

**AGENDA ITEM SUMMARY**

**DATE:** 05/19/08 **DEPARTMENT:** Public Works

**DEPT. HEAD SIGNATURE:** 

**SUBJECT:**

Request approval for Brimstein Private Birthday Special Event at 1660 2<sup>nd</sup> Ave N. on May 24, 2008.

**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 approved. No comments or recommendations made.

**FOLLOW-UP REMARKS:**

\*



RECEIVED

MAY 07 2008

# 5133

SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: PRIVATE BIRTHDAY

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

1660 2nd Ave 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.

Table with 3 columns: Date(s) of Event, Hours, Estimated # of Attendees. Rows include event dates (5/24/08), set-up/tear-down dates, and times.

IV. FEES

Table listing fees: Special Event Permit Application Fee (\$125), Per Day Park Rental Fee (\$500), Security Deposit (\$500), Tax (6%), TOTAL DUE (\$625.00).

V. ORGANIZATION INFORMATION

Applicant's Name: BILL BRIMSTEIN Title:
Mailing Address: PO Box 4365 Zip Code: 83333
Street Address: 1660 N. 2ND City: HAILEY State: ID
Day Telephone: 788-6086 Evening Telephone: 788-6086
FAX Number: 788-6086 E-Mail Address: brimwin@cox.net

Applicant Driver's License #: FA 126089B

Sponsoring Organization: \_\_\_\_\_

Non-Profit:  Yes  No Tax Exempt #: \_\_\_\_\_

Federal Tax #: \_\_\_\_\_ State Tax #: \_\_\_\_\_

**VI. EVENT INFORMATION**

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

Event Category:  Commercial  Noncommercial

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

Description of Event: BIRTHDAY PARTY (50th). WILL HAVE SMALL BAND OR MUSIC OUTSIDE

Additional Details: NEIGHBORS WILL ALL BE INFORMED, AND ANY CONCERNS WILL BE ADDRESSED. EMPTY LOTS EXIST ON BOTH SIDES OF PROPERTY.

**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: STATE FARM Agent Name: EMER WOOD

Address: 216 MAIN HAILEY Phone: 788-3656

**HOLD HARMLESS CLAUSE**

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or the conduct of Permittee's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use there from, and (2) is not caused by any negligent act or omission of willful misconduct of the City of Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)

# SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

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

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
	✓	<b>Street Closures &amp; Access / Parade</b> Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.	✓		<b>Alcohol served</b> (name of provider) Requires alcohol catering permit (Hailey Code 5.13)
	✓	<b>Street Closures &amp; Access /Parade</b> require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	✓		<b>Alcohol sold/Liquor Catering License required</b> City of Hailey Municipal Code 5.04, 5.08, 5.12
#	✓	<b>Canopies/Tents/Membranes/Temporary Structures</b> (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement	#		<b>Vendors items sold/ solicitation</b>
	✓	<b>Medical Services</b> (Circle) First Aid and/or EMS Services Who is providing services? _____		✓	
#	✓	<b>Security</b> (detail who, number of officers, times. Attach plan)	#	✓	<b>Booths: Profit / Non-Profit</b>
	✓	<b>Traffic Control / Shuttle Buses</b> (Number of buses / locations / hours of operation, attach plan.)		✓	<b>Lighting plan: attach plan</b>
#	✓	<b>Electricity / Generators</b> (Size _____) Attach detailed electrical plan.	✓		<b>Activities / Entertainment</b> (Agenda) Other equipment or entertainment
			✓		<b>Signs or Banners:</b> sign permit may be required by the City Planning and Zoning Department
✓		<b>Water</b> Drinking / Washing (circle)		✓	<b>Stages</b> (Number and Size(s) _____)
	✓	<b>Gray Water Barrel / Grease Barrel</b> (circle /detail # and locations)	#	✓	<b>Barricades.</b> How many identify locations and attach logistics map
	✓	<b>Sanitation</b> -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#	50	<b>EVENT estimated attendance</b>
#	✓	<b>Porta Toilets / Wash Stations</b> (Quantity ADA Regular _____)	#		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: W. D. Bink Date: 5/7/08

The following neighbors of Bill Brimstein and Sara Baldwin, 1660 2<sup>nd</sup> Ave., have been informed of a birthday party and music from 4 to 7 PM at the residence on Saturday the 24<sup>th</sup> of May.

BOB PRESTON 1620 2ND AVE

Chip Mayle 1641 2ND AVE N.

Ed 1741 SECOND AVE N.

Ben Swales 1671 NORTHRIDGE AVE

Wm H. Hildt 1621 NORTHRIDGE AVE

Judy Sproule 1631 Northridge Dr.

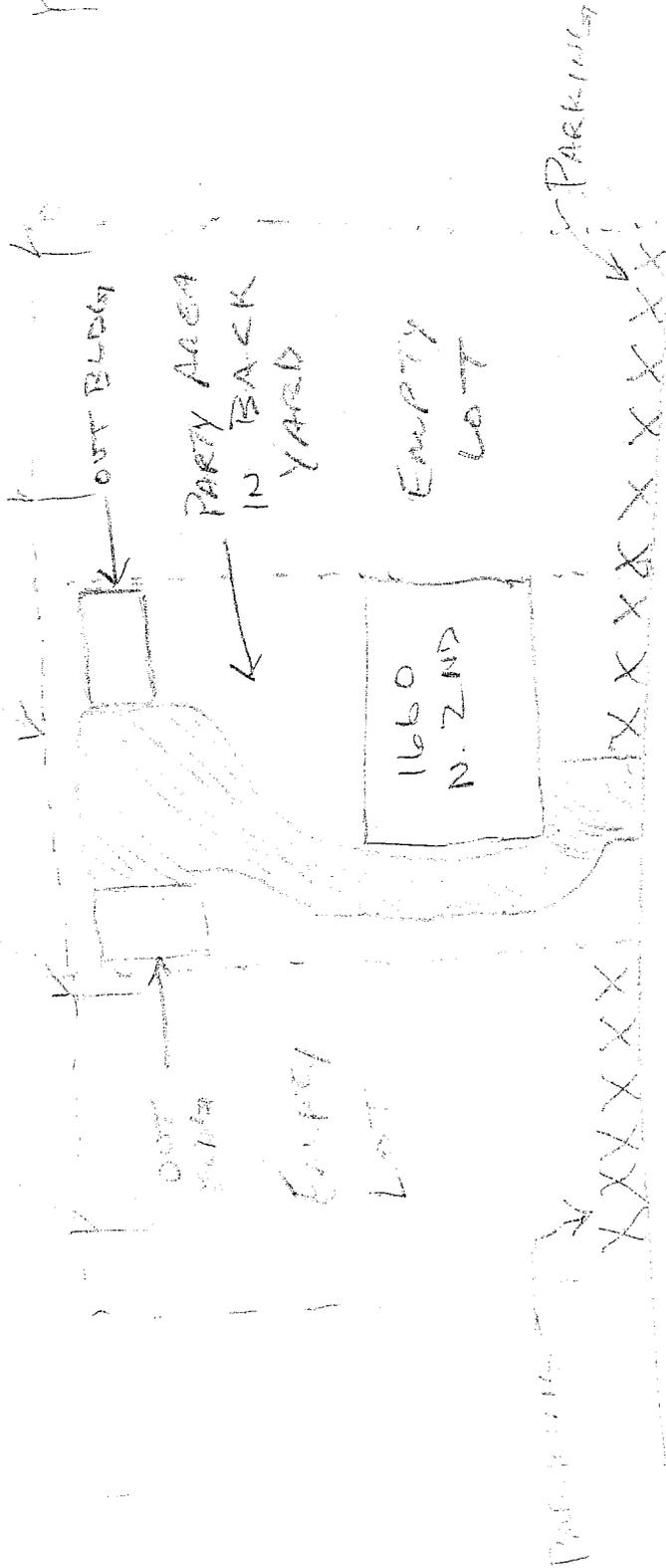
Don - Louise Gallagher 1641 NR Drive

Curry 1740 N 2ND AVE HALLEY

Curry 1661 2ND AVE NORTH

STAPED

BENCH



## DECISION

Based on the Application for a Special Event Permit for the Brimstein Private Birthday Party, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

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

DATED this 19th day of May, 2008.

CITY OF HAILEY

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

ATTEST:

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

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

## AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Brimstein Private Birthday Party that will occur on May 24, 2008 from 4:00 p.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 19th day of May, 2008.

APPLICANT:

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

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

CITY OF HAILEY:

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

ATTEST:

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

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

# City of Hailey

115 MAIN STREET SOUTH, SUITE H  
HAILEY, IDAHO 83333

(208) 788-4221  
Fax: (208) 788-2924

May 19, 2008

Bill Brimstein  
PO Box 4365  
Hailey, ID 83333

Subject: Special Event Approval

Dear Mr. Brimstein:

Congratulations! The Brimstein Private Birthday Party Special Event, scheduled for May 24, 2008, has been approved by the City Council.

Enclosed you will find a signed copy of the City Council's Decision, as well as an Agreement form. Please sign the Agreement, make a copy for your records and return the original to the City of Hailey. The Decision form does not need to be returned. The special event permit certificate will be mailed to you upon our receipt of the Agreement form.

Thank you for choosing the City of Hailey as the venue for your Special Event.

Sincerely,

Mary Cone  
City Clerk

**CITY OF HALLEY**  
**Special Event Permit**

**Brimstein Private Birthday Party**  
**1660 2<sup>nd</sup> Ave. N**

**This permit is valid May 24, 2008**

*City Clerk*

*Issue Date*





## SPECIAL EVENT PERMIT APPLICATION

**I. EVENT NAME:** BCRD Hailey 4th of July CRITERIUM

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

Public Property       Private Property

SEE ATTACHED MAP

### III. EVENT SCHEDULE

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

Date(s) of Event	Hours	Estimated # of Attendees
<u>7/4/08</u>	Start Time: <u>1:30</u> End Time: <u>4:00</u>	One Hour Interval: All Day:
	Start Time:      End Time:	One Hour Interval: All Day:
Date of Set-Up		
<u>7/4/08</u>	Start Time: <u>11:30</u> End Time: <u>1:30</u>	
Date of Tear Down		
<u>7/4/08</u>	Start Time: <u>4:00</u> End Time: <u>5:00</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 checked="" type="checkbox"/>	<u>\$500-</u>
Tax (on park rental fees only)	6%	<input type="checkbox"/>	_____
<b>TOTAL DUE</b>			<u><u>\$625-</u></u>
Additional Deposit Required		<input type="checkbox"/>	_____

**RECEIVED**  
MAY 13 2008

### V. ORGANIZATION INFORMATION

Applicant's Name: BCRD / SUN VALLEY ROAD & DIRT  
914 N 1<sup>ST</sup> AVE  
Hailey ID 83333 Title: ERIC PECTOR / BILLY OLSEN

Mailing Address: 1050 FOX ACRES RD Zip Code: 83333

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Day Telephone: 788-2117 EXT 312 Evening Telephone: CELL 720-6719

FAX Number: \_\_\_\_\_ E-Mail Address: PECTOR@BCRD.ORG  
BILLY@ROAD&DIRT.ORG

# 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		<b>Street Closures &amp; Access / Parade</b> Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.		X	Alcohol served (name of provider) Requires alcohol catering permit (Hailey Code 5.13)
				X	Alcohol sold/Liquor Catering License required City of Hailey Municipal Code 5.04, 5.08, 5.12
X		<b>Street Closures &amp; Access /Parade</b> require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods		X	Food/Beverages will be served (List Caterers):
#	X	<b>Canopies/Tents/Membranes/Temporary Structures</b> (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	#		Vendors items sold/ solicitation
	X	<b>Medical Services</b> (Circle) First Aid and/or EMS Services Spoke with Mike Chapman Who is providing services? NO SERVICE NEEDED PART OF THE PARADE		X	
#	X	<b>Security</b> (detail who, number of officers, times. Attach plan)	#	X	Booths: Profit / Non-Profit
X		<b>Traffic Control / Shuttle Buses</b> (Number of buses / locations / hours of operation, attach plan.)		X	Lighting plan: attach plan
#	X	<b>Electricity / Generators</b> (Size <u>1000 W</u> ) Attach detailed electrical plan. <u>FOR PA</u>		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 <u>Drinking</u> / Washing (circle)		X	Stages (Number and Size(s) _____)
	X	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	X	AS MANY AS WE CAN USE OF BARRICADES. How many THE CITY'S IN CON. Jackson with identify locations and attach logistics map Hailey Parade
	X	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#	200	EVENT estimated attendance
#		Porta Toilets / Wash Stations (Quantity ADA Regular _____)	#	3	Number of staff working event
4		4	#	20	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: Geri Pector

Date: 5-12-08



## AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the BCRD 4<sup>th</sup> of July Criterium that will occur on July 4, 2008 from 1:30 p.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 19th day of May, 2008.

APPLICANT:

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

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

CITY OF HAILEY:

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

Rick Davis, its Mayor

ATTEST:

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

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

## DECISION

Based on the Application for a Special Event Permit for the BCRD 4<sup>th</sup> of July Criterium, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

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

### Other Condition

- a. ITD Special Events Permit needs to be approved by ITD.
- b. List of contact cell phone numbers for that day will need to be provided.
- c. Signs and Banners may not be displayed more than 72 hours without a permit.
- d. Applicant to provide barricades for side street closures.

DATED this 19th day of May, 2008.

CITY OF HAILEY

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

ATTEST:

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

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

# City of Hailey

115 MAIN STREET SOUTH, SUITE H  
HAILEY, IDAHO 83333

(208) 788-4221  
Fax: (208) 788-2924

May 19, 2008

Blaine County Recreation District  
Eric Rector  
1050 Fox Acres Rd  
Hailey, ID 83333

Subject: Special Event Approval

Dear Rick:

Congratulations! The BCRD Hailey 4th of July Criterium Special Event has been approved by the City Council. Enclosed you will find a signed copy of the City Council's Decision, as well as an Agreement form. Please sign the Agreement, make a copy for your records and return the original to the City of Hailey. The Decision form does not need to be returned. The special event permit certificate will be mailed to you upon our receipt of the Agreement form.

Please note the following conditions connected with the approval of your event:

1. ITD Special Events Permit needs to be approved by ITD.
2. List of contact cell phone numbers for that day will need to be provided.
3. Signs and Banners may not be displayed more than 72 hours without a permit.
4. Applicant to provide barricades for side street closures.

Thank you for choosing the City of Hailey as the venue for your Special Event.

Sincerely,

Mary Cone  
City Clerk

# CITY OF HAILEY

## Special Event Permit

# BCRD 4<sup>th</sup> of July Criterium

A rectangle route between Bullion St. E and Galena St. E  
on Main St. N and 1<sup>st</sup> Ave. N

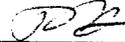
**This permit is valid July 4, 2008**

City Clerk

Issue Date

**AGENDA ITEM SUMMARY**

DATE: 05/19/2008 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

**SUBJECT:**

Request an amendment to the approved Hailey Chamber of Commerce 4<sup>th</sup> of July Special Event. The amendments requested are on the attached page.

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

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

Please see attached letter requesting the amendments along with the prior application.

**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	___ Planning	__xx Fire Dept.	_____
___ Safety Committee	___ P & Z Commission	__xx Police	_____
___ Streets	__xx Public Works, Parks	___ Mayor	_____

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Special Event Heads have reviewed and approved with recommendations.

1. Applicant to provide barricades for closure of Carbonate St.
2. List of contact cell phone numbers for that day will need to be provided.
3. Signs and Banners may not be displayed more than 72 hours without a permit.

**FOLLOW-UP REMARKS:**

\*



**PROPOSED CHANGES FOR THE 4<sup>TH</sup> OF JULY EVENTS  
HAILEY CHAMBER OF COMMERCE**

Current: Close Main Street at 11:45AM and re-open at 1:30PM

Change: Close Main Street at 11AM and re-open at 3PM

Current: Grand Stand at Croy & Main

Change: Grand Stand in front of Bullion Square

Current: BBQ in Hop Porter Park

Change: Food Court in Bullion Square Parking Lot

Current: No kids' events

Change: Close West Carbonate between Main and River for Kids Carnival sponsored by BC Rec. Dist.

Change: There will be live music on Bullion Square 11AM-12PM and 1:30PM-3PM

The purpose of the extension of the closure, moving the grandstand north, having a food court instead of the BBQ, and locating the children's carnival in the business district, is for the benefit of the merchants in the city of Hailey to maximize on the opportunities for sales from the annual visitors (and their entertainment).

## DECISION

Based on the Application for a Special Event Permit for the 4<sup>th</sup> of July Events, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

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

### Other Condition

- a. Applicant to provide barricades for closure of Carbonate St.
- b. List of contact cell phone numbers for that day will need to be provided.
- c. Signs and Banners may not be displayed more than 72 hours without a permit.

DATED this 19th day of May, 2008.

CITY OF HAILEY

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

ATTEST:

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

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

## AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the 4<sup>th</sup> of July Events that will occur on July 4, 2008 from 11:00 a.m. to 3:00 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 19th day of May, 2008.

APPLICANT:

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

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

CITY OF HAILEY:

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

Rick Davis, its Mayor

ATTEST:

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

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

# City of Hailey

115 MAIN STREET SOUTH, SUITE H  
HAILEY, IDAHO 83333

(208) 788-4221  
Fax: (208) 788-2924

May 19, 2008

Attn: Jim Spinelli, Director  
Hailey Chamber of Commerce  
P.O. Box 100  
Hailey, ID 83333

Subject: 4<sup>th</sup> of July Parade and BBQ Amendments

Dear Mr. Spinelli:

Congratulations! Your Amendments to the 4<sup>th</sup> of July Special Event has been approved by the City Council. Enclosed you will find a signed copy of the City Council's Decision, as well as an Agreement form. Please sign the Agreement, make a copy for your records and return the original to the City of Hailey. The Decision form does not need to be returned. The special event permit certificate will be mailed to you upon our receipt of the Agreement form.

Please note the following conditions connected with the approval of your event:

- Applicant to provide barricades for closure of Carbonate St.
- List of contact cell phone numbers for that day will need to be provided.
- Signs and Banners may not be displayed more than 72 hours without a permit.

Thank you for choosing the City of Hailey as the venue for your Special Event.

Sincerely,

Mary Cone  
City Clerk

# **CITY OF HAILEY**

## **Special Event Permit**

### **4<sup>th</sup> of July Events**

**Food Court in Bullion Square Parking Lot**

**This permit is valid July 4, 2008**

*City Clerk*

*Issue Date*



NO. 604

### SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: ANNUAL 4TH OF JULY BBQ + PARADE

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

Public Property       Private Property

HOP PORTER PARK

### III. EVENT SCHEDULE

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

Date(s) of Event	Hours	Estimated # of Attendees
<u>7-4-08</u>	Start Time: <u>NOON</u> End Time: <u>8PM</u>	One Hour Interval: All Day: <u>850</u>
	Start Time:      End Time:	One Hour Interval: All Day:
Date of Set-Up		
<u>7-4-08</u>	Start Time: <u>6AM</u> End Time: <u>NOON</u>	
Date of Tear Down		
	Start Time:      End Time:	

### IV. FEES

Special Event Permit Application Fee      \$125            9125

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

Security Deposit      \$500            CARRY OVER

Tax (on park rental fees only)      6%            \_\_\_\_\_

**TOTAL DUE**      \_\_\_\_\_      125

Additional Deposit Required            \_\_\_\_\_

### V. ORGANIZATION INFORMATION

Applicant's Name: JIM SPINELLI      Title: G.D. HAILEY CHAMBER

Mailing Address: P.O. 100      Zip Code: 8333

Street Address: 1050 FOX ACRES      City: HAILEY      State: ID

Day Telephone: 788-3484      Evening Telephone: 481-1117

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

Applicant Driver's License #: LA 123275 E

Sponsoring Organization: HAILEY CHAMBER & CITY OF HAILEY

Non-Profit:  Yes  No Tax Exempt #: \_\_\_\_\_

Federal Tax #: \_\_\_\_\_ State Tax #: \_\_\_\_\_

**VI. EVENT INFORMATION**

New Event: Yes \_\_\_\_\_ No  Annual Event: Yes  No \_\_\_\_\_ Years Operating 50

Event Category:  Commercial  Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): \$ 7500

Description of Event: BBQ @ PARK + PARADE ON MAIN ST.

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 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: TO BE FURNISHED <sup>J ICRMP</sup> 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.

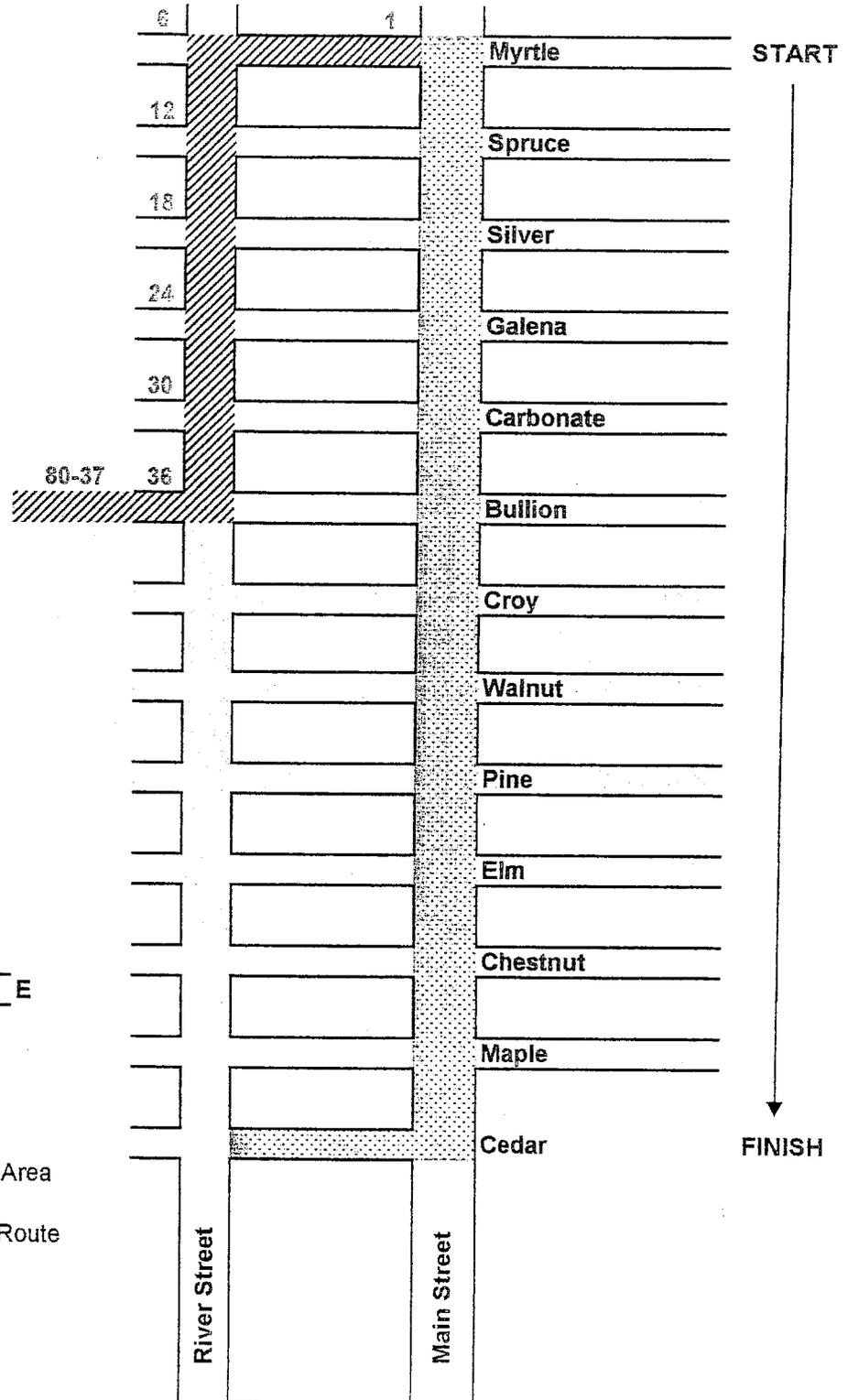
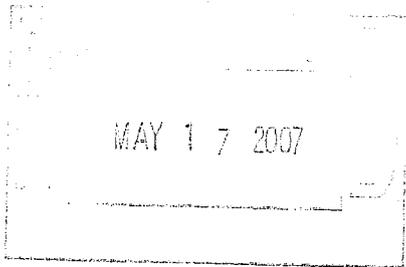
Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
✓		<b>Street Closures &amp; Access / Parade</b> Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.	✓		Alcohol served (name of provider) <i>TO BE DETERMINED LATER</i> Requires alcohol catering permit (Hailey Code 5.13)
					Alcohol sold/Liquor Catering License required City of Hailey Municipal Code 5.04, 5.08, 5.12
✓		<b>Street Closures &amp; Access /Parade</b> require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	✓		<b>Food/Beverages</b> will be served (List Caterers): <i>ALBERTSON'S OR ATKINSON'S</i>
#	1	<b>Canopies/Tents/Membranes/Temporary Structures</b> (Number & Size(s) <i>12x17</i> ) City of Hailey Fire Department, Fire Code Enforcement	#		Vendors items sold/ solicitation  <i>LIQUOR ONLY</i>
	✓	<b>Medical Services</b> (Circle) First Aid and/or EMS Services Who is providing services? _____	✓		
#	✓	<b>Security</b> (detail who, number of officers, times. Attach plan)	#	1	Booths: Profit / <u>Non-Profit</u>
	✓	<b>Traffic Control / Shuttle Buses</b> (Number of buses / locations / hours of operation, attach plan.)		✓	Lighting plan: attach plan
#	✓	<b>Electricity / Generators</b> (Size _____) Attach detailed electrical plan.	✓		Activities / Entertainment (Agenda) <i>LIVE MUSIC</i> Other equipment or entertainment
			✓		Signs or Banners: sign permit may be required by the City Planning and Zoning Department <i>IN PARK</i>
✓		<b>Water</b> Drinking / Washing (circle)	✓		Stages (Number and Size(s) <i>1 15'x30'</i> )
	✓	<b>Gray Water Barrel / Grease Barrel</b> (circle /detail # and locations)	#	✓	Barricades. How many <i>EAST ACCESS RD TO PARK</i> identify locations and attach logistics map
✓		<b>Sanitation</b> -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#	✓	EVENT estimated attendance <i>900</i>
#	✓	<b>Porta Toilets / Wash Stations</b> (Quantity ADA Regular _____)	#	<i>30-40</i>	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: *10-18-7*

4th of July

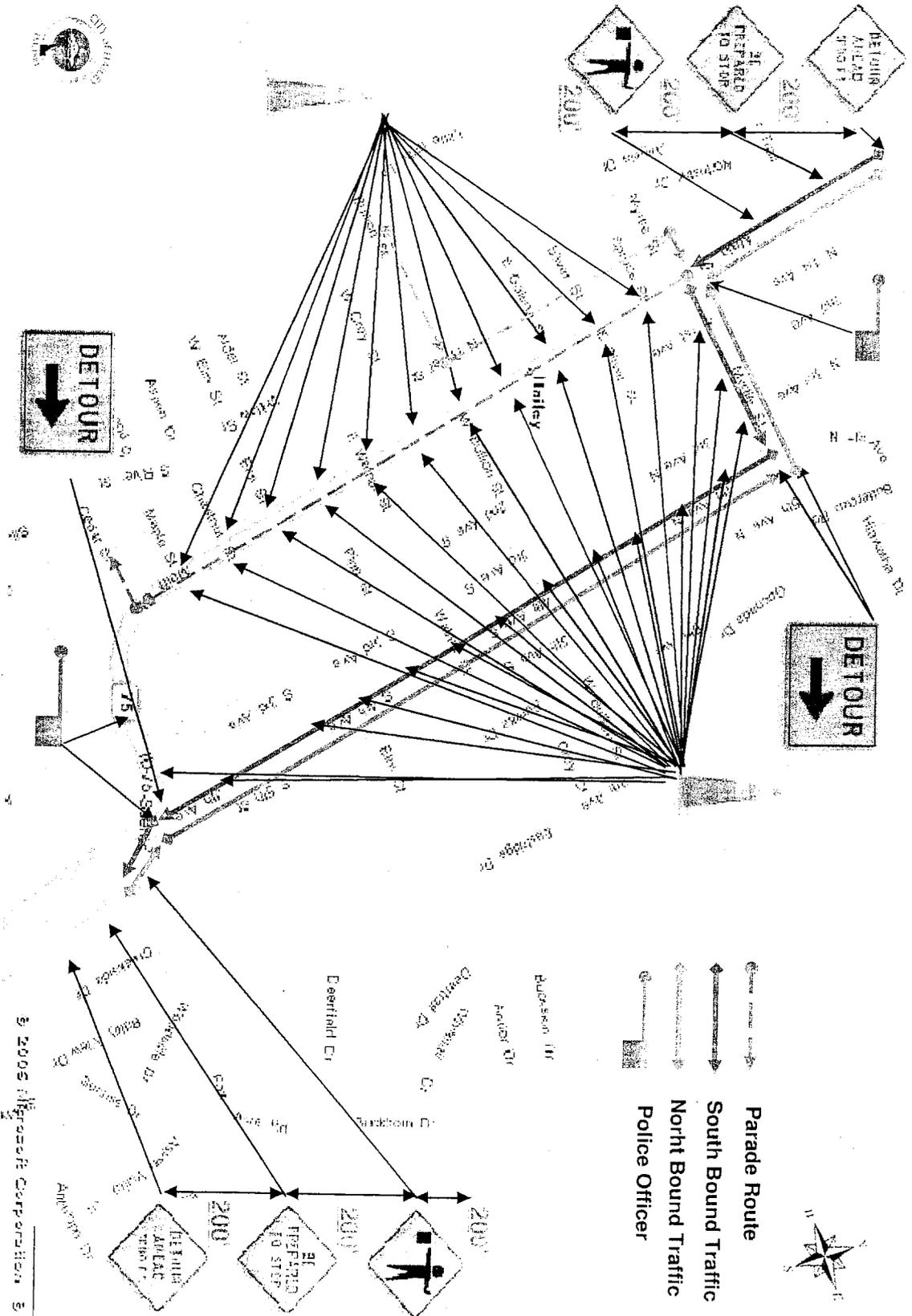
# PARADE ROUTE



= Staging Area

= Parade Route

HAILEY 4th of JULY TRAFFIC DETOUR ROUTE



ALL SIGNS WILL BE RETRO REFLECTIVE 48" X 48"  
 CONES WILL BE 36" WITH RETRO REFLECTIVE STRIPES  
 ALL SIGN SPACING WILL BE AT 200'

THERE WILL BE 8 CONES PER INTERSECTION ON MAIN ST

