



SPECIAL EVENT PERMIT APPLICATION

#6008

I. EVENT NAME: Camp Rainbow Gold Fundraiser

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

Public Property Private Property

409 main st S, Hailey, ID 83333

III. EVENT SCHEDULE

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

Table with columns: Date(s) of Event, Hours (Start Time, End Time), Estimated # of Attendees (One Hour Interval, All Day). Includes dates 10-10-09 and 10-11-09.

IV. FEES

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

V. ORGANIZATION INFORMATION

Applicant's Name: Pioneer FCU Title: Manager
Mailing Address: 841 N Main Zip Code: 83333
Street Address: City: State:
Day Telephone: 786-2305 x-4024 Evening Telephone: 786-20100
FAX Number: 786-788-2447 E-Mail Address: 1sthotline@pioneerfcu.org

Applicant Driver's License #: FA101K035E
 Sponsoring Organization: Pioneer Fly - Hailey Barber Shop
 Non-Profit: Yes No Tax Exempt #: _____
 Federal Tax #: 841310555 State Tax #: _____

↳ Camp Rainbow Gold

VI. EVENT INFORMATION

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

Event Category: Commercial Noncommercial

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

Description of Event: FUNDRAISER FOR CAMP RAINBOW GOLD

Additional Details: Bouncy Gym, Arts & Crafts, Fire Truck

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: Private Agent Name: Property

Address: _____ 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.

(Attach any additional pages as needed)

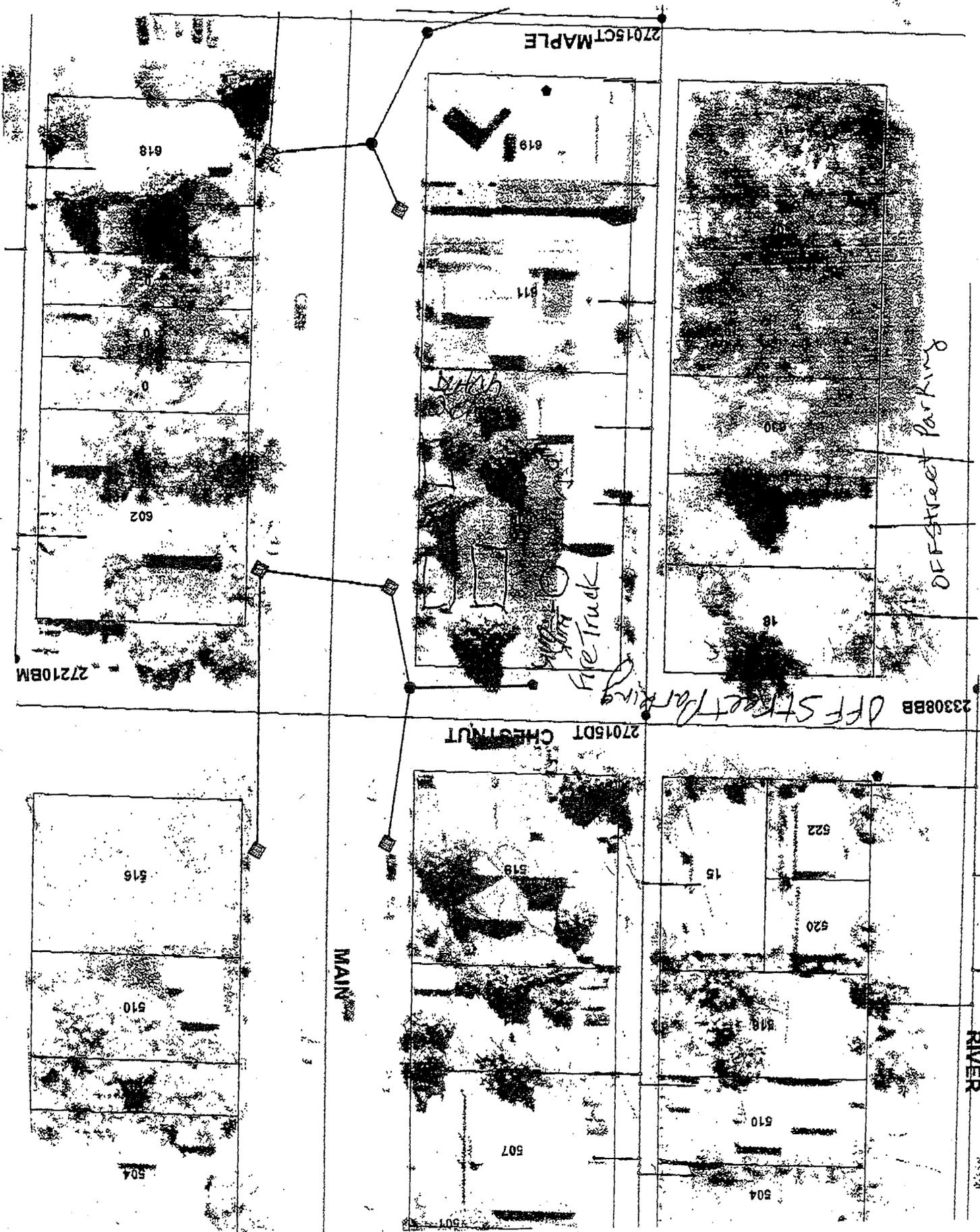
SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

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

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
	X	Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		X	Alcohol Served (Free of Charge) (name of provider)
	X	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods		X	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
	X	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) <u>10 x 10 Ed.</u> City of Hailey Fire Department, Fire Code Enforcement		✓	Food/Beverages will be served (List Caterers): <u>SWITCH OPEN WORKSHOP</u>
	X	Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____	4-6		Vendors items sold/ solicitation <u>ALL Sales to Fund Raiser</u> <u>Arts & Crafts Booth</u> <u>Face painting Bounce</u>
	X	Security (detail who, number of officers, times. Attach plan)	#	1	Booths: Profit <u>Non-Profit</u> <u>Bank Tank</u> <u>FOR CUTS</u> <u>MUSIC</u>
X		Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.) <u>Volunteers to direct traffic</u>		N/A	Lighting plan: attach plan
	X	Electricity / Generators (Size _____) Attach detailed electrical plan.			Activities / Entertainment (Agenda) Other equipment or entertainment
					Signs or Banners: sign permit may be required by the City Planning and Zoning Department
	X	Water Drinking / Washing (circle)			Stages (Number and Size(s)) <u>"KIDS BAND"</u>
	X	Gray Water Barrel / Grease Barrel (circle /detail # and locations)		X	Barricades. How many identify locations and attach logistics map
X		Sanitation <u>Trash bins</u> , <u>Dumpsters</u> , <u>Recycle</u> (circle /detail # and locations) <u>2-4</u>	#	50-50	EVENT estimated attendance <u>All Day</u>
	X	Porta Toilets / Wash Stations (Quantity ADA Regular) <u>2-with facility</u>	#	10	Number of staff working event
					Number of volunteers working

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

Event Organizer's Signature: [Signature] Date: 5-5-09



AGENDA ITEM SUMMARY

DATE: 05/11/2009 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for the Holy Tomato! Plant Sale Special Event. To be held at 206 River Street North (North of Zaney's Coffee House) on 05/30/09-05/31/09.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

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

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department heads have approved with no further comment.

FOLLOW-UP REMARKS:

*



SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Holy Tomato! Plant Sale #1020

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

Public Property Private Property

208 N. River Street (North of Zaney's Coffee House)

III. EVENT SCHEDULE

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

Date(s) of Event	Hours	Estimated # of Attendees
5/30	Start Time: 9:00 am End Time: 1:00 pm	One Hour Interval: ? All Day: 400
5/31	Start Time: 9:00 am End Time: 1:00 pm	One Hour Interval: ? All Day: 100
Date of Set-Up		
5/30	Start Time: 6:00 am End Time: 9:00 am	
Date of Tear Down		
5/31	Start Time: 10:00 am End Time: 12:00 pm	

IV. FEES

Special Event Permit Application Fee \$125 125

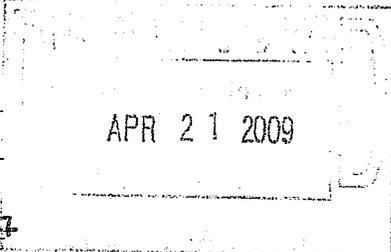
Per Day Park Rental Fee \$500 _____
(Waived for non-profits)

Security Deposit \$500 on file from 07

Tax (on park rental fees only) 6% _____

TOTAL DUE 125

Additional Deposit Required _____



V. ORGANIZATION INFORMATION

Applicant's Name: Judd McMahan Title: Owner ACCT# 1020

Mailing Address: 26 Townsend Gulch Rd Zip Code: 83313

Street Address: same City: Belleve State: ID

Day Telephone: 578-5243 Evening Telephone: 578-5243

FAX Number: same (call first) E-Mail Address: weddriverorganics@gmail.com

Applicant Driver's License #: FA110663T

Sponsoring Organization: Wood River Organics

Non-Profit: Yes No Tax Exempt #: _____

Federal Tax #: 25-110846 State Tax #: 002841762-5

VI. EVENT INFORMATION

New Event: Yes _____ No Annual Event: Yes No _____ Years Operating 5

Event Category: Commercial Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): \$18,000

Description of Event: locally grown plant starts + potted plants

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: Obenchain Insurance Agent Name: Sandra Sullivan

Address: 102 N Main, Hailey Phone: 788-7488

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.

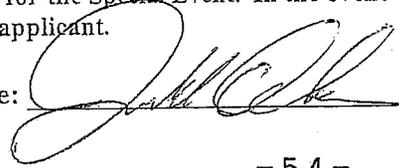
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SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

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
	✓	Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		✓	Alcohol Served (Free of Charge) (name of provider)
				✓	Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
	✓	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods		✓	Food/Beverages will be served (List Caterers):
# 2 10'x10'		Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	# 2 #		Vendors items sold/ solicitation <i>Wood River Organics - Plant Starts</i> <i>Downtown Farm - Plant Starts</i>
	✓	Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____			
#	✓	Security (detail who, number of officers, times. Attach plan)	# 2		Booths: <u>Profit</u> / Non-Profit
	✓	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)		✓	Lighting plan: attach plan
#	✓	Electricity / Generators (Size _____) Attach detailed electrical plan.		✓	Activities / Entertainment (Agenda) Other equipment or entertainment
			✓		Signs or Banners: sign permit may be required by the City Planning and Zoning Department
	✓	Water Drinking / Washing (circle)		✓	Stages (Number and Size(s) _____)
	✓	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	✓	Barricades. How many identify locations and attach logistics map
1 @ each register		Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	# 500		EVENT estimated attendance
#	✓	Porta Toilets / Wash Stations (Quantity ADA Regular _____)	# 6		Number of staff working event
			# 0		Number of volunteers working

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

Event Organizer's Signature:  Date: 4/16/09

To whom it may concern,

We are requesting to temporarily post signs on Main Street on the days of the plant sale: May 30 and May 31, 2009. As in years past, we are asking for your permission to display two signs directing people to our event. Each sign will be constructed out of paperboard and will not exceed six square feet of display space. These signs will be removed after the event, during tear-down.

Thank you for your consideration,

Judd McMahan
Holy Tomato! Plant Sale
Wood River Organics

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

OP ID TM WRORG-1 DATE (MM/DD/YYYY) 04/21/09

PRODUCER Obenchain Insurance/Hailey P.O. Box 269 Twin Falls ID 83301 Phone: 208-733-1076 Fax: 208-733-1093	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Wood River Organics LLC Judd McMahan 26 Townsend Gulch Rd. Bellevue ID 83313	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;">INSURERS AFFORDING COVERAGE</td> <td style="width:20%;">NAIC #</td> </tr> <tr> <td>INSURER A: Travelers Agribusiness</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Agribusiness		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
INSURER A: Travelers Agribusiness													
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INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES

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

INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS												
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	7002119N254TIA09	01/15/09	01/15/10	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1000000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 50000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 5000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$ excld</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2000000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 2000000</td></tr> </table>	EACH OCCURRENCE	\$ 1000000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50000	MED EXP (Any one person)	\$ 5000	PERSONAL & ADV INJURY	\$ excld	GENERAL AGGREGATE	\$ 2000000	PRODUCTS - COMP/OP AGG	\$ 2000000
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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td style="text-align: right;">\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$				
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	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>AUTO ONLY - EA ACCIDENT</td><td style="text-align: right;">\$</td></tr> <tr><td>OTHER THAN AUTO ONLY: EA ACC</td><td style="text-align: right;">\$</td></tr> <tr><td>AGG</td><td style="text-align: right;">\$</td></tr> </table>	AUTO ONLY - EA ACCIDENT	\$	OTHER THAN AUTO ONLY: EA ACC	\$	AGG	\$						
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	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$</td></tr> <tr><td>AGGREGATE</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$		\$		\$		
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>WC STATUTORY LIMITS</td><td style="text-align: right;">\$</td></tr> <tr><td>OTHER</td><td style="text-align: right;">\$</td></tr> <tr><td>E.L. EACH ACCIDENT</td><td style="text-align: right;">\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td style="text-align: right;">\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td style="text-align: right;">\$</td></tr> </table>	WC STATUTORY LIMITS	\$	OTHER	\$	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$		
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	OTHER																

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Plant sale at location of 208 N River St Hailey, Id on May 30th & 31st

CERTIFICATE HOLDER

CITYH-1

City of Hailey
 P. O. Box 945
 Hailey ID 83333

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Sandra J. Sullivan, CIC

IMPORTANT

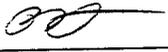
If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

AGENDA ITEM SUMMARY

DATE: 05/11/2009 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for the Wicked Spud Back Alley Parties Special Event. Held every Wednesday, 06/24/09-08/26/09, 6:00pm – 9:30pm.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

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

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department Heads approve with the following conditions:
Temporary signs and banners are permitted without a sign permit for 72 hours only.

FOLLOW-UP REMARKS:

*



SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: BACK ALLEY PARTIES #641

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

Public Property Private Property

305 N MAIN Hailey WICKED SPUD

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
JUNE 24, 2009	Start Time: 6:00 PM End Time: 9:30 PM	One Hour Interval: 200+ All Day: 200+
AUGUST 26, 2009	Start Time: 6:00 PM End Time: 9:30 PM	One Hour Interval: 200+ All Day: 200+
Date of Set-Up	Start Time: End Time:	
Date of Tear Down	Start Time: End Time:	

Every Wed. ↙

IV. FEES

Special Event Permit Application Fee \$125 125.00

Per Day Park Rental Fee \$500 _____
(Waived for non-profits)

Security Deposit \$500 ON FILE

Tax (on park rental fees only) 6% _____

TOTAL DUE 125.00

Additional Deposit Required _____

V. ORGANIZATION INFORMATION

Applicant's Name: HEIDI ALBRECHT Title: PRODUCER

Mailing Address: 521 E. ELM ST. HAILEY Zip Code: 83333

Street Address: 521 E ELM ST. City: HAILEY State: ID

Day Telephone: 208-788-7827 Evening Telephone: SAME

FAX Number: WICKED SPUD 788-0009 E-Mail Address: heidiglyph@aol.com

Mike Brown 720-7889

Applicant Driver's License #: FA III 984G

Sponsoring Organization: WICKED SPUD / HEIDI GYPTICS / FIGGLEAF PRODUCTION

Non-Profit: Yes No Tax Exempt #: _____

Federal Tax #: _____ State Tax #: _____

VI. EVENT INFORMATION

New Event: Yes _____ No Annual Event: Yes No Years Operating 6

Event Category: Commercial Noncommercial

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

Description of Event: Free Weekly Concerts to raise money for local non-profits.

Additional Details: _____

VII. INSURANCE REQUIREMENTS

Private Insurance Policy

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: _____ Agent Name: _____

Address: _____ 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.

(Attach any additional pages as needed)

SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

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

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
	X	Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		X	Alcohol Served (Free of Charge) (name of provider)
			X		Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
	X	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	X		Food/Beverages will be served (List Caterers): WICKED SPOT
#	X	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	#		Vendors items sold/ solicitation
	X	Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____		X	
#	X	Security (detail who, number of officers, times. Attach plan) Private Security	#		Booths: Profit/ <u>Non-Profit</u>
	X	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)		X	Lighting plan: attach plan
#	X	Electricity / Generators (Size _____) Attach detailed electrical plan.	X		Activities / Entertainment (Agenda): Other equipment or entertainment
				X	Signs or Banners: sign permit may be required by the City Planning and Zoning Department
	X	Water Drinking / Washing (circle)	X		Stages (Number and Size(s) _____) Permanent Structure
	X	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	X	Barricades: How many identify locations and attach logistics map
X		Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#		EVENT estimated attendance 200-300
#	X	Porta Toilets / Wash Stations (Quantity ADA Regular _____)	#	8	Number of staff working event
			#	2	Number of volunteers working

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

Event Organizer's Signature: Heidi Albrecht Date: 4/25/09

AGENDA ITEM SUMMARY

DATE: 05/11/2009 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for the Music n' Me Friday Fun Nights to be held at 305 Main St S (Wicked Spud), every Friday, 05/22/09-08/28/09, 6:00pm – 8:30pm.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

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

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department Heads approve with no further comments.

FOLLOW-UP REMARKS:

*



#3995

SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Music n Me / Wicked Spud Stage
Friday Fun Nights

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

Public Property Private Property

Wicked Spud 30S Main St N

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>Every Fri May 22nd through May 28th</u>	Start Time: <u>6:30</u> End Time: <u>8:30</u>	One Hour Interval: All Day: <u>50 people</u>
<u>May 20th</u>	Start Time: _____ End Time: _____	One Hour Interval: All Day: _____
Date of Set-Up	Start Time: <u>6:00</u> End Time: <u>6:30</u>	
Date of Tear Down	Start Time: <u>8:30</u> End Time: <u>9:00</u>	

IV. FEES

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

V. ORGANIZATION INFORMATION

Applicant's Name: Music n Me / Note Title: Owner

Mailing Address: 141 N. Main St. Zip Code: 83333

Street Address: 141 N. Main St City: Hailey State: ID

Day Telephone: 208 788-2490 Evening Telephone: 208 780-3908

FAX Number: _____ E-Mail Address: notesmusic@msn.com

Applicant Driver's License #: _____
 Sponsoring Organization: Worker Spin
 Non-Profit: Yes No Tax Exempt #: _____
 Federal Tax #: _____ State Tax #: _____

VI. EVENT INFORMATION

New Event: Yes _____ No _____ Annual Event: Yes X will be No _____ Years Operating 8 yrs
 Event Category: Commercial Noncommercial
 Estimate of Gross Ticket Sales & Revenues (commercial event only): NO sales
 Description of Event: Music on Friday nights
Mostly acoustic & open mic events
 Additional Details: Lock Camp Rock Band Dates
June 26th / July 31st 2009

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: Hartford Agent Name: Brenda G
 Address: PO Box 47511 Phone: 800-236-0398

SAN ANTONIO, TX 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.

*Wich Spurl
 Also has
 insurance*

(Attach any additional pages as needed)

SPECIAL EVENT ACTIVITES & 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
		Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		X	Alcohol Served (Free of Charge) (name of provider)
		Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods			Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
		Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	#		Food/Beverages will be served (List Caterers): <i>Wicked Spud</i>
		Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____	#	X	Vendors items sold/ solicitation <i>Wicked Spud Food</i>
		Security (detail who, number of officers, times. Attach plan)	#		Booths: Profit / Non-Profit <i>None</i>
		Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)			Lighting plan: attach plan <i>None</i>
		Electricity / Generators (Size _____) Attach detailed electrical plan.			Activities / Entertainment (Agenda) Other equipment or entertainment <i>Music</i>
		Water <u>Drinking</u> / Washing (circle)			Signs or Banners: sign permit may be required by the City Planning and Zoning Department
		Gray Water Barrel / Grease Barrel (circle/detail # and locations)	#		Stages (Number and Size(s) <i>Wicked Spud</i>
		Sanitation -Trash bins, Dumpsters, Recycle (circle/detail # and locations)	#		Barricades. How many <i>None</i> identify locations and attach logistics map
		Porta Toilets / Wash Stations (Quantity ADA Regular)	#		EVENT estimated attendance <i>50</i>
		<i>3 Bathrooms</i>	#		Number of staff working event
			#		Number of volunteers working <i>5</i>

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

Event Organizer's Signature: _____

Date: *2/23/09*

April 27th 2009

APR 27 2009

To: City of Hailey
Re: Special Events Permit
From: Music n' Me/ Notes Music

I have filled out a special events permit to the City of Hailey that I received last week to have our musical events for Music n' Me at the Wicked Spud. We do music at the Wicked Spud on Friday nights throughout the summer. This year we are doing special events on most Friday nights. I wanted to outline the event a little more clearly in this letter to you.

The Events will be known as : FRIDAY FUN NIGHTS At the SPUD
Sponsored by Music n' Me/ Notes Music and the Wicked Spud

May 28th the Wicked Spud will kick off with the Damphools
On May 30th we are kicking off the summer with performances by Music n' Me children.
This will include Rock Bands and Vocal students.

Every 1st Friday of the month we will be inviting kid bands in the valley to perform for 2 hours from 6:30-8:30. P.M.

Every 2nd and 3rd Friday of each month we will have open mic for acoustic performers.

The 4th Friday of the month will be the Music n' Me Rock Band Camp performances.

These events will hopefully be able to bring business in these economically stressful times. We are trying so hard to stimulate this economy here in Hailey. We are VERY aware of the noise ordinances and Music n' Me and Notes Music will make sure that we will stay WITHIN the sound ordinances that have been put in place by the City of Hailey.

Thank-you for your support and consideration.

Sincerely:

Mitzi Mechem/Robert Hall
Kim Stocking

1911

Received of the Treasurer of the State of New York
the sum of \$100.00 for the year 1911

John J. [Name]

Witness my hand and seal this 1st day of [Month] 1911

Attest: [Signature]

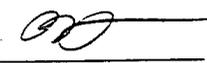
Secretary of State

State of New York

1911

AGENDA ITEM SUMMARY

DATE: 05/11/09 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for Farmers and Artists Market Special Event at property between Sturtevant and Bank of America on Thursdays 06/11/09 -10/08/09, 2:30pm - 6:30pm.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

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

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department heads have approved this special event with the following recommendations:
Please remove portable signs after the event takes place each week.

FOLLOW-UP REMARKS:

*



SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Farmers' and Artists' Market #1414

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

Public Property Private Property

grassy lot adjacent to Bank of America (south side) on Main 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.

Date(s) of Event	Hours		Estimated # of Attendees
June 11 - Oct 8 (Thursdays only)	Start Time: 2:30	End Time: 6:30	One Hour Interval: 30± All Day: 75 people
	Start Time:	End Time:	One Hour Interval: All Day:
Date of Set-Up			
	Start Time: 12:00	End Time: 7:30	
Date of Tear Down			
	Start Time:	End Time:	

IV. FEES

Special Event Permit Application Fee \$125 125.00

Per Day Park Rental Fee \$500 _____

Security Deposit \$500 it's on file already

Tax (on park rental fees only) 6% _____

TOTAL DUE 125.00

Additional Deposit Required _____

V. ORGANIZATION INFORMATION

Applicant's Name: Kaz Thea Title: Market Manager

Mailing Address: 1630 Heron Rd, Hailey, ID Zip Code: 83333

Street Address: _____ City: _____ State: _____

Day Telephone: 788-7052 cell phone: _____ Evening Telephone: 720-7805

FAX Number: _____ E-Mail Address: kazthea@mac.com

Applicant Driver's License #: FA117276D
Sponsoring Organization: Wood River Farmers Market Association
Non-Profit: Yes No Tax Exempt #: _____
Federal Tax #: _____ State Tax #: _____

VI. EVENT INFORMATION

New Event: Yes _____ No Annual Event: Yes No _____ Years Operating 5th season

Event Category: Commercial Noncommercial

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

Description of Event: Farmers + Artist market, will co-locate and set up to sell produce, prepared foods, crafts, art, pies, jams, breads and. Tents will be set up by vendors to sell products, music will be set up on concrete slab in back.

Additional Details: We may use the adjoining raw lot owned by 1st American Title Company (we have their permission + they will be named on our insurance policy). We may only use this space for 3 vendors - BBQ, prepared food as a "food/court" and our flower vendor.

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 Insurance Agent Name: Rebecca
Address: 410 N. Main St. Hailey 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 therefrom, and (2) is not caused by any negligent act or omission of willful misconduct of the City of Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)

Rebecca will fax you our certificate of insurance.

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 setup, 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"/>	Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		<input checked="" type="checkbox"/>	Alcohol Served (Free of Charge) (name of provider)
	<input checked="" type="checkbox"/>	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	<input checked="" type="checkbox"/>		Alcohol Sold - might have Sun Valley Brewery Requires Alcohol Beverage Catering Permit (Hailey Code 5.13) <i>sell beer</i>
#	<input checked="" type="checkbox"/>	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) <i>umbrellas</i> City of Hailey Fire Department, Fire Code Enforcement	#	<input checked="" type="checkbox"/>	Food/Beverages will be served (List Caterers): <i>lemerade, smoothies</i>
<i>45 (approx)</i>	<input checked="" type="checkbox"/>	Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____	#	<input checked="" type="checkbox"/>	Vendors items sold/ solicitation <i>farm fresh produce, jams, pies, prepared foods (sandwiches, BBQ ribs + chicken), jewelry, pottery, photography, lemerade, t-shirts, wood carved art, meats, eggs, etc.</i>
#	<input checked="" type="checkbox"/>	Security (detail who, number of officers, times. Attach plan) <i>see attached plan</i>	#	<input checked="" type="checkbox"/>	Booths: Profit/ Non-Profit
	<input checked="" type="checkbox"/>	Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)		<input checked="" type="checkbox"/>	Lighting plan: attach plan <i>not necessary</i>
#	<input checked="" type="checkbox"/>	Electricity / Generators (Size _____) Attach detailed electrical plan.		<input checked="" type="checkbox"/>	Activities / Entertainment (Agenda) <i>music wkly</i> Other equipment or entertainment <i>on concrete slab in back</i>
	<input checked="" type="checkbox"/>	Water Drinking / Washing (circle) <i>there's</i>		<input checked="" type="checkbox"/>	Signs or Banners: sign permit may be required by the City Planning and Zoning Department
	<input checked="" type="checkbox"/>	Gray Water Barrel / Grease Barrel (circle /detail # and locations)		<input checked="" type="checkbox"/>	Stages (Number and Size(s) _____)
	<input checked="" type="checkbox"/>	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations) <i>1 trash can</i>	#	<input checked="" type="checkbox"/>	Barricades. How many identify locations and attach logistics map
	<input checked="" type="checkbox"/>	Porta Toilets / Wash Stations (Quantity ADA Regular _____) <i>one porta potty will remain in place for season</i>	#	<input checked="" type="checkbox"/>	EVENT estimated attendance, <i>throughout each market day</i>
#	<input checked="" type="checkbox"/>		#	<input checked="" type="checkbox"/>	Number of staff working event
	<input checked="" type="checkbox"/>		#	<input checked="" type="checkbox"/>	Number of volunteers working

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

Event Organizer's Signature: *Karen Shea* Date: *4.30.09*

Event Plan 2009 Season
Wood River Farmers Market Association
The Artists' Market

Parking and Traffic Control

The market will be set up beginning at about 12:00 PM when the vendors start arriving. They will pull into the empty lot that will be open for vehicles to pull in nearest their booth. Some of the area will have sod laid and the vehicles must stay off those areas. The rest of the site will have gravel that cars can pull on to for unloading and loading. Once unloaded, the vendors then park their vehicles for the remainder of the event in the public parking lot on River Street. This will be in the contract they sign. Tents are set up and weighted down and tied together to prevent the wind from lifting the tents. The various products for sale will be displayed on tables under each vendor tent. The market opens at 2:30 and closes at 6:30. After the market closes the vendors pack up their gear and pull their trucks and trailers into the lot to load up. Everyone helps one another get in and get out as quickly as possible to not cause undue congestion and loading and unloading can occur quickly. All clean up should be completed by about 7:30PM.

We will encourage patrons of the market to park in the river street public parking area with a sandwich board sign displaying this parking area available for market customers.

There will also be two sandwich board signs displaying event ahead located two blocks north and two blocks south of event to help alert people to the ongoing event. The event itself does not encroach on the sidewalk along Main Street. The tents are pulled forward in the empty lots where the event will take place and any chairs, boxes etc. will not be on the sidewalk itself. This way we will not encroach on pedestrian traffic and flow.

The Market Managers will be onsite during each market with an information booth set up to help customers with any questions or concerns.

Security Control

Vendors are responsible for their own booths, we will not allow bike riding or rollerblading through the event and dogs will be asked to be on leashes. The Market Managers will be on site at all times during the event and will be in charge of the event each week. Each market (Farmers and Artists' Market) has a \$1 million insurance policy to cover for the event. The policy is with Wood River Insurance and they will be faxing to your office our certificate of policy.

Medical Aid Stations

There will be no medical aid station set up for the event. There will be an information booth at the event and a large cooler of ice water and paper cups available to the public throughout the event. Tables will also be set up with umbrellas to provide shade. Both water and shade will be provided to help avoid customers getting dehydrated or heat stressed during the hotter summer months.

Lighting Plan

There will be no need for lighting the event takes place during daylight hours.

Sale of Merchandise

The following items will be sold at the market throughout the summer. Each market may have different produce depending on availability and a variety of Arts and Crafts depending on who signs up and gets accepted into the market. The Farmers market asks that their vendors sign up for the entire market season, the Artists' market booths will change weekly depending on which weeks the artists sign up for.

Produce

Vegetables: carrots, onions, squash, tomatoes, peppers, garlic, eggplant, potatoes, corn, beans, beets, greens, zucchini, peas, etc.

Fruit: apples, pears, strawberries, grapes, melons, cherries, plums, blueberries, etc.

Meat: frozen chickens, frozen sausage, frozen lamb, frozen beef.

Other: eggs, honey, chickens, barbequed ribs, barbequed chicken, sausage, granola, bread, jams and jellies, candies, pies, lemonade, bread, cookies, etc.

Crafts: jewelry, clothes, pottery, soaps, body care products, wine etc.

Art: paintings, pottery, jewelry, clothes, sculptures, cards, etc.

Each vendor is responsible for the sale of their own product from pricing, selling and collecting the money. 5% of the days' total sale from each vendor goes back into the association bank account collected by the market managers. This way the association can pay for musicians and other special events that go on at the market. The Artists' Market charges flat booth fees that also pay for musicians and special events and insurance fees.

Sale of Food/Beverages and Alcoholic Beverages

Local organic produce and meats (vegetables and fruit) will be available for sale. Each vendor has the appropriate tax id and each is responsible for paying sales tax and business registration. The vendors that need appropriate food permits will be required to show them to us at the start of the market season. We require all vendors to have permits applicable to their needs. One vendor sells homemade breads, granola, jams and jellies, pies, other desserts, eggs, and prepared individual meals. The barbeque vendor sells ribs and chicken barbequed at the market as well as coleslaw made prior to the market and re-fridgerated. He has the appropriate permits needed to sell food (restaurant license). Another vendor sells pre-packaged sausages, local honey is sold at the market, and there will also be a wine vendor selling bottles from a local winery. The wine vendor offers small tastes less than 2 oz samples to follow code. There will also be chef days when guest chefs will prepare food at the market for sampling by the customers. All chefs that come to market have certified kitchen and permits to sell food.

Trash/Restrooms/Recycling Containers/Cleanup Plan

Each vendor is required to provide a small garbage can at each booth. We don't sell canned or bottled goods to need recycling on site. We require vendors to clean up their area after each tent is packed up. The market managers are last to leave and will take care of any garbage overlooked so the site is left clean. Vendors are required to pack out their garbage. We are considering renting a bathroom (portable blue room) and we are currently looking into the price and placement of this for the event. If we decide to rent one it will be located near the shed on site and somewhat hidden from view to not be unsightly during our event.

Tent or Canopy Use

This is described this in the first section but again there will mostly be 10 x 10 canopy tents used by each vendor and there are several vendors that will set up umbrellas also weighted down to provide shade for the vendor and their items for sale. The total vendor space will be about 37 tents and 3-4 umbrellas. The center of the area will be for customer walking to visit the vendors on gravel. There will also be 2 tables for customer use while at the market. These tables will also have umbrellas to provide shade. The third tent can be used for the musicians when they participate at the market. The canopy tents are weighted down to prevent wind from lifting them, and adjoining vendors tie their tents together for added security. The association and the Artists' Market have a policy that tents must be weighted down and each vendor signs the policy. The market managers will see that each tent is properly secured. There will also be musicians at many of the markets this summer. We will have a 10X10 tent available for the musicians if they desire one. There is a small concrete slab on the property that the musicians will set up on. The music is generally softer and appropriate for the market.

Signs or banners

We have three banners between the two markets that will be hung on the outside of two canopy tents to display that the farmers and artists' markets are located here. The banners have our respective logos and dates, times and locations of the market. Both will be displayed on the main street side of the event. We also have two sandwich boards displaying event ahead two blocks south and two blocks north of event location. We will apply for a permit for the use of these signs and banners. We will put up handmade colored flags without logos to mark the event, attract people to it and give it a festive atmosphere.

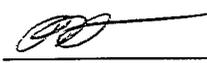
General Liability Insurance

The Wood River Farmers Market Association holds a \$1 Million liability insurance policy with Wood River Insurance. The Artists' Market also holds a \$1 million liability insurance policy with Wood River Insurance. See faxed policy coverage declaration.

We request the city grant the Wood River Farmers Market Association and The Artists' Market a modification to the special events permit to cover for the Farmers market and Artists' Market event that is scheduled to run from June 9 through October 8 (weather permitting).

AGENDA ITEM SUMMARY

DATE: 05/11/2009 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for The Sun Valley Center for the Arts – Fandango Special Event at 314 Second Ave S to be held on 06/19/2009, 7:00PM-9:00PM.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Note: Applicant received all but one neighbors sign off for the event. He was unable to contact the owner of address 308 Pine St.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

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

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department heads have approved and submitted the following recommendations:

- Advance warning signs for the closing down of the street. 1 block away at each end to avoid having traffic turn at the event.
- Enough barricades to completely block the street.
- Notification and acceptance by the neighbors prior to council approval.
- Temporary signs and banners are permitted without a sign permit for 72 hours only..

FOLLOW-UP REMARKS:

*



SPECIAL EVENT PERMIT APPLICATION

1546 pd.
~~1546 pd.~~

I. EVENT NAME: Fandango

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

Public Property Private Property

314 Second Ave. S. 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
June 18, 2009 June 19	Start Time: 7:00 PM End Time: 9:00 PM	One Hour Interval: All Day:
	Start Time: End Time:	One Hour Interval: All Day:
Date of Set-Up	5:30	Street closure
	Start Time: End Time:	
Date of Tear Down	9:30	Street re-opened
	Start Time: End Time:	

IV. FEES

Special Event Permit Application Fee \$125 125.00

Per Day Park Rental Fee \$500 _____

(Waived for non-profits)

Security Deposit \$500 on file (SV Center Fandango)

Tax (on park rental fees only) 6% _____

TOTAL DUE _____ 125.00

Additional Deposit Required _____

V. ORGANIZATION INFORMATION

Applicant's Name: Sun Valley Center for the Arts Title: Matt Connor
Director

Mailing Address: P.O. Box 656, Sun Valley ID Zip Code: 83355

Street Address: 191 Fifth St East City: Hailey State: ID

Day Telephone: 208 726 9491 Evening Telephone: 208-726-7104

FAX Number: 208 726 2344 E-Mail Address: mconnor@sunvalleycenter.org

Applicant Driver's License #: FA130165C
 Sponsoring Organization: Sun Valley Center for the Arts
 Non-Profit: Yes No Tax Exempt #: 23-7113276
 Federal Tax #: 23-7113276 State Tax #: _____

VI. EVENT INFORMATION

New Event: Yes _____ No Annual Event: Yes No _____ Years Operating 2

Event Category: Commercial Noncommercial

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

Description of Event: Music concert in association with CSI
Sun Valley Summer Spanish Institute -
We are requesting the closure of Second Ave between
Walnut + Pine

Additional Details: 7:00 - 9:00 PM

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 State of Idaho, Blaine County, the City of Hailey, 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: Safeco Policy # 01-54-323034-50 Agent Name: _____

Address: _____ 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.

(Attach any additional pages as needed)

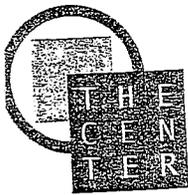
SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

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

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
✓		Street Closures & Access / Parade Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.	✓		Alcohol served (name of provider) <u>Sun Valley Center</u> Requires alcohol catering permit (Hailey Code 5.13)
					Alcohol sold/Liquor Catering License required City of Hailey Municipal Code 5.04, 5.08, 5.12
✓		Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	✓		Food/Beverages will be served (List Caterers): <u>Taco truck</u>
# ✓		Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	# #		Vendors items sold/ solicitation
✓		Medical Services (Circle) <u>First Aid</u> and/or EMS Services Who is providing services? <u>A FD</u>		✓	
# ✓		Security (detail who, number of officers, times. Attach plan)	#	✓	Booths: Profit / Non-Profit
✓		Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)		✓	Lighting plan: attach plan
# ✓		<u>Electricity</u> / Generators (Size _____) Attach detailed electrical plan.	✓		Activities / Entertainment (Agenda) Other equipment or entertainment
				✓	Signs or Banners: sign permit may be required by the City Planning and Zoning Department
✓		Water Drinking / Washing (circle)	✓		Stages (Number and Size(s) <u>20 x 20</u>)
	✓	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	# 2		Barricades. How many identify locations and attach logistics map
✓		Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	# 500		EVENT estimated attendance
# ✓		Porta Toilets / Wash Stations (Quantity ADA Regular) <u>6 1 5</u>	# #	10 10	Number of staff working event Number of volunteers working

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

Event Organizer's Signature: [Signature] Date: 3/12/09



Sun Valley Center for the Arts
~~June 20th~~ Special Event Permit

~~June 20th~~
June 19th 2009

Parking Control Plan:

Residents will be encouraged to ride their bike and walk to the event.

Street parking will be available on East Pine and East Walnut, which are mostly residential blocks.

Additional parking is available at Hailey Elementary School. Tom Bailey has given approval on this.

The event will be start at 7:00 and be over at 9:00 PM.

Traffic Control Plan:

We will be blocking off 2nd Ave. S. between E. Walnut and E. Pine using street closed signs mounted on barriers from approx. 5:30 to 9:30 PM the night of June 20th (See attached map). The immediate neighbors will all be notified about the event and street closure by mail one week prior to the event.

Security Plan:

Security will be handled by Sun Valley Center for the Arts Staff and three security guards from Intermountain Security. The perimeter around the event will be fenced off.

Alcohol Served

Sun Valley Center will secure a permit for serving alcohol. Only beer and wine will be served.

Activities/ Entertainment

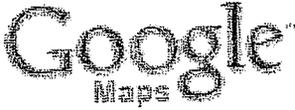
The band *Los Pinguos* will play Argentinean Music between 7:00 to 9:00 PM on our 20 x 20 stage set up in the yard at the Center, Hailey (McKercher House). There will be food served from a taco truck in the closed off street in front of the house and Sun Valley Center for the Arts will serve beer and wine there as well. This street area in front of the house will be secured by fencing.

Canopies/Tent

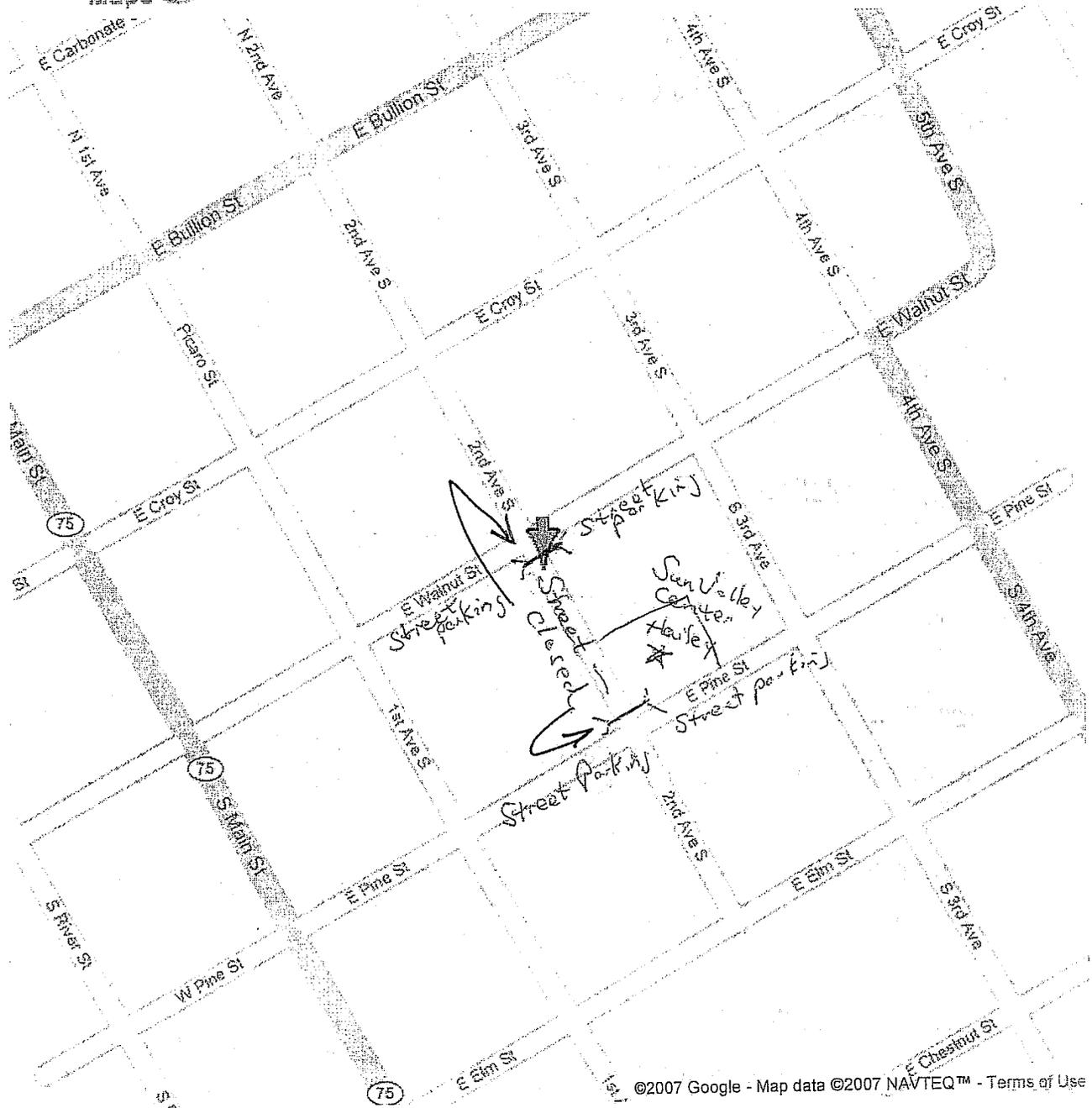
There will be one 20 x 20 tent covering the stage, most likely rental from Barbara's party rentals.

191 Fifth Street East Ketchum, ID 83340
PO Box 656 Sun Valley, ID 83355
t 208.726.9497
f 208.726.2344
e information@sunvalleycenter.or
www.sunvalleycenter.or

Traffic Control / Special Event
June 19th
~~10:00-12:00~~



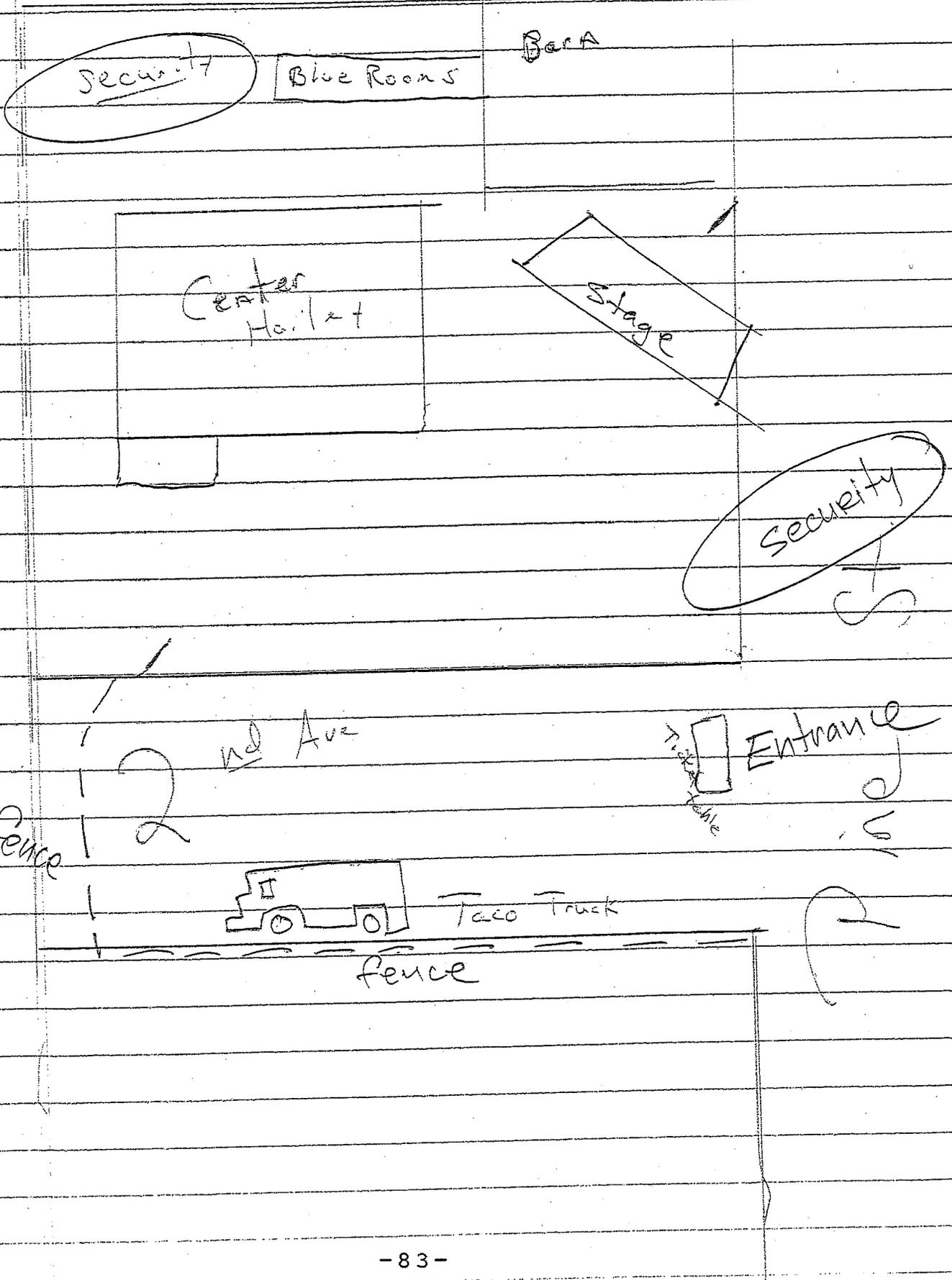
Address 314 2nd Ave S
Hailey, ID 83333



©2007 Google - Map data ©2007 NAVTEQ™ - Terms of Use

FAN DANGO

Back Alley



3-12-2009

Attn: Trina
City of Hailey
Hailey, ID 83333

RECEIVED
MAR 12 2009

Customer
1540

Hello Trina,

Here is our request for the Special Event Permit for our Fandango Event on Friday, June 19th, which basically involves closing one block of Second Ave from Walnut to Pine from 5:30 to 9:30 on the 19th. This is what we did last year for the same event.

I am submitting a request for \$125 to be made out to the City of Hailey, and will be sent out at the end of the week. Please feel free to contact me if you have any questions.

Thank you for your time and help, and have a nice day.

Matt Connor

Dear Neighbors,

APR 27 2009

The Sun Valley Center for the Arts is planning its third annual Fandango on Friday, June 19th from 7 pm to 9:30 pm at our Center in Hailey at 314 2nd Ave. We are requesting the 2nd Ave. between Walnut and Pine be closed to traffic that evening from 6 pm to 10pm on June 19th. If you live on Second Ave. between Walnut and Pine you will be able to get to your house but through traffic would be diverted. There will be live music by Alex Cuba and food and drinks (beer and wine) at the event. The event is in association with the College of Southern Idaho's Summer Spanish Institute and we expect between 300 to 500 people. Parking will be arranged with Hailey Elementary School and we expect many people to walk to bike to the event.

All neighbors will be given two free tickets to this event.

Please sign below to indicate that you understand that we will be putting on the event and are okay with Sun Valley Center for the Arts presenting Fandango in Hailey.

Name	Signature	Address -
Billy Bueller	Billy Bueller	312 Pine/2nd St.
		308 Pine/2nd St.
Bocker Gordon CPA	Bocker Gordon	206 Walnut/2nd

i have attempted to make contact multiple times but can't seem to get a hold of them.

[Handwritten signature]

