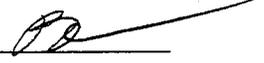


AGENDA ITEM SUMMARY

DATE: 11/08/2010 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

SUBJECT:

Approval is requested for the Chamber Hailey Holidays Parade Special Event. Scheduled to take place on 12/02/10, 6 pm to 9 pm on Main Street beginning at Pine St E and ending at Carbonate St E and 1<sup>st</sup> Ave N.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

- ITD HIGHWAY CLOSURE APPLICATION HAS BEEN SUBMITTED TO IDAHO DEPARTMENT OF TRANSPORTATION.

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	_____
XX Streets	__xx Public Works, Parks	___ Mayor	_____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Special Event Heads have reviewed and approved with the following contingencies:

- Applicant must provide a detailed map of the block closure along with a signature log showing each business/resident affected by the street closure approved.
- Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
- This special event is within the Business (B) zoning district and Arts & Entertainment is a permitted use.

FOLLOW-UP REMARKS:

\*

## DECISION

Based on the Application for a Special Event Permit for the Hailey Holidays Parade, 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 must provide a detailed map of the block closure along with a signature log showing each business/resident affected by the street closure approved.
- b. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
- c. This special event is within the Business (B) zoning district and Arts & Entertainment is a permitted use.

DATED this 08<sup>th</sup> day of November, 2010.

CITY OF HAILEY

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

ATTEST:

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

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

**AGREEMENT**

In consideration of the granting of a special event permit by the City of Hailey (“the City”) for the Hailey Holidays Parade that will occur on December 02, 2010 from 6:00 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 08<sup>th</sup> day of November, 2010.

APPLICANT:

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

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

CITY OF HAILEY:

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

Rick Davis, its Mayor

ATTEST:

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

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



# SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Hailey Christmas Parade and Tree Lighting Ceremony

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

### 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>Dec. 2nd.</u>	Start Time: <u>6:00pm</u> End Time: <u>9:00pm</u>	One Hour Interval: All Day: <u>200</u>
	Start Time:                      End Time:	One Hour Interval: All Day:
Date of Set-Up		
<u>Dec. 2nd.</u>	Start Time: <u>5:30pm</u> End Time: <u>9:00pm</u>	
Date of Tear Down		
<u>Dec. 2nd.</u>	Start Time:                      End Time:	

### IV. FEES

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

### V. ORGANIZATION INFORMATION

Applicant's Name: SVMA + Hailey Chamber Title: \_\_\_\_\_

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

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

Day Telephone: 788-3484 Evening Telephone: 309-2081

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

Applicant Driver's License #: \_\_\_\_\_  
Sponsoring Organization: MCC + SVMMA  
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 6

Event Category:  Commercial  Noncommercial

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

Description of Event:  
Line up the parade participants on E. Pine, proceed along main street north to E. Carbonate, turn right and continue to Merriwether Building courtyard.

Additional Details:  
Close block of street between Carbonate and Bullion (1st Avenue) for a Holiday Celebration with Santa, carolers, treats for families and lighting of the city tree. Amplified music and announcements.

**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 / Marty Miller  
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 (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):
#	✓	<b>Canopies/Tents/Membranes/Temporary Structures</b> (Number & Size(s) City of Hailey Fire Department, Fire Code Enforcement	#	#	Vendors items sold/ solicitation
	✓	<b>Medical Services</b> (Circle) First Aid and/or EMS Services Who is providing services? _____		✓	
#	✓	<b>Security</b> (detail who, number of officers, times. Attach plan)	#	✓	Booths: Profit / Non-Profit
	✓	<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) 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) _____)
	✓	<b>Gray Water Barrel / Grease Barrel</b> (circle /detail # and locations)	#	2	Barricades. How many identify locations and attach logistics map
	✓	<b>Sanitation</b> -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#	125	EVENT estimated attendance 125-200
#	✓	<b>Porta Toilets / Wash Stations</b> (Quantity ADA Regular _____)	#	2	Number of staff working event
			#	10	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: 10/23/09



To: The City of Hailey  
115 S. Main  
Hailey ID, 83333

September 27, 2010

Dear Trina,

On Thursday, December 2<sup>nd</sup>, 2010 South Valley Merchants Alliance and the Hailey Chamber of Commerce intend to close traffic in the block between Carbonate and Bullion streets (in front of Meriwether building) on 1st Ave for the Holiday Celebration with Santa between 6:00-9:00 p.m.

We will use orange traffic cones and sawhorses for barricades.

We are informing citizens and business owners in the block of the street closure. Please find the street map included with the closed off block highlighted.

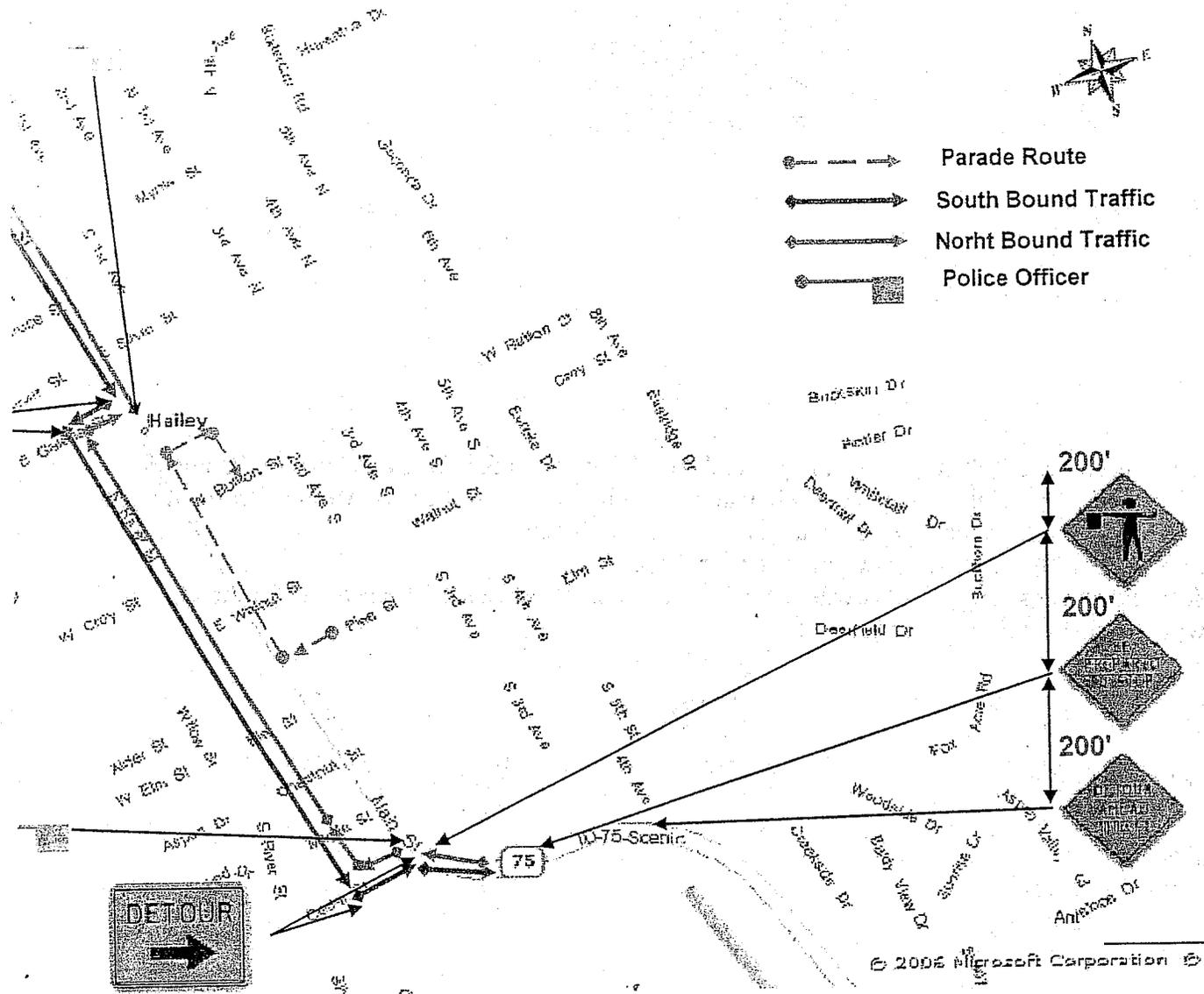
Sincerely,

A handwritten signature in cursive script, appearing to read "Anna Svidgal".

Anna Svidgal  
Asst. Executive Director  
Hailey Chamber of Commerce

Hailey Chamber of Commerce  
309 S. Main Street  
P.O. Box 100 Hailey, Idaho 83333  
Phone: (208) 788-3484  
Fax: (208) 578-1595  
[www.haileyidaho.com](http://www.haileyidaho.com)

# HAILEY HOMETOWN HOLIDAYS TRAFFIC DETOUR ROUTE



REFLECTIVE 48" X 48"  
 RETRO REFLECTIVE STRIPES  
 AT 200'

THERE WILL BE 8 CONES PER INTERSECTION ON MAIN ST





October 26, 2010

Hailey Chamber of Commerce  
Anna Svidgal  
PO Box 100  
Hailey, ID 83333

OCT 27 2010

(TTS) RD

RE: Hometown Holidays Parade

Dear Ms. Svidgal:

This letter is to inform you that your request for use of State Highways for this special event has been approved. Enclosed is the agreement for the Hailey Hometown Holiday Parade scheduled December 2, 2010, on State Highway 75, from Pine Street (milepost 116.416) to Carbonate Street (milepost 116.610).

Traffic control should be in conformance with the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES as adopted by the Idaho Transportation Department and/or manned by uniformed police officers.

We are returning a signed/approved copy of the agreement to you. If you have any questions call me at 886-7853. Good luck with your parade.

Sincerely,

**ORIGINAL SIGNED BY**

DAVE JENSEN, TTS  
D-4, Permit Coordinator

Enclosures

cc: Mayor Richard Davis, City of Hailey (115 Main Street S., Hailey, ID 83333)  
Cpt. Rob Storm, Idaho State Police (218 West Yakima Jerome, ID 83338-5904)  
Sheriff Walt Femling, Blaine County (1650 Aviation Drive, Hailey, ID 83333)  
Chief of Police Jeff Gunter, City of Hailey (115 Main Street S., Hailey, ID 83333)

Bullion

BARRICADES/  
CONES

Old  
mercantile  
Building

Hailey  
Eye  
Center

Nature  
conservancy

December 2,  
Hailey Home town Holiday  
parade and tree lighting

Carbmate  
BARRICADES/  
CONES

CAROLERS  
COOKIES

Mr Tree  
SANTA

Meriwether Building



AGENDA ITEM SUMMARY

DATE: 11/08/10 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: 

**SUBJECT:**

This is a request of approval for a Hailey Christmas Trees Special Event, to be held at the lot adjacent to Bank of America on Main St N. This may have vendors from the affiliates to Idaho's Bounty. Santa is scheduled to be there on two Saturdays for pictures. 10% of proceeds are going to Idaho Bounty.

This event requests waiver of the following Special Event ordinance restriction:  
6. The set-up and removal of the facilities needed for the Special Event and the operation of the Special Event shall not exceed four (4) consecutive days.

**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 have reviewed and approved with the following comments:  
  
Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department. Please fill out attached permit application.  
This special event is within the Business (B) zoning district and Arts and Entertainment is a permitted use.  
Lighting: No flashing lights. All lights are encouraged to be turned off after business hours. The two lights used to illuminate the cashier and loading areas shall be turned off after business hours and shall be downcast and fully shielded.

**FOLLOW-UP REMARKS:**

## DECISION

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

### Standard Conditions

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

### Other Condition

- a. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department. Please fill out attached permit application.
- b. This special event is within the Business (B) zoning district and Arts and Entertainment is a permitted use.
- c. Lighting: No flashing lights. All lights are encouraged to be turned off after business hours. The two lights used to illuminate the cashier and loading areas shall be turned off after business hours and shall be downcast and fully shielded.

DATED this 08<sup>th</sup> day of November, 2010.

CITY OF HAILEY

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

ATTEST:

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

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

## AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Hailey Christmas Trees that will occur on November 26, 2010 – December 24, 2010 from 10:00 a.m. to 7:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney's fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 08<sup>th</sup> day of November, 2010.

APPLICANT:

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

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

CITY OF HAILEY:

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

ATTEST:

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

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



# SPECIAL EVENT PERMIT APPLICATION

OCT 22 2010

I. EVENT NAME: Hailey Christmas Trees

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

Farmers Market Lot next to Bank of America on Main St. 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
November 26, 2010 +0	Start Time: 10am	End Time: 7pm	One Hour Interval: 5-6 All Day: 50
December 24, 2010 Every day: Mon - Sun	Start Time: 10am	End Time: 7pm	One Hour Interval: All Day:
Date of Set-Up			
Nov 25 Date of Tear Down	Start Time: 2am	End Time: 6pm	
Dec 24	Start Time: 12pm	End Time: 3pm	

### IV. FEES

Special Event Permit Application Fee      \$125            125<sup>00</sup>

Per Day Park Rental Fee      \$200     

Security Deposit      \$500            Private Property N/A

Tax (on park rental fees only)      6%     

**TOTAL DUE**      \$1.25<sup>00</sup>

Additional Deposit Required     

### V. ORGANIZATION INFORMATION

Applicant's Name: Eric Huus      Title: Owner Hailey Christmas Trees

Mailing Address: Po Box 1971 Sun Valley      Zip Code: 83353

Street Address: 631 Washington Ave #202      City: Ketchum      State: ID

Day Telephone: 208-720-8712      Evening Telephone: 208-720-8258

FAX Number: 788-8226      E-Mail Address: OBVHuus@yahoo.com

Applicant Driver's License #: FA120946C

Sponsoring Organization: Idaho's Bounty

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

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

**VI. EVENT INFORMATION**

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

Event Category:  Commercial  Noncommercial

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

Description of Event:  
I will be selling Christmas trees with 10% of the proceeds going to Idaho's Bounty. Last year we donated \$600 to Idaho's Bounty. This year we expect to exceed that we will have Santa Claus for two Saturdays in December as well.

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

**VII. INSURANCE REQUIREMENTS**

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

Insurance Company: Wood River 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 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
	<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 Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
	<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"/>	Food/Beverages will be served (List Caterers):
#	<input checked="" type="checkbox"/>	Canopies/Tents/Membranes/Temporary Structures (Number & Size(s) <u>1 5' by 5'</u> City of Hailey Fire Department, Fire Code Enforcement <u>Fire Pit upon approval</u>	#	<input checked="" type="checkbox"/>	Vendors items sold/ solicitation
	<input checked="" type="checkbox"/>	Medical Services (Circle) First Aid and/or EMS Services  Who is providing services? _____			
#	<input checked="" type="checkbox"/>	Security (detail who, number of officers, times. Attach plan)	#	<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
#	<input checked="" type="checkbox"/>	use of outlets on lot 3 Extension Cords Electricity / Generators (Size _____) Attach detailed electrical plan.	<input checked="" type="checkbox"/>		Activities / Entertainment (Agenda) Other equipment or entertainment
			<input checked="" type="checkbox"/>		Signs or Banners: sign permit may be required by the City Planning and Zoning Department
	<input checked="" type="checkbox"/>	Water Drinking / Washing (circle)		<input checked="" type="checkbox"/>	Stages (Number and Size(s) _____)
	<input checked="" type="checkbox"/>	Gray Water Barrel / Grease Barrel (circle /detail # and locations)	#	<input checked="" type="checkbox"/>	Barricades. How many identify locations and attach logistics map
<input checked="" type="checkbox"/>		Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations) <u>1 Trash Can</u>	#		EVENT estimated attendance <u>20-50 per day</u>
#	<input checked="" type="checkbox"/>	Porta Toilets / Wash Stations (Quantity ADA Regular _____)	# <u>2-4</u>		Number of staff working event
			# <u>2</u>		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: 10-20-10

### Signs or Banners

We have one sign that has been used in the past and has been approved in previous years. It will be displayed on the East side of the lot facing Main St. We will apply for a permit for that sign.

### Parking and Traffic control

We will be open each day from 12:00pm to 8:00pm. There is abundant parking on Main St. and in the adjacent lot (I have received permission to use for parking and loading of trees from the owner) in addition there is room in the alley way for loading and some parking. We will not load any trees on Main St. for safety reasons. On weekends I anticipate we will have the most traffic and we should have sufficient parking in the adjacent lot and we will encourage use of the public lot on River Street.

### Security Control

Two people will be on-site during business hours and we will secure the area each night. We plan on keeping some of the Christmas lights on all night to discourage vandals or theft. Although I feel being on Main St. and in such a central location, theft is not a concern.

### Lighting Plan

We have Christmas lights that we plan to put on the bordering fence, storage unit and the large tree in the middle of the lot. We also plan to utilize two lights to illuminate the cashier area and loading area. Each night we will turn off any lights that may disturb neighbors and keep the tree illuminated with energy efficient LED lights.

### Activities:

On December 5<sup>th</sup> and Dec 12<sup>th</sup> we are trying to encourage vendors who are affiliated with Idaho Bounty to set up booths and sell their goods. We also are trying to bring in Santa Claus on December 12<sup>th</sup> for pictures.

### Food and Beverage:

We will be offering free coffee and hot chocolate each day.

### Canopies and Tents:

One awning will be used to cover the cashier area. We may employ the use of an electric heater, we will check with the Fire Dept. to make sure this is permissible.

Awning will not enclose or be over the chosen heat.

? Propane Fuel source 10' away from Tree's or Tent  
Free Stand Heaters 3' feet or more from walls of Tent  
Pit 5' away Tree's or -53- w/cover over.

## General Liability

We have a \$1 Million Liability insurance policy through Wood River Insurance. See faxed policy coverage declaration

## Sale of merchandise:

The following items will be sold throughout the event:

Christmas Trees  
Wreaths

If we do get some vendors who would like to sell their goods I would anticipate the following:

Baked Goods:	Bread, Pies, Christmas Cookies
Meats:	Frozen Organic Turkeys and Frozen Beef Tenderloin
Crafts:	Christmas Ornaments, jewelry
Other:	Jams and jellies and fudge

## Charities:

I have called many of the local charities to see if they would like to participate in our event. We will be donating 10% of our profits to Idaho Bounty and we would like to be the central location for dropping off donated food for the Hunger Coalition and toys for children who are in need.

We request the city grant us a modification to the special events permit to cover the following dates Nov 26<sup>th</sup> to Dec 20<sup>th</sup>  
24<sup>th</sup> 2010

GALENA

BANK OF AMERICA

STORAGE

MAIN STREET

PARKING

*Non-Fashioning*  
CHRISTMAS LIGHTS  
ON PERIMETER FENCE

1  
2

3

4

5

6

7

8

CASHIER

PARKING

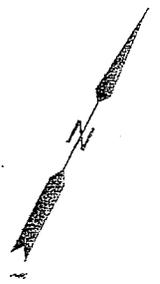
LOADING

ALLEY

Down Cas + Flood  
Lights OFF BY  
8:pm each Night

LIGHTS ON TREE  
Down Cas + Flood Light  
OFF BY 8:00pm  
each Night

1" = 30'



# Google maps

Address Idaho 75

Address is approximate

**Save trees. Go green!**  
 Download Google Maps on your phone at [google.com/gmm](http://google.com/gmm)




Print

Google maps

Address 215 N Main St  
Hailey, ID 83333

Notes

