



SPECIAL EVENT APPLICATION

A step by step guide to request, schedule and obtain approval to present a community event within the City of Hailey.

- A **completed** application must be received by the city Special Events Administrator in accordance with City Municipal Code (§12.14.040C) as follows:
 - a) An application for a Special Event involving a Street Closure and anticipated to attract fewer than 250 people at any one time shall be filed at least fourteen (14) calendar days prior to the Special Event.
 - b) An application for a Special Event anticipated to attract 250 to 1,499 people at any one time shall be filed at least thirty (30) calendar days prior to the Special Event.
 - c) An application for a Special Event anticipated to attract 1,500 or more people at any one time shall be filed at least sixty (60) calendar days prior to the Special Event.

- An event plan with logistics is required for all events, including but not limited to: parades, marches, fun runs and walks, concerts, carnivals and fairs, street closures, vendors, and/or alcohol sales. In the Section **V** you will be required to provide a Certificate of Liability Insurance. In the **SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED** section of this application you will be guided through all information that is required to accompany this application. Examples of required backup are Street Closures & Access Parade Detailed Map, Alcohol Beverage Catering Permit, Amplified Sound Permit, Banner Display Application, please review each category carefully for instructions.

- All applications must be signed.**

- Your application will be evaluated by the city Special Events Administrator. At which time determination will be made as follows:
 - 1. Further information is required, in which case you will be contacted, **or**
 - 2. Your application will be submitted to city departments for review and comments for:
 - A. Preliminary approval with conditions or
 - B. Denial and/or request for further information

- Applications with preliminary departmental approval will be placed on the next City Council Consent Agenda for final approval. You will be contacted with the specific date and time. At that time you are welcome, but not required, to make an appeal to the City Council for your event and any special requirements or waivers that may apply.

- Once your application is approved it is your sole responsibility to coordinate all approved activities. If you need additional services from the City, these may be available with an additional fee and must be approved and coordinated prior to the event.**

Visit our website at: haileycityhall.org

CONTACT INFORMATION

City of Hailey Community Development Special Event Administrator, Robyn Davis <i>Alcohol beverage information, Sign information etc.</i>	Hailey City Hall 115 Main Street S.	208-788-9815 x 27 208-788-2924 fax	robyn.davis@haileycityhall.org haileycityhall.org
City of Hailey Clerk's Office <i>Provides: Banner information</i>	Hailey City Hall 115 Main Street S.	208-788-4221 X 0 208-788-2924 fax	mary.cone@haileycityhall.org haileycityhall.org
City of Hailey Police Department Chief of Police Jeff Gunter	Hailey City Hall 115 Main Street S.	208-788-3531 208-788-2924 fax	jeff.gunter@haileycityhall.org haileycityhall.org
City of Hailey Fire Department Fire Chief Craig Aberbach	Hailey City Hall 115 Main Street S.	208-788-3147 208-788-2924 fax	hfd@haileycityhall.org haileycityhall.org
Idaho State Tax Commission <i>Provides: Sale of merchandise information.</i>	P.O. Box 5227 Twin Falls, ID 83303	208-736-3040 800-972-7660	
Idaho South Central District Health <i>Provides: Sale of food/beverages inform.</i>	117 Ash St. Bellevue, ID 83313	208-788-4335	phd5.idaho.gov
City of Public Works Department Tracy Anderson, PW Coordinator <i>Parks, Streets, Water & Wastewater</i>	Hailey City Hall 115 Main Street S.	208-788-4221 x 20 208-788-2924 fax	tracy.anderson@haileycityhall.org haileycityhall.org

This page is for your information. You do not need to include it with your application.



SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: _____

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

Public Property Private Property

I. 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.

Date(s) of Event	Hours		Estimated # of Attendees
	Start Time:	End Time:	All Day:
	Start Time:	End Time:	All Day:
Date(s) of Set-up/Tear-down	Hours		Estimated # Staff
	Start Time:	End Time:	
	Start Time:	End Time:	

II. FEES

Special Event Permit Application Fee \$125 _____

Per Day Park Rental Fee \$300 _____

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

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

Tax (on park rental fees only) 6% _____

TOTAL DUE _____

III. ORGANIZATION INFORMATION

Sponsoring Organization: _____

Applicant's Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Home: _____ Mobile: _____ FAX: _____

Applicant Driver's License #: _____ Email: _____

IV. 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: _____

V. INSURANCE REQUIREMENTS

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

Insurance Company: _____ Agent Name: _____ Phone: _____

SPECIAL EVENT ACTIVITIES PLANNED

It is the sole responsibility of the applicant to coordinate activities planned. All event materials and related items are to be furnished by the applicant unless arrangements are made prior to the event. (*Additional fees may apply.)

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
		<p>Street Closures & Access / Parade (if yes)</p> <ul style="list-style-type: none"> • Street Closure for Special Event Application and detailed map listing areas of closure are required. <i>An ITD permit and separate City form is required for Main Street Closures.</i> • Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods. 			<p>Alcohol Served or Sold: Requires Alcohol Beverage Catering Permit (Hailey Code 5.13) Provider -</p>
		<p>Barricades If yes, please include a logistics map and # of barricades applicant is providing.</p>			<p>Food/Beverages (Caterers) Please List:</p>
		<p>Police/Traffic Control Services (A security plan is necessary for Special Events anticipated to attract 250 or more participants while serving beer, wine or liquor or for street closures.) *Police Officers may be required for events serving alcohol. Applicant will be charged \$40/hr. per officer.</p>			<p>Booths: Profit / Non-Profit</p>
		<p>Barricades If yes, please include a logistics map and # of barricades applicant is providing.</p>			<p>Vendors (Items sold/ Solicitation) Please list:</p>
		<p>Police/Traffic Control Services (A security plan is necessary for Special Events anticipated to attract 250 or more participants while serving beer, wine or liquor or for street closures.) *Police Officers may be required for events serving alcohol. Applicant will be charged \$40/hr. per officer.</p>			<p>Vendors (Items sold/ Solicitation) Please list: Canopies/Tents/Temporary Structures - City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 400 sq. ft. Sizes _____</p>
		<p>Electricity / Generators:</p> <p>Size: _____</p> <p>Medical Services (Circle) EMT - Standby (or) Ambulance *Determination of EMS services is dependent on event size & type. Applicant will be charged \$35/hr. for EMS Standby.</p>			<p>Signs or Banners *A separate application and fee are required for street banners.</p>
		<p>Electricity / Generators:</p> <p>Size: _____</p>	<u>ADA</u>	<u>Regular</u>	<p>Portable Toilets / Wash Stations: (Please provide one (1) permanent or portable toilet per 100 people) *Contact Clear Creek Disposal for ordering: 208-726-9600</p>
		<p>Medical Services (Circle) EMT - Standby (or) Ambulance *Determination of EMS services is dependent on event size & type.</p>	#	#	<p>Portable Toilets / Wash Stations: (Please provide one (1) permanent or portable toilet per 100 people) *Contact Clear Creek Disposal for ordering: 208-726-9600</p>
			#	#	

		Applicant will be charged \$35/hr. for EMS Standby. Amplified Sound – (90) dB maximum and sound may only be amplified between the hours of 10am and 10pm.			Sanitation: Trash bins, Dumpsters, Recycle (Please provide one (1) six yard dumpster per 500 people) * Contact Clear Creek Disposal for ordering: 208-726-9600
		Overnight Camping Please see City for designated areas. Lighting: please attach plan if applicable.			Water: Drinking / Washing
		Overnight Camping Please see City for designated areas.			Open flame or flame producing devices
		Gray Water Barrel / Grease Barrel			
					Open flame or flame producing devices Stages: (Number and Size(s))

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. 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.

Event Organizer’s Signature: _____ **Date:** _____