoning Department EVENT AHEAD SIGNS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stages (Number and Size(s) _____)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#		Barricades. How many NO PARKING SIGNS identify locations and attach logistics map CONF 3
#	0	Porta Toilets / Wash Stations (Quantity ADA Regular _____)	#		EVENT estimated attendance: <u>300</u> Number of staff working event: <u>4-6</u> Number of volunteers working event: <u>4-6</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water Drinking / Washing (circle)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amplified Sound Permit -the allowable sound decibel level - (90) dB maximum

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: Sheila Kelley Date: 1/30/2013

January 30, 2013

City of Hailey
115 Main Street South
Hailey, ID 83333
RE: Special Event Permit

Dear Mayor and Council,

I'm submitting the Special Event Permit for Hailey Arts Commission's annual 'A Day of Chalk'. This will be our 4th event and it is steadily, and manageably, growing each year! Created to encourage the community to express themselves artistically, with washable chalk as the medium, we've found this event attracts people of all ages. Mostly families, parents as well as children, participate.

Last year we invited musicians to participate. Our guidelines limit them to no more than 3 per group and no amplified sound equipment. We place them on 'squares' within the chalk squares and space them to about 3 per block. Every musician pays us for the 'squares' and puts out a tip jar. Each one from last year wants to participate again this year!

Since participants arrive at different times, draw for an hour or less, then leave, the overall attendance is dispersed throughout the 4 hours.

The Hailey Police places 'Temporary No Parking' signs and cones along the east side of Main St. between the intersections of Croy and Bullion and Bullion and Carbonate. This is designed for public safety, keeping vehicles out of the area so there is better visualization between the traffic and the event. We also place pole flags in buckets along the area. We would appreciate this being done again this year.

Our other public safety directive is to have all children under 10 be accompanied by a responsible adult. Also, no more than 3 children per adult. We have our Policies posted at our registration table and all folks who sign up who have small children are verbally communicated this rule.

Food: We are hoping to have local restaurants in the area offer specials. If we get people to sell cotton candy or other 'street' food, they would be non-profit organizations. They would also have to be compliant and self sufficient. At this time, no food is offered at the event.

I have attached a sketch of the event area, typical layout of the squares, a copy of our Policies/Rules and some photos of former years' chalk works for you.

Since Hailey Arts Commission is part of the city, I have not attached any checks for fees. Should you need fees, or have any questions, please contact R.L. Rowsey, HAC, at 720-7909.

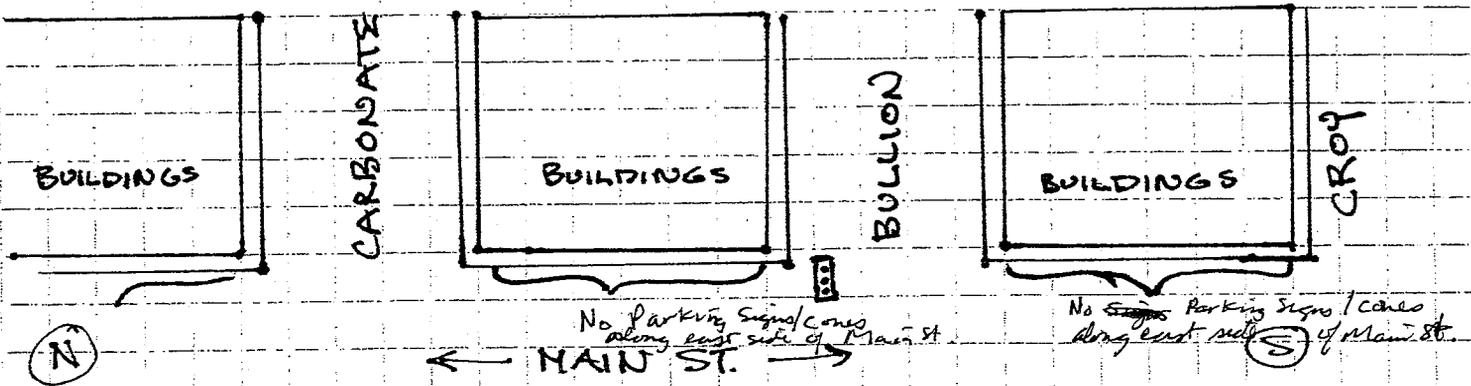
Please contact me for any further information regarding the event!

Sincerely,

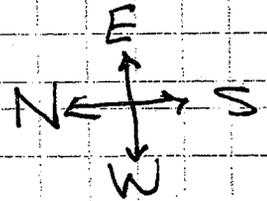


Sheila Kelley

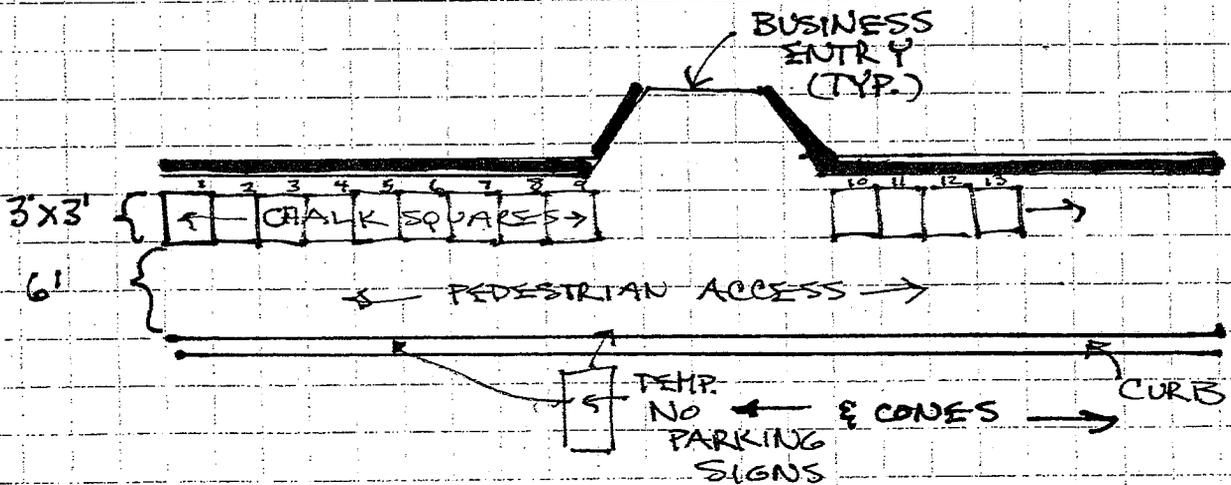
DESCRIPTION OF VENUE (TYP.)



'A DAY OF CHALK'



DESCRIPTION OF SIDEWALK SQUARES



WELCOME TO 'A DAY OF CHALK!'

2013 EVENT HOURS: 9 A.M. - 1 P.M.

THIS IS HOW IT WORKS!

SQUARES:

- *Sidewalk squares cost \$5.00 each.
- *Sign up and be given a square number.
- * Limit of 3 participants per square. This includes adults, children & youths.
- * Supervisors or adults who do not draw are not considered participants.
- * All Children 10 and under need to be accompanied by a responsible adult (18 or older). Limit of 3 children- 10 years old or younger- per adult.
- *All Youth 11-15 need to be supervised by an adult. Limit of 9 youths per adult.
- *Side by Side squares may be available but not guaranteed.
- *Squares are numbered beginning from the south and going north.
- *Please keep squares clear next to street for pedestrian traffic.
- *PLEASE SIGN YOUR SQUARE!

CHALK:

- *Only washable chalk can be used- no oil pastels or permanent colors.
- *Each square purchased includes 1 box of chalk.
- *You can bring your own water soluble chalk.
- *Artist's Chalk is available for sale at registration tables.
- ***If you bring your own chalk, squares still cost \$5.00

IMAGES:

- *All chalk work must be acceptable for public viewing of all ages: no profanity or inappropriate images. The HAC reserves the right to judge the appropriateness of images and will erase those inappropriate images immediately.
- *Hailey Arts Commission will be photographing participants, artwork and other related activities. By signing the sign-up sheet, you are agreeing to the use of your image(s) for promotion and advertising for this and future Hailey Arts Commission Projects.

THANKS FOR COMING!

SPECIAL EVENT AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for A Day of Chalk (to be held Saturday, July 13, 2013 from 9 a.m. to 1 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 4th day of March 2013.

APPLICANT:

By: _____

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

CITY OF HAILEY:

By: _____

Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, its City Clerk

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

DECISION

Based on the Application for a Special Event Permit for A Day of Chalk, 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. A supporting application is on file and shall be complied with.

Additional Conditions

- a. Cones and no parking signs shall be placed along the east side of Main St. between Croy St. and Carbonate St.

DATED this 4th day of March 2013.

CITY OF HAILEY

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, City Clerk

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

AGENDA ITEM SUMMARY

DATE: 03-04-13 DEPARTMENT: Community Development DEPT. HEAD SIGNATURE: BB

SUBJECT:

Request for approval to hold a special event, the event being the Carbonate Hill Climb, to be held beginning at Hop Porter Park with the walk/race proceeding across the bridge and up Carbonate Hill and back to the park (Saturday, April 27, 2013 from 8:00 a.m. to 4:00 p.m. on each day). Registration will be at Albertsons prior to the race and awards will be awarded at Albertsons following the race.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input checked="" type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input checked="" type="checkbox"/> Police | _____ |
| <input checked="" type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input checked="" type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Recommendation to approve a special event, the event being the Carbonate Hill Climb to be held at Hop Porter Park (Saturday, April 27, 2013 from 8:00 a.m. to 4:00 p.m.), and authorization for the Mayor to sign the special event decision and special event agreement.

This approval is provided, based on the attached Certificate of Liability Insurance showing expiration date 08/01/2013 and showing the appropriate amount of coverage (in the amount of one million dollars naming the city as an additional named insured).

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head in Attendance at Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record *Additional/Exceptional Originals to: _____
Copies (all info.): _____ Copies (AIS only) _____
Instrument # _____



EMAIL TO DIFF HEADS:
 HFD: CERT INSURANCE: Y - Need to show city as insured
 HPD: STR CLOSURE: N
 HBLDG: BARRICADE MAP: Y
 HENG: CATERING PERMIT: N
 HPD SEC: AMPL PERMIT: Y
 SIGN PERMIT: N

SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: Carbonate Hill Climb

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

West side River St. from Albertson south on River St. to Bullion St. west on Bullion to Carbonate parking area and back to Albertsons north on River St.

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.
Amended Route: Starting/Ending race on Bullion St. in front of Hop Porter Park

Date(s) of Event	Hours	Estimated # of Attendees
<u>Sat, April 27</u>	Start Time: <u>8:00 AM</u> End Time: <u>4:00 pm</u>	One Hour Interval: All Day: <u>75-100</u>
<u>2013</u>	Start Time: End Time:	One Hour Interval: All Day:
Date of Set-Up	Start Time: <u>Same</u> End Time:	
Date of Tear Down	Start Time: <u>Same</u> End Time:	

IV. FEES

Special Event Permit Application Fee \$125 125.00

Events that meet the following criteria may be exempted from Park Rental Fee by resolution of the City Council:

- Non-profit event that is held annually within the City of Hailey for at least ten consecutive years and consistently draw large numbers of participants and spectators. Tax Exempt #: 94-3162848
- Promoted locally and regionally within the state and the northwest.

Per Day Park Rental Fee \$200 N/A

Tax (on park rental fees only) 6% N/A

Security Services Deposit N/A

TOTAL DUE 125.00

V. ORGANIZATION INFORMATION

Sponsoring Organization: The Advocates

Applicant's Name: Trish Tobias Title: Community Ed. Coordinator

Address: PO Box 3216 City: Hailey State: ID Zip: 83333

Telephone Day: 208-788-4191 Evening: FAX:

Applicant Driver's License #: EMAIL: trish@theadvocatesorg.org

Federal Tax #: 94-3162848 State Tax #:

VI. EVENT INFORMATION

New Event: Yes No Annual Event: Yes No Years Operating 1

Event Category: Commercial Noncommercial

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

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: Wood River Ins. Agent Name: Hailee Bloomquist Phone: 788-1100

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.

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Closures & Access/Parade (if yes) Street Closure for Special Event Application and detailed map listing areas of closure, parade route is required. <i>An ITD permit is required for Main Street.</i> Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Served (Free of Charge) (name of provider)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
#	<input checked="" type="checkbox"/>	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 200 sq. ft.			Food/Beverages will be served (List Caterers): <i>none</i>
#	<input checked="" type="checkbox"/>	Security (detail who, number of officers, times. Attach plan)			Vendors items sold/ solicitation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Medical Services (Circle) First Aid and/or EMS Services *Determination of EMS services is dependent on event size and type. Who is providing this service: _____		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, <u>attach plan.</u>)	#	/	Booths: Profit / Non-Profit
#	<input checked="" type="checkbox"/>	Electricity / Generators (Size _____) Attach detailed electrical plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activities / Entertainment (Agenda) <i>see attached.</i> Other equipment or entertainment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lighting plan: attach plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs or Banners: sign permit may be required by the City Planning and Zoning Department
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stages (Number and Size(s) _____)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations) <i>trash bins @ BBQ</i>	#		Barricades. How many identify locations and attach logistics map
#	<input checked="" type="checkbox"/>	Porta Toilets / Wash Stations (Quantity ADA Regular _____) <i>use of restrooms at Albertsons</i>	#		EVENT estimated attendance: <i>75-100</i> Number of staff working event: <i>10-25</i> Number of volunteers working event: <i>included</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Drinking / Washing (circle) <i>water stations @ beginning of Carbonate parking lot.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amplified Sound Permit -the allowable sound decibel level - (90) dB maximum

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: Trish Johnson Date: 1/31/13

Bart Bingham

From: Jan Super <jan@theadvocatesorg.org>
Sent: Wednesday, February 20, 2013 11:31 AM
To: Bart Bingham
Subject: Revised Special Event Attachment
Attachments: Special Event Application Attachment.pdf

Bart,

Based upon the City's concerns of having the race course on River Street, we have revised our race course. We will be starting and ending the race as in the past year's on the street in front of Hop Porter Park. Registration will be at Albertsons as well as the awards ceremony and barbecue. I have attached our revised attachment. Please let me know if there is any other information needed and whether this will be on the next City Council Meeting agenda.

Thank you.

Jan Super
Office Manager



PO Box 3216
Hailey, ID 83333
(208) 788-4191
www.theadvocatesorg.org



The Advocates
Carbonate Hill Climb
Special Event Application Attachment

GOAL/REASON FOR EVENT: The Carbonate Hill Climb is being held in conjunction with National Sexual Assault Awareness Month. The event is meant to be a family, community-wide gathering to raise awareness and support for the Advocates.

A map and detailed directions are attached. The walk/run will begin and end on the street in front of Hop Porter Park with registration and a barbecue at the Albertsons parking lot.

Traffic Control: We anticipate attendance of 75 - 100 participants. We will have staff and volunteers placed along the Bullion Street, starting in front of Hop Porter Park to the entrance of Carbonate Hill Trail. Traffic cones and safety vests will be obtained from Idaho Transportation Department.

Water/Food/Other: Albertsons is the sponsor of this event and will be hosting the barbecue at their parking lot. The event will start with registration at 10:00 a.m. and hill climb at 11:00. All members of the community will be able to partake in the barbecue for a small donation of \$5. Barbecue will begin at 12:00, noon. Pre-registration for the climb is \$10 per person and \$25 per family, race day registration is \$20 per person.

Climb is expected to last 1-1/2 hours. There will be a D.J. during the barbecue with awards ceremony after the climb. Water and lemonade will provided for the participants at the race start/finish. We will also have a 10 x 10 canopy containing information about services provided by The Advocates.

Event staff and volunteers will be setting up the race course between 8:00 - 10:00 a.m. and tear down and clean up between 2:00 - 4:00 p.m. Albertsons as event sponsor will operate and tear down the barbecue.

Advocates for Survivors of Domestic Violence and Sexual Assault
The Advocates' mission is to end domestic violence and sexual assault in our communities through education, shelter, and supportive services.

DECISION

Based on the Application for a Special Event Permit for the Carbonate Hill Climb, 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. A supporting application is on file and shall be complied with.

Additional Conditions

- a. Place barricades across Bullion St. at the west side of Bullion St./River St. intersection with notice of race signs.

DATED this 4th day of March 2013.

CITY OF HAILEY

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, City Clerk

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

SPECIAL EVENT AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Carbonate Hill Climb, to be held on Saturday, April 27, 2013 from 8:00 a.m. to 4:00 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 4th day of March 2013.

APPLICANT:

By: _____

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

CITY OF HAILEY:

By: _____

Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, its City Clerk

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

AGENDA ITEM SUMMARY

DATE: 03-04-13 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: BB

SUBJECT:

Request for approval to hold a special event, the event being Hailey's Main Street Antique Show, to be held at the vacant lot at 730 N. Main Street in Hailey on two separate occasions (July 5-7th and from August 30th – September 1st, 2013 from 9:00 a.m. to 7:00 p.m. on each day).

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input checked="" type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input checked="" type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input checked="" type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Recommendation to approve a special event, the event being Hailey's Main Street Antique Show, to be held at the vacant lot at 730 N. Main Street in Hailey on two separate occasions (July 5th-7th and from August 30th – September 1st, 2013 from 9:00 a.m. to 7:00 p.m. on each day), and authorization for the Mayor to sign the special event decision and special event agreement.

This approval is provided, contingent, upon applicant providing an updated Certificate of Insurance after April 13, 2013, showing the insurance has been renewed, and is the appropriate coverage (in the amount of one million dollars naming the city as an additional named insured).

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head in Attendance at Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)



SPECIAL TO DEPT HEADS:
 HFD: CERT INSURANCE:
 HPD: STR CLOSURE:
 HBLDG: BARRICADE MAP:
 HENG: CATERING PERMIT:
 HPD SEC: AMPL PERMIT:
 SIGN PERMIT:

RECEIVED
 JAN 11 2012
 CITY OF HAILEY

SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: Hailey's Main Street Antique Show

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
Vacant lot at 730 N Main Street - Hailey

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
July 5-6-7-2013	Start Time: 9:00 am End Time: 7:00 pm	One Hour Interval: All Day: 100
July 4-2013	Start Time: End Time:	One Hour Interval: All Day:
Date of Set-Up	Start Time: 6:00 am End Time: 10:00 pm	
Date of Tear Down	Start Time: 4:00 pm End Time: 12:00 pm	

IV. FEES

Special Event Permit Application Fee \$125 \$125.00

Events that meet the following criteria may be exempted from Park Rental Fee by resolution of the City Council:

- Non-profit event that is held annually within the City of Hailey for at least ten consecutive years and consistently draw large numbers of participants and spectators. Tax Exempt #: _____
- Promoted locally and regionally within the state and the northwest.

Per Day Park Rental Fee \$200 _____

Tax (on park rental fees only) 6% _____

Security Services Deposit _____

TOTAL DUE \$125.00

V. ORGANIZATION INFORMATION

Sponsoring Organization: Blue Cow Antiques & Appraisals

Applicant's Name: Dana Jo Cameron Title: Promoter

Address: 949 N Meridian City: Rupert State: ID Zip: 83350

Telephone Day: 312-4900 Evening: 532-4565 FAX: 532-4565

Applicant Driver's License #: VR110430K EMAIL: camcam@pmt.org

Federal Tax #: _____ State Tax #: 316529-5

VI. EVENT INFORMATION

New Event: Yes _____ No Annual Event: Yes No _____ Years Operating 13

Event Category: Commercial Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): No tickets sold. Vendors sell their own merchandise.

Description of Event: Antiques - Collectibles - Arts - Crafts - Jewelry

Additional Details: Liability Insurance renews on 4/3/13 - Will send new insurance certificate at that time.

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: Premiere Insurance Agent Name: Craig Casperson Phone: 734-1711

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.

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closures & Access / Parade (if yes) <ul style="list-style-type: none"> Street Closure for Special Event Application and detailed map listing areas of closure, parade route is required. <i>An ITD permit is required for Main Street.</i> Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Served (Free of Charge) (name of provider)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
# 50	<input checked="" type="checkbox"/>	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 200 sq. ft. <i>Individual Canopies</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food/Beverages will be served (List Caterers): <i>Hamburgers - Smoothies</i> <i>(1 or 2 VENDERS)</i>
# 2	<input checked="" type="checkbox"/>	Security (detail who, number of officers, times. Attach plan) <i>Private Security</i>	<input type="checkbox"/>	<input type="checkbox"/>	Vendors items sold/ solicitation <i>Antiques</i> <i>Collectibles</i> <i>Jewelry - Art</i> <i>Crafts</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical Services (Circle) <u>First Aid</u> and/or EMS Services *Determination of EMS services is dependent on event size and type. Who is providing this service: <i>Grog + Dana Jo Camenson</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Booths: <u>Profit</u> / Non-Profit
#	<input checked="" type="checkbox"/>	Electricity / Generators (Size _____) Attach detailed electrical plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activities / Entertainment (Agenda) Other equipment or entertainment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lighting plan: attach plan <i>Street lights are sufficient</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs or Banners: sign permit may be required by the City Planning and Zoning Department <i>→</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gray Water Barrel / Grease Barrel <i>Clear Creek</i> (circle /detail # and locations) <i>Large Dumpster</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stages (Number and Size(s) _____)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	# 100	<input type="checkbox"/>	Barricades. How many identify locations and attach logistics map <i>per hour</i>
# 2	<input checked="" type="checkbox"/>	Porta Toilets / Wash Stations (Quantity ADA <u>1</u> Regular <u>1</u>)	#	<input type="checkbox"/>	EVENT estimated attendance: _____ Number of staff working event: _____ Number of volunteers working event: _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water Drinking / Washing (circle)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amplified Sound Permit-the allowable sound decibel level - (90) dB maximum

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: Dana Jo Camenson Date: 1-8-13

Hailey's Main Street Antique Show

ALBERTSON'S

MAIN STREET → → → → →

Parking Sign

PARKING

Parking Sign

VENDER ROW

VENDER ROW

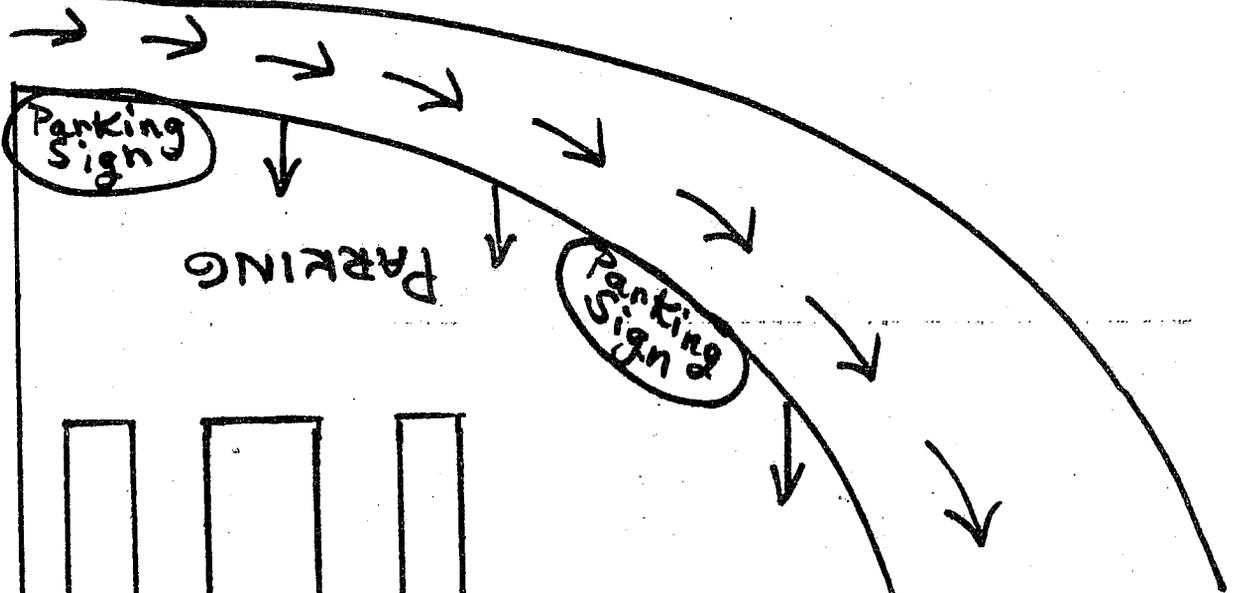
VENDER ROW

PARKING

Dumpster San. POTS

PARKING

INDICATES FLOW OF TRAFFIC



McDonald's



CIVIL TO LEFT HEADS:
 HFD: CERT INSURANCE: *none attached*
 HPD: STR CLOSURE:
 HBLDG: BARRICADE MAP:
 HENG: CATERING PERMIT:
 HPD SEC: AMPL PERMIT:
 SIGN PERMIT:

RECEIVED
 JAN 11 2012
 CITY OF HAILEY

SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: Hailey's Main Street Antique Show

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
Vacant lot at 730 N Main Street - Hailey

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
Aug 30 - 31 Sept - 1, 2013	Start Time: 9:00 am End Time: 7:00 pm	One Hour Interval: All Day: 100
Aug - 29, 2013	Start Time: End Time:	One Hour Interval: All Day:
→ Date of Set-Up	Start Time: 6:00 am End Time: 10:00 pm	
Date of Tear Down	Start Time: 4:00 pm End Time: 12:00 pm	

IV. FEES

Special Event Permit Application Fee \$125 \$125.00
 Events that meet the following criteria may be exempted from Park Rental Fee by resolution of the City Council:
 Non-profit event that is held annually within the City of Hailey for at least ten consecutive years and consistently draw large numbers of participants and spectators. Tax Exempt #: _____
 Promoted locally and regionally within the state and the northwest.
 Per Day Park Rental Fee \$200 _____
 Tax (on park rental fees only) 6% _____
 Security Services Deposit _____
TOTAL DUE \$125.00

V. ORGANIZATION INFORMATION

Sponsoring Organization: Blue Cow Antqs. & Appraisals
 Applicant's Name: Dana Jo Cameron Title: Promoter
 Address: 949 N Meridian City: Rupert State: ID Zip: 83350
 Telephone Day: 312-4900 Evening: 532-4565 FAX: 532-4565
 Applicant Driver's License #: VR110430K EMAIL: camcam@pmt.org
 Federal Tax #: _____ State Tax #: 316529-5

VI. EVENT INFORMATION

New Event: Yes _____ No Annual Event: Yes No _____ Years Operating 13
 Event Category: Commercial Noncommercial No tickets sold.
 Estimate of Gross Ticket Sales & Revenues (commercial event only): Vendors sell their own merchandise
 Description of Event: Antiques - Collectibles - Arts - Crafts - Jewelry

Additional Details: Liability Insurance renews on 4/13/13 - will send new insurance certificate at that time.
 Updated: 8/23/2012 (Attach any additional pages as needed)

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: Premere Insurance Agent Name: Craig Casperson Phone: 734-1711

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.

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closures & Access / Parade (if yes) • Street Closure for Special Event Application and detailed map listing areas of closure, parade route is required. <i>An ITD permit is required for Main Street.</i> • Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Served (Free of Charge) (name of provider)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
#50 +		Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 200 sq. ft. <i>Individual Canopies</i>	X		Food/Beverages will be served (List Caterers): <i>Hamburgers - Smoothies (1 or 2 VENDERS)</i>
#2 X		Security (detail who, number of officers, times. Attach plan) <i>Private Security</i>			Vendors items sold/ solicitation <i>Antiques Collectibles Jewelry - Art Crafts</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical Services (Circle) <u>First Aid</u> and/or EMS Services *Determination of EMS services is dependent on event size and type. Who is providing this service: <i>Greg + Dana Jo Cameron</i>	X		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)	#40		Booths <u>Profit</u> / Non-Profit
#	X	Electricity / Generators (Size _____) Attach detailed electrical plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activities / Entertainment (Agenda) Other equipment or entertainment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lighting plan: attach plan <i>Street are lights are sufficient</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs or Banners: sign permit may be required by the City Planning and Zoning Department
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stages (Number and Size(s) _____)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitation -Trash bins, Dumpsters, Recycle <i>Clear Creek</i> (circle /detail # and locations) <i>Large Dumpster</i>	#	X	Barricades. How many identify locations and attach logistics map
#2 X		Porta Toilets / Wash Stations (Quantity <u>ADA</u> <u>Regular</u>) <i>1 1</i>	#100 per hour		EVENT estimated attendance: _____ Number of staff working event: _____ Number of volunteers working event: _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water Drinking / Washing (circle)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amplified Sound Permit-the allowable sound decibel level - (90) dB maximum

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: Dana Jo Cameron Date: 1-8-13



CERTIFICATE OF LIABILITY INSURANCE

BLUEC-2 OP ID: SLW

DATE (MM/DD/YYYY)
04/12/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Premier Insurance P.O. Box 6 Twin Falls, ID 83303 Craig Casperson, CIC	208-734-1711	CONTACT NAME:	
	208-734-9846	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: United Fire & Casualty	10324
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
Blue Cow Antiques & Appraisal
Dana Jo Cameron
949 N Meridian
Rupert, ID 83350

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADSL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXPI (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			60049739	04/03/12	04/03/13	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALLOWED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						W/C STATUTORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

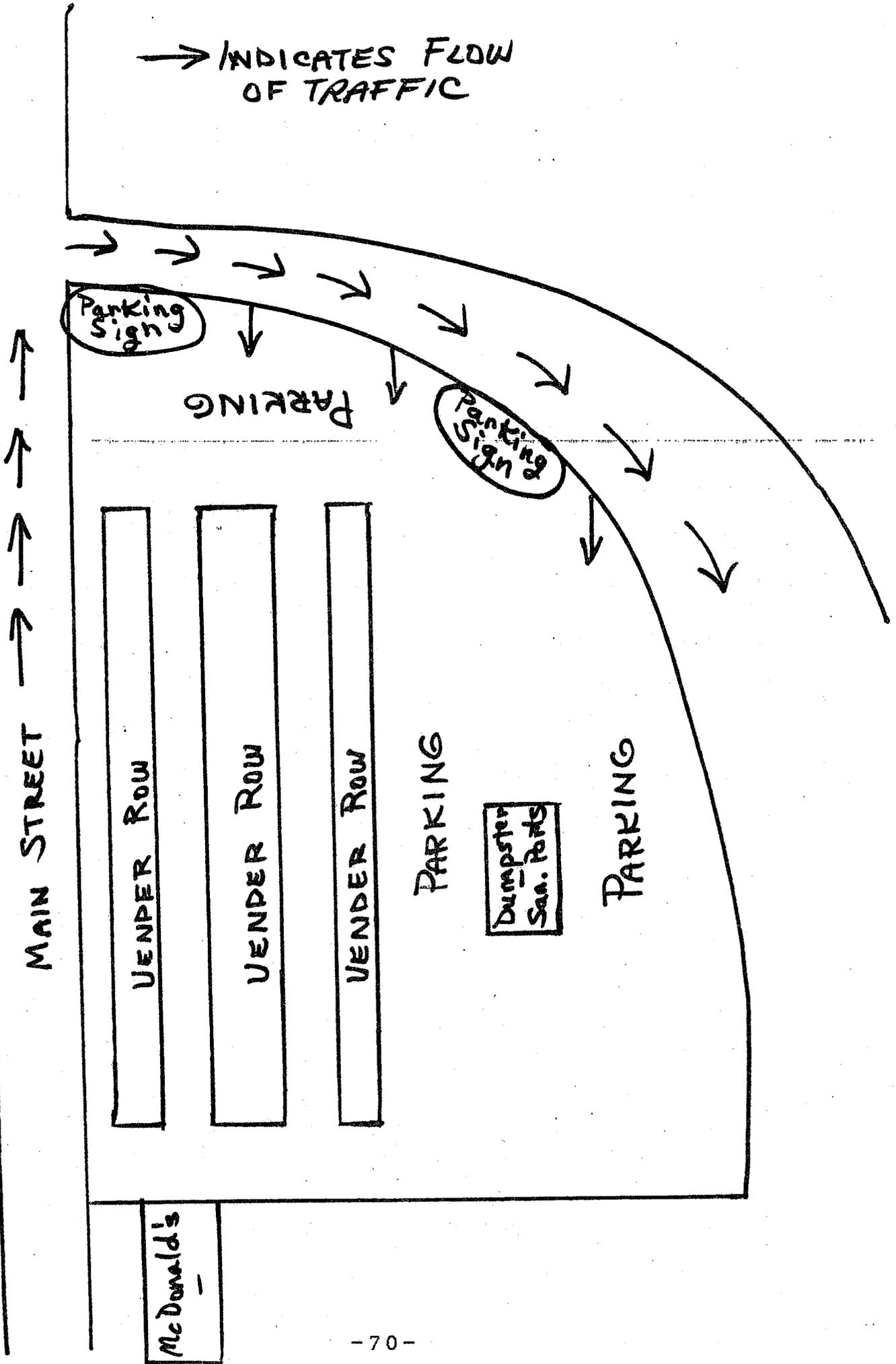
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER City of Hailey 115 Main St S Ste H Hailey, ID 83333	ONETIME	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE Craig Casperson, CIC

© 1988-2010 ACORD CORPORATION. All rights reserved.

Hailey's Main Street Antique Show

ALBERTSON'S



INDICATES FLOW OF TRAFFIC

Parking Sign

PARKING

Parking Sign

MAIN STREET

VENDER ROW

VENDER ROW

VENDER ROW

PARKING

Dumpster
San. Dept

PARKING

McDonald's

Blue Cow Antiques & Appraisals

949 N Meridian

Rupert, Idaho 83350

(208)312-4900

January 8, 2013

Shellie Rubel
Special Events Administrator
City of Hailey
115 Main Street S., Ste. H
Hailey, ID 83333

Dear Shellie:

Thank you for your letter of thanks for sponsoring my antique shows last year. It's always nice to receive a Thank You. I love Hailey and the Wood River Valley, and love hosting the two shows. What can you do for me, order nice weather both weekends (Ha Ha) – I love outdoor shows, but Mother Nature does not always cooperate.

Enclosed are my two Special Event Applications for 2013. Please check over my Special Event Permits, to see if any additional information is needed.

I have enclosed two Special Event Permit Fees, for a total of \$250.00, check enclosed. Also have enclosed present insurance premium which renews every calendar year in April. I will send updated liability insurance in April 2013.

The easiest way to contact me is my cell phone 312-4900. Thank you for you help and assistance and Happy New Year.

Sincerely,



Dana Jo Cameron
949 N Meridian
Rupert, ID 83350

cc/BCAA

DECISION

Based on the Application for a Special Event Permit for Hailey's Main Street Antique Show, 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. A supporting application is on file and shall be complied with.

Additional Conditions

- a. The applicant has provided a Certificate of Insurance, but shall provide City an updated Certificate of Insurance after April 13, 2013 showing the insurance has been renewed, and is the appropriate coverage (in the amount of one million dollars naming the city as an additional named insured).

DATED this 4th day of March 2013.

CITY OF HAILEY

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, City Clerk

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

SPECIAL EVENT AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for Hailey's Main Street Antique Show, to be held on two separate occasions (July 5-7th and from August 30th - September 1st, 2013 from 9:00 a.m. to 7:00 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 4th day of March 2013.

APPLICANT:

By: _____

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

CITY OF HAILEY:

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, its City Clerk

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

AGENDA ITEM SUMMARY

DATE: 03-04-13 ^{BT} DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: _____

SUBJECT:

Request for approval to hold a special event, the event being Northern Rockies Music Festival to be held at Hop Porter Park (August 2-3, 2013 - Friday from 7 p.m. to 10 p.m. & Saturday from 9 a.m. to 10 p.m.).

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
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 Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input checked="" type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input checked="" type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input checked="" type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Recommendation to approve a special event, the event being Northern Rockies Music Festival to be held at Hop Porter Park (Friday, August 2, 2013 from 7 p.m. to 10 p.m. & Saturday, August 3rd, 2013 from 9 a.m. to 10 p.m.), and authorization for the Mayor to sign the special event decision and special event agreement.

This approval is provided, contingent, upon applicant providing an updated Certificate of Insurance, showing the insurance has been updated, and is the appropriate coverage (in the amount of one million dollars naming the city as an additional named insured).

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head in Attendance at Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record *Additional/Exceptional Originals to: _____
Copies (all info.): _____ Copies (AIS only) _____
Instrument # _____

Park Check #1104 1/4/12



EMAIL TO DEPT HEADS: Y

HFD: _____ CERT INSURANCE: will submit when updated.
HPD: _____ STR CLOSURE: N
HPD SEC: _____ BARRICADE MAP: Y
HENG: _____ CATERING PERMIT: N SV Brewery will use this permit
AMPL PERMIT: _____ SIGN PERMIT: BANNER

SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: Northern Rockies Folk Festival

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

Hop Porter

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
8/2	Start Time: <u>9 pm</u>	End Time: <u>10 pm</u>	One Hour Interval: All Day: <u>3000</u>
8/3	Start Time: <u>9 AM</u>	End Time: <u>10 pm</u>	One Hour Interval: All Day: <u>3000</u>
Date of Set-Up <u>8/1/13</u>	Start Time: <u>Noon</u>	End Time: <u>—</u>	
Date of Tear Down <u>8/4/13</u>	Start Time: <u>8 AM</u>	End Time: <u>—</u>	

IV. FEES

Special Event Permit Application Fee \$125

Events that meet the following criteria may be exempted from Park Rental Fee by resolution of the City Council:

- Non-profit event that is held annually within the City of Hailey for at least ten consecutive years and consistently draw large numbers of participants and spectators. Tax Exempt #: _____
- Promoted locally and regionally within the state and the northwest.

Per Day Park Rental Fee \$200

Tax (on park rental fees only) 6%

Security Services Deposit

TOTAL DUE

V. ORGANIZATION INFORMATION

Sponsoring Organization: Northern Rockies Folk Festival Inc

Applicant's Name: DANA DUZAN Title: Vice President of Board

Address: 317 E. Silver St. City: Hailey State: ID Zip: 83333

Telephone Day: 208 720 1791 Evening: SAME FAX: —

Applicant Driver's License #: _____ EMAIL: dana@NorthernRockiesFolkFestival.co

Federal Tax #: 82-0489471 State Tax #: _____

VI. EVENT INFORMATION

New Event: Yes _____ No Annual Event: Yes _____ No Years Operating 36

Event Category: Commercial Noncommercial

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

Description of Event: 2 day Music Festival

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: AIM Ins. Solution Agent Name: Joyce Loos Phone: 944-6605

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.

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 (if yes) • Street Closure for Special Event Application and detailed map listing areas of closure, parade route is required. <i>An ITD permit is required for Main Street.</i> • Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods.		X	Alcohol Served (Free of Charge) (name of provider) Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13) <i>SUN VALLEY BREWERY</i>
#	3	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 200 sq. ft.	X		Food/Beverages will be served (List Caterers): <i>Unknown at this time</i> <i>Non-profit (except for above)</i>
#	30	Security (detail who, number of officers, times. Attach plan)			Vendors items sold/ solicitation <i>Food</i>
#	AFD	Medical Services (Circle) First Aid and/or EMS Services *Determination of EMS services is dependent on event size and type. Who is providing this service: _____	X		
	X	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)	#	X	Booths: Profit / Non-Profit
#	X	Electricity / Generators (Size _____) Attach detailed electrical plan. <i>As per Id. Power</i>		X	Activities / Entertainment (Agenda) Other equipment or entertainment <i>MUSIC!</i>
		Lighting plan: attach plan <i>Stage lights</i>	✓		Signs or Banners: sign permit may be required by the City Planning and Zoning Department in main
	X	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	✓		Stages (Number and Size(s) _____) <i>1 - 20x40</i>
X		Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations) <i>Clean Creek DISP.</i>	#	✓	Barricades. How many identify locations and attach logistics map <i>fencing Around Park</i>
#	15	Porta Toilets / Wash Stations (Quantity ADA Regular _____) 15 ✓ ✓	#		EVENT estimated attendance: 3,000 Number of staff working event: <i>10</i> Number of volunteers working event: <i>40</i>
	X	Water Drinking / Washing (circle)			Amplified Sound Permit-the allowable sound decibel level - (90) dB maximum

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: 1/20/13

Bart Bingham

From: Pete Kramer <pk@flyfma.com>
Sent: Wednesday, February 20, 2013 9:36 AM
To: Bart Bingham
Subject: RE: Northern rockies Folk Festival

Bart,

I printed the page and tried to show barricade locations using a highlighter, but they don't show up too well.

- 1) There will be barricades at the top of Bullion, on the west side of the intersection. These barricades are staffed and only there to slow traffic. We obviously don't stop people from traveling on Bullion.
- 2) There will be barricades to secure parking for Event Staff, talent, bicycles, motorcycles and ADA along the south face of the park, nearly the full length of the park boundary along Bullion.
- 3) There will be a few barricades on the south side of Bullion, to the west, to secure additional parking. We don't impede residential parking there, remain in the city right-of-way and coordinate with the residents anyway.

That's pretty much it.

Pete

DECISION

Based on the Application for a Special Event Permit for the Northern Rockies Music Festival, 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. A supporting application is on file and shall be complied with.

Additional Conditions

- a. Place barricades across Bullion St. at the west side of Bullion St./River St. intersection with notice of event to slow traffic.
- b. An amplified sound permit shall be obtained.
- c. Barricades shall be placed at locations as shown on special event map.

DATED this 4th day of March 2013.

CITY OF HAILEY

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, City Clerk

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

SPECIAL EVENT AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Northern Rockies Music Festival (to be held on Friday, August 2nd, 2013 from 7 p.m. to 10 p.m. and Saturday, August 3rd, 2013 from 9 a.m. to 10 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 4th day of March 2013.

APPLICANT:

By: _____

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

CITY OF HAILEY:

By: _____
Fritz Haemmerle, its Mayor

ATTEST:

Mary Cone, its City Clerk

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