

AGENDA ITEM SUMMARY

DATE: 09/14/09 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for a Five Star Women's Hockey Preseason Kick Off Special Event on 09/18/09 at the Wicked Spud.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code Chapter 12.14
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

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

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Special Event Heads approved with no further recommendations/conditions.

FOLLOW-UP REMARKS:

DECISION

Based on the Application for a Special Event Permit for the Five Star Women's Hockey Preseason Kick Off in Hailey, 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.

DATED this 14th day of September, 2009.

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 Five Star Women's Hockey Preseason Kick Off that will occur on September 18, 2009 from 5:00 p.m. to 10:00 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 14th day of September, 2009.

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

September 14, 2009

Kelley Sinnott
Five Star Women's Hockey
P.O. Box 1542
Ketchum, ID 83340

Subject: Five Star Women's Hockey Preseason Kick Off

Dear Kelley:

Congratulations! Your Five Star Women's Hockey Preseason Kick Off Special Event, scheduled for September 18, 2009 at local businesses, has been approved by the City Council.

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

**Five Star Women's Hockey
Preseason Kick Off**

At the Wicked Spud

This permit is valid on September 18, 2009

City Clerk

Issue Date



RECEIVED

AUG 27 2009

SPECIAL EVENT PERMIT APPLICATION #6187

I. EVENT NAME: Five Star Women's Hockey Preseason Kickoff Event

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

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
9/18/09	Start Time: 5:00 p. End Time: 10:00	One Hour Interval: 50 All Day: 100
	Start Time: 4:00 p. End Time:	One Hour Interval: All Day:
Date of Set-Up	9/18/09 ↓	
	Start Time: End Time:	
Date of Tear Down	9/18/09	
	Start Time: End Time:	

IV. FEES

Special Event Permit Application Fee	\$125	<input checked="" type="checkbox"/>	125 ⁰⁰
Per Day Park Rental Fee	\$200	<input type="checkbox"/>	
Security Deposit	\$500	<input type="checkbox"/>	
Tax (on park rental fees only)	6%	<input type="checkbox"/>	
TOTAL DUE			
Additional Deposit Required		<input type="checkbox"/>	

V. ORGANIZATION INFORMATION

Applicant's Name: Kelley Sinnott Title: Event Organizer
Mailing Address: PO Box 15412 Zip Code: 83340
Street Address: _____ City: Ketchum State: ID
Day Telephone: (208) 720-8498 Evening Telephone: _____
FAX Number: _____ E-Mail Address: Kelley.Sinnott@gmail.com

Laci Hernandez - (208) 409-7838
PO Box 538, Sun Valley, ID 83353
Applicant Driver's License #: FA11730260

Sponsoring Organization: Five Stars Women's Hockey

Non-Profit: Yes (No)

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:
Fundraiser: Bands and raffle for hockey team

Additional Details:
We are using the Wicked Spud location, food, alcohol & outside stages

VII. INSURANCE REQUIREMENTS

Wicked Spud Insurance

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: *Post Insurance* Agent Name: _____

Address: *Boise, Id* 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 (Free of Charge) (name of provider)
	✓	Street Closures & Access / Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods	X		Alcohol Sold <i>Using Spud Permit</i> Requires Alcohol Beverage Catering Permit (Hailey Code 5.13) <i>Beer Wine Only</i>
	✓	Street Closures & Access / Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods		X	Food/Beverages will be served (List Caterers): <i>Wicked Spud</i>
#	✓	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement	#	✓	Vendors items sold/ solicitation
	✓	Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____			
#	✓	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 <i>Wicked Spud out down stage</i> <i>Same as Wednesday Backward Alley Party</i>
#	✓	Electricity / Generators (Size _____) Attach detailed electrical plan.		✓	Activities / Entertainment (Agenda) <i>band, have fun outside PA</i> 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
	✓	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#		EVENT estimated attendance 100
#	✓	Porta Toilets / Wash Stations (Quantity ADA Regular _____)	#		Number of staff working event 5 5
			#		Number of volunteers working 10

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: 8/13/09

AGENDA ITEM SUMMARY

DATE: 09/14/09 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for a Night of Music in Hailey Special Event on 09/21/09 at downtown businesses.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code Chapter 12.14
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

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

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IFAPPLICABLE)

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Special Event Heads approved with no further recommendations/conditions.

FOLLOW-UP REMARKS:

DECISION

Based on the Application for a Special Event Permit for the A Night of Music in Hailey, 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 14th day of September, 2009.

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 A Night of Music in Hailey that will occur on September 21, 2009 from 5:00 p.m. to 9:00 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 14th day of September, 2009.

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 HALLEY

Special Event Permit

Night of Music

Downtown Businesses

This permit is valid September 21, 2009

City Clerk

Issue Date

City of Hailey

115 MAIN STREET SOUTH, SUITE H
HAILEY, IDAHO 83333

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

September 14, 2009

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

Subject: A Night of Music in Hailey

Dear Jim:

Congratulations! Your Night of Music Special Event, scheduled for September 21, 2009 at local businesses, has been approved by the City Council.

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

Sincerely,

Mary Cone
City Clerk



SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: NIGHT OF MUSIC IN HAILEY

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

Local Merchants & Restaurants

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>9-21-09</u>	Start Time: <u>5 PM</u> End Time: <u>9 PM</u>	One Hour Interval: _____ All Day: _____
	Start Time: _____ End Time: _____	One Hour Interval: _____ All Day: _____
Date of Set-Up		
	Start Time: _____ End Time: _____	
Date of Tear Down		
	Start Time: _____ End Time: _____	

IV. FEES

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

V. ORGANIZATION INFORMATION

Applicant's Name: JIM SPINELLI Title: EXEC. DIR.

Mailing Address: PO 100 HAILEY Zip Code: 83333

Street Address: 309 S. MAIN City: HAILEY State: ID

Day Telephone: 788-3484 Evening Telephone: 481-1112

FAX Number: 578-1595 E-Mail Address: info@hailegidnr.com

Applicant Driver's License #: DA123275E
Sponsoring Organization: HAILEY CHAMBER OF COMMERCE
Non-Profit: Yes No Tax Exempt #: _____
Federal Tax #: 82-0420093 State Tax #: _____

VI. EVENT INFORMATION

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

Event Category: Commercial Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): 0

Description of Event:
LOCAL MUSICIANS WILL BE PAIRED W/ RESTAURANTS
& BUSINESSES FOR MUSIC - SOME WILL BE OUTSIDE
AND AMPLIFIED - MOSTLY 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 City of Hailey, Blaine County, Idaho as additional insured shall be delivered to the City of Hailey with this application.* The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: PHILADELPHIA Agent Name: BISAETT
Address: ON FILE 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 (Free of Charge) (name of provider)
			/		Alcohol Sold <i>AT RESTAURANTS</i> 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):
#	/	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement <i>FEW</i>	#		Vendors items sold/ solicitation
	/	Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____		/	
#	/	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
#	/	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)) <i>KAIS / UINPAGE 67PSY</i>
	/	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	/	Barricades. How many identify locations and attach logistics map
	/	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#		EVENT estimated attendance
#	/	Porta Toilets / Wash Stations (Quantity ADA Regular _____)	#	2	Number of staff working event
			#	5	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: 8-25-09



Philadelphia Insurance Companies
 One Bala Plaza, Suite 100, Bala Cynwyd, Pennsylvania 19004

Proposal Date: 04/14/2009
 Quotation Number: 3346103

Named Insured: Hailey Chamber of Commerce

GENERAL LIABILITY

Total: \$ 308.00

Each Occurrence Limit	1,000,000
Personal and Advertising Injury Limit	1,000,000
General Aggregate Limit (Other Than Products – Completed operations)	3,000,000
Products/Completed Operations Aggregate Limit	3,000,000
Rented to You Limit	100,000
Medical Expense Limit (Any One Person)	0

Classifications	Class Code	Premium Base	Prem/Op BI/PD Ded	Products BI/PD Ded	Exposure	Premium
IDAHO						
LOC 1 BLDG/PREMS-OFFICE-NOC-NFP	61227	AREA	NONE	INCL	200	35.00
LOC 1 OUTDOOR MUSIC FESTIVAL	63218	ATTENDANT	NONE	INCL	750	141.00
LOC 1 HAILEY HALLOWEEN HOOPLA	63218	ATTENDANT	NONE	INCL	200	38.00
LOC 1 OUTDOOR CARNIVAL	63218	ATTENDANT	NONE	INCL	500	94.00

AGENDA ITEM SUMMARY

DATE: 09/14/09 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for Hailey Halloween Hoopla Special Event on Main Street, Old Mercantile & Meriwether Merchants, Liberty Theatre and KB's to take place on October 31, 2009, 3:00PM – 6:00 PM.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

- The representative believes there may be up to 700 people in attendance at 150 per hour interval.
- There will be live amplified music at KB's and possibly 1 or 2 other Main Street Locations.

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:

Special Event Department Heads approved with the following condition:
Approved by HFD provided that no flammable decorations or props (ie hay bales, candles, etc.) are used in an indoor location without HFD approval.

FOLLOW-UP REMARKS:

DECISION

Based on the Application for a Special Event Permit for the Hailey Halloween Hoopla, 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 Conditions

- a. Provided that no flammable decorations or props (i.e. hay bales, candles, etc.) are used in an indoor location without approval from the Hailey Fire Department.

DATED this 14th day of September, 2009.

CITY OF HAILEY

By: _____

Rick Davis, its Mayor

ATTEST:

Mary Cone, its City Clerk

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

AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Hailey Halloween Hoopla that will occur on October 31, 2009 from 3:00 p.m. to 6:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney's fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 14th day of September, 2009.

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

September 14, 2009

Jim Spinelli, Director
Hailey Chamber of Commerce
PO Box 100
Hailey, ID 83333

Subject: Special Event Approval

Dear Jim:

Congratulations! The Hailey Halloween Hoopla Special Event, scheduled for October 31, 2009, at downtown Hailey merchants has been approved by the City Council.

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

Provided that no flammable decorations or props (i.e. hay bales, candles, etc.) are used in an indoor location without approval from the Hailey Fire Department.

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

Hailey Halloween Hoopla

**On Main Street, at Old Mercantile & Meriwether Building
Merchants, at KB's and at The Liberty Theater**

This permit is valid October 31, 2009

City Clerk

Issue Date



SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: HAILEY HALLOWEEN HOOLA #5501

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

MAIN STREET, LIBERTY THEATER, K&S, OLD MERCANTILE & MEXICAN WETHEK

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
10-31-09	Start Time: 3 PM End Time: 6 PM	One Hour Interval: 150 All Day: 700
	Start Time: End Time:	One Hour Interval: All Day:
Date of Set-Up		
10-31-09	Start Time: 2 PM End Time: 7 PM	
Date of Tear Down		
10-31-09	Start Time: 6 PM End Time: 7 PM	

IV. FEES

Special Event Permit Application Fee \$125 125

Per Day Park Rental Fee \$200 _____

Security Deposit \$500 _____

Tax (on park rental fees only) 6% _____

TOTAL DUE _____ 125

Additional Deposit Required _____

V. ORGANIZATION INFORMATION

Applicant's Name: JIM SPINELLI Title: EXEC. DIR.

Mailing Address: PO 100 HAILEY Zip Code: 83333

Street Address: 3095. MAIN City: HAILEY State: ID

Day Telephone: 788 3484 Evening Telephone: 481 1110

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

Applicant Driver's License #: DA1232 75 E

Sponsoring Organization: HAILEY CHAMBER OF COMMERCE & S.V.M.A

Non-Profit: Yes No Tax Exempt #: _____

Federal Tax #: 82-042 0093 State Tax #: _____

VI. EVENT INFORMATION

New Event: Yes _____ No Annual Event: Yes No _____ Years Operating 4

Event Category: Commercial Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): 0

Description of Event: SEE ATTACHED

Additional Details:

VII. INSURANCE REQUIREMENTS

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

Insurance Company: PHILADELPHIA Agent Name: BISNETT INS

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 (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)
	✓	Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods		✓	Food/Beverages will be served (List Caterers):
#	✓	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	#	✓	Vendors items sold/ solicitation
	✓	Medical Services (Circle) First Aid and/or EMS Services Who is providing services? _____		✓	
#	✓	Security (detail who, number of officers, times. Attach plan) <i>HAPD & VOL FIRE FIGHTERS per phone call with APD for details</i>	#	✓	Booths: Profit / 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) <i>SEE ATTACHED</i> 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
	✓	Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#	✓	EVENT estimated attendance <i>600-700</i>
#	✓	Porta Toilets / Wash Stations (Quantity ADA Regular _____)	#	2	Number of staff working event
	✓		#	15	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: *Jim Smith* Date: 8-20-09

DESCRIPTION OF EVENT:

This is an annual celebration of Halloween targeting young children. The merchants along Main Street will be offering candy and prizes to the young "Trick or Treaters". During the event times, there will be a costume contest at the Liberty Theater. In addition, there will be live music at KB's, and perhaps 1 or 2 more locations on Main Street. It is requested that we have HPD help with street crossings as they have in the past.

Philadelphia Indemnity Insurance Company

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy Number: PHPK309395

Agent # 30075

See Supplemental Schedule

LIMITS OF INSURANCE

\$	3,000,000	General Aggregate Limit (Other Than Products – Completed Operations)
\$	3,000,000	Products/Completed Operations Aggregate Limit (Any One Person Or Organization)
\$	1,000,000	Personal and Advertising Injury Limit
\$	1,000,000	Each Occurrence Limit
\$	100,000	Rented To You Limit
\$	0	Medical Expense Limit (Any One Person)

FORM OF BUSINESS: NON PROFIT ORGANIZATION

Business Description: Special Events

Location of All Premises You Own, Rent or Occupy: **SEE SCHEDULE ATTACHED**

AUDIT PERIOD, ANNUAL, UNLESS OTHERWISE STATED: N/A

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp. Ops.	Prem./ Ops.	Prod./ Comp. Ops.
SEE SCHEDULE ATTACHED						
TOTAL PREMIUM FOR THIS COVERAGE PART:					\$ 1,090.00	\$

RETROACTIVE DATE (CG 00 02 ONLY)

This insurance does not apply to "Bodily Injury", "Property Damage", or "Personal and Advertising Injury" which occurs before the retroactive date, if any, shown below.

Retroactive Date: _____

FORM (S) AND ENDORSEMENT (S) APPLICABLE TO THIS COVERAGE PART: Refer To Forms Schedule

Countersignature Date

Authorized Representative