AGENDA ITEM SUMMARY

DATE: 05-21-12 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: 

SUBJECT:
Request approval for Power House/Hailey Chamber- Sheeptown Drag Nationals, bike drags will be held on River Street between Spruce and Silver on June 28, 2012 from 6:30 p.m. to 10:00 p.m.

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:
Staff Contact:
Phone #
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

City Administrator □ Library □ Benefits Committee
City Attorney □ Mayor □ Streets
City Clerk □ Planning □ Treasurer
Building □ Police □
Engineer □ Public Works, Parks □
Fire Dept. □ P & Z Commission □

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department heads have approved this special event with the following recommendations:
- Amplified Sound Permit
- Fire Department on site during event
- Street Department compliance with finish line fire and fire logs

Motion to approve the Sheeptown Drag Nationals and authorize the Mayor to sign.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator ___________________ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date ______________________________

City Clerk ____________________________

FOLLOW-UP:
*Ord./Res./Agrmt./Order Originals: Record □
*Additional/Exceptional Originals to: ____________________________
Copies (all info.): ____________
Instrument # ____________________________

Copies (AIS only)
SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: Sheeptown Drag Nationals

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

River Street from Spruce to Silver

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>
<thead>
<tr>
<th>Date(s) of Event</th>
<th>Hours</th>
<th>Estimated # of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 28</td>
<td>Start Time: 6:30pm End Time: 10pm</td>
<td>One Hour Interval: All Day:</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td>Start Time: 6:30 pm End Time: 7pm</td>
<td>One Hour Interval: All Day:</td>
</tr>
<tr>
<td>Date of Tear Down</td>
<td>Start Time: 10:30 pm End Time: 10:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

IV. FEES

Special Event Permit Application Fee $125

Events that meet 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.

Per Day Park Rental Fee $200

Tax (on park rental fees only) 6%

Security Services Deposit

TOTAL DUE

$125

V. ORGANIZATION INFORMATION

Sponsoring Organization: Power House / Hailey Chamber

Applicant’s Name: Billy Bisen / Hailey Chamber

Title: Owner / Power House

Address: PO Box 1009 City: Hailey State: ID Zip: 83333

Telephone Day: 705 S. Main Evening: 710 S. Main FAX: 710

Application Driver’s License #: EMAIL: Heather@haileyidaho.com

Federal Tax #: 82-0199093 State Tax #: Billy@PowerHouse.len

VI. EVENT INFORMATION

New Event: Yes ☒ No ☐ Annual Event: Yes ☐ No ☒ Years Operating 5

Event Category: ☐ Commercial ☐ Noncommercial

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

Description of Event: Head to head drag racing between bikes. Bikes are towed over behind them. Distance a race to elimination bracket using normal degens.

Additional Details: Expected participants: 60-64 racers. Free for spectators.

Updated: 4/23/2012 (Attach any additional pages as needed)
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: Betty Urban 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.

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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Check all Planned Activities</th>
<th>Yes</th>
<th>No</th>
<th>Check all Planned Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Street Closures &amp; Access / Parade (if yes)</td>
<td></td>
<td></td>
<td>Alcohol Served (Free of Charge) (name of provider)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Street Closure for Special Event Application and detailed map listing areas of closure, parade route is required. An ITB permit is required for Main Street.</td>
<td></td>
<td></td>
<td>Alcohol Sold Requirres Alcohol Beverage Catering Permit (Hailey Code 5.13)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods.</td>
<td></td>
<td></td>
<td>Food/Beverages will be served (List Caterers):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canopies/Tents/Membranes/Temporary Structures (Number &amp; Size(s) City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 200 sq. ft.</td>
<td></td>
<td></td>
<td>Vendors items sold/ solicitation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Security (detail who, number of officers, times. Attach plan)</td>
<td></td>
<td></td>
<td>Booths: Profit / Non-Profit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Services: (Circle) First Aid and/or EMS Services *Determination of EMS services is dependent on event size and type. Who is providing this service:</td>
<td></td>
<td></td>
<td>Activities / Entertainment (Agenda) Other equipment or entertainment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)</td>
<td></td>
<td></td>
<td>Signs or Banners: sign permit may be required by the City Planning and Zoning Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electricity / Generators (Size Attech detailed electrical plan.</td>
<td></td>
<td></td>
<td>Stages (Number and Size(s) )</td>
</tr>
<tr>
<td></td>
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<td>Lighting plan: attach plan</td>
<td></td>
<td></td>
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<td></td>
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<td>Gray Water Barrel / Grease Barrel (circle / detail # and locations)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Sanitation -Trash bins, Dumpsters, Recycle (circle / detail # and locations)</td>
<td></td>
<td></td>
<td>Barricades. How many identify locations and attach logistics map</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Porta Toilets / Wash Stations (Quantity ADA Regular)</td>
<td></td>
<td></td>
<td>EVENT estimated attendance: Number of staff working event: Number of volunteers working event:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Water Drinking / Washing (circle Provided by: )</td>
<td></td>
<td></td>
<td>Amplified Sound Permit-the allowable sound decibel level ~ (90) dB maximum</td>
</tr>
</tbody>
</table>

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

Event Organizer's Signature: [Signature] Date: 5/7/12

Public Works/Assistant Public Works Special Events/ Form Updated: 4/16/2012
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Ketchum Branch
Biennett Insurance Inc.
PO Box 5567
Ketchum, ID 83340
Betty Urbany

INSURED
Halley Chamber of Commerce
PO Box 100
Halley, ID 83333

INSURER(S) AFFORDING COVERAGE

| NAIC # | INSURER | A
<table>
<thead>
<tr>
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<tr>
<td></td>
<td>Philadelphia Insurance Comp</td>
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</tbody>
</table>

COVERAGES

COVERAGE

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

<table>
<thead>
<tr>
<th>LETTER</th>
<th>TYPE OF INSURANCE</th>
<th>ADDED INSURED</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>X</td>
<td>PHPK714302</td>
<td>05/01/12</td>
<td>05/01/13</td>
<td>EACH OCCURRENCE $1,000,000</td>
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<td></td>
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<td>DAMAGE TO RENTED PREMISES (EA occurrence) $50,000</td>
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<td>MED EXP (Any one person) $5,000</td>
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<td>PERSONAL &amp; ADV INJURY $1,000,000</td>
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<td>GENERAL AGGREGATE $2,000,000</td>
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<td>PRODUCTS - COMPL/OP AGG $1,000,000</td>
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<td>LOOD INJURY (Per person) $</td>
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<td>BODILY INJURY (Per accident) $</td>
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<td>PROPERTY DAMAGE (Per accident) $</td>
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<td></td>
<td>EACH OCCURRENCE $</td>
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<td>AGGREGATE $</td>
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<td>WC STATUTORY LIMIT $</td>
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</tbody>
</table>
|        |                    |               |               |                        |                         | OTH-
|        |                    |               |               |                        |                         | E.L. EACH ACCIDENT $ |
|        |                    |               |               |                        |                         | E.L. DISEASE - EA EMPLOYEE $ |
|        |                    |               |               |                        |                         | E.L. DISEASE - POLICY LIMIT $ |

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

| ANY PROPRIETOR/OWNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?  | Y/N | N/A |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

Coverage under this policy provides for the additional insured for all causes of action arising out of the event scheduled for July 4, 2012, this policy is intended to be primary, and not contributory with, any other insurance maintained by or on behalf of State of Idaho or Idaho Dept. of Transportation

CERTIFICATE HOLDER

IDAHO

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Betty Urbany

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STREET CLOSURE FOR SPECIAL EVENT

EVENT NAME: Sheeptown Nationals

The above listed event received a street closure permit for a community event.

STREET CLOSURE DATES: 6/16/2012

X☐ Route/street closure is map is attached.

<table>
<thead>
<tr>
<th>Names of streets to be closed (attach further closures on a separate sheet if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>River Street</td>
</tr>
<tr>
<td>Between (street)</td>
</tr>
<tr>
<td>Between (street)</td>
</tr>
<tr>
<td>Between (street)</td>
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<tr>
<td>Between (street)</td>
</tr>
<tr>
<td>Between (street)</td>
</tr>
<tr>
<td>Time of Street Closure</td>
</tr>
</tbody>
</table>

Participant type and number of entries of each type (check all that apply):

X☐ Participants/Spectators 150 ☐ Animals ☐ Vehicles ☐ Floats ☐ Busses ☐ Bikes 70
DECISION

Based on the Application for a Special Event Permit for the 2012 Sheptown Drag Nationals, 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 Conditions

- Amplified Sound Permit Compliance
- Fire Department on site during event
- Street Department Compliance with finish line fire and fire logs

DATED this 21\textsuperscript{th} day of May, 2012.

CITY OF HAILEY

By: \underline{Fritz Haemmerle}, its Mayor

ATTEST:

\underline{Mary Cone}, City Clerk

AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the 2012 Sheptown Drag Nationals that will occur on June 28, 2012 from 6:30 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 service security 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 indemnitfy, 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 21st day of May, 2012.

APPLICANT:

By: ________________________________________________

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

CITY OF HAILEY:

By: ________________________________________________

Fritz Haemmerle, its Mayor

ATTEST:

_______________________________________________

Mary Cone, its City Clerk
May 21, 2012

Power House/Hailey Chamber
Billy Olson
Box 100
Hailey, ID 83333

Subject: Special Event Approval

Dear Mr. Olson & Hailey Chamber:

Congratulations! The 2012 Sheeptown Drag Nationals Special Event has been approved by the City Council.

Please note the following conditions connected with the approval of your event:
- Amplified Sound Permit Compliance
- Fire Department on site during event
- Street Department Compliance with finish line fire and fire logs

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

Sheeptown Drag Nationals

River Street

This permit is valid June 28, 2012

City Clerk

Issue Date
AGENDA ITEM SUMMARY

DATE: 06-04-12    DEPARTMENT: Public Works    DEPT. HEAD SIGNATURE: 

SUBJECT:
Request approval for SVMA Summerfest Kids Carnival, will be held on 1st Ave between Bullion and Carbonate and Carbonate between 1st Ave and Main Streets on June 8, 2012 from 1:00 p.m. to 6:00 p.m.

AUTHORITY: □ ID Code _______    □ IAR _______    □ City Ordinance/Code _______
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Cassie #
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)

□ City Administrator    □ Library    □ Benefits Committee
□ City Attorney    □ Mayor    X Streets
□ City Clerk    X Planning    □ Treasurer
X Building    X Police
X Engineer    □ Public Works, Parks
X Fire Dept.    □ P & Z Commission

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Summerfest Kids Carnival
Motion to approve the Sheenstown Drag Nationals and authorize the Mayor to sign.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator ______________________    Dept. Head Attend Meeting (circle one) Yes  No

ACTION OF THE CITY COUNCIL:

Date ______________________

City Clerk ______________________

FOLLOW-UP:
*Ord./Res./Agrmt./Order Originals: Record    *Additional/Exceptional Originals to:
Copies (all info.):    Copies (AIS only)
Instrument #: ______________________
DECISION

Based on the Application for a Special Event Permit for the 2012 SVMA Summerfest Kids Carnival, 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 Conditions**

DATED this 4th day of June, 2012.

CITY OF HAILEY

By: _____________________________

Fritz Haemmerle, its Mayor

ATTEST:

_______________________________

Mary Cone, City Clerk

**AGREEMENT**

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the 2012 SVMA Summerfest Kids Carnival that will occur on June 8, 2012 from 1:00 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 service security 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 4th day of June, 2012.

APPLICANT:

By: ____________________________________________

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

CITY OF HAILEY:

By: ____________________________________________
Fritz Haemmerle, its Mayor

ATTEST:

______________________________________________
Mary Cone, its City Clerk
SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: JUMA Summerfest Kids Carnival

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

1st Avenue between Bullion and Carbonate
All Carbonate between 1st Ave + Main Street.

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.

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<tr>
<th>Date(s) of Event</th>
<th>Hours</th>
<th>Estimated # of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 8</strong></td>
<td>Start Time: 6 am   End Time: 6 pm</td>
<td>One Hour Interval: All Day: 500</td>
</tr>
<tr>
<td><strong>June 7</strong></td>
<td>Start Time: 6 am   End Time: 6 pm</td>
<td>One Hour Interval: All Day:</td>
</tr>
<tr>
<td><strong>June 8</strong></td>
<td>Start Time: 6 am   End Time: 6 pm</td>
<td>One Hour Interval: All Day:</td>
</tr>
<tr>
<td><strong>June 9</strong></td>
<td>Start Time: 6 am   End Time: 6 pm</td>
<td>One Hour Interval: All Day:</td>
</tr>
</tbody>
</table>

IV. FEES
Special Event Permit Application Fee $125
Per Day Park Rental Fee $200
Security Deposit $500
Tax (on park rental fees only) 6%

TOTAL DUE: $1250

V. ORGANIZATION INFORMATION

Applicant's Name: South Valley Merchants Alliance / Hailey Chamber
Mailing Address: 701 S Main Street, Box 100, Hailey, ID 83333
Street Address: 701 S Main Street, Hailey, ID 83333
Day Telephone: 208-788-3484
Evening Telephone: 208-788-7395
FAX Number: 788-7070
E-Mail Address: geegee@hailey.idaho.com

7/15/2009
VI. EVENT INFORMATION

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

Event Category:  □ Commercial   X Noncommercial

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

Description of Event:
Summer Carnival for Kids + Family - Bouncy Houses, Food, Music, Games, Face Painting

Additional Details:
Would like to use barricades from city. SMC will pick up and drop off @ city street dept.

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: Betty Urbany - Bissell
Address: Box 5327 Ketchum, Id   Phone: 720-886-06
Jukebox Party Express - Policy LAP0303-11070042 -

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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Check all Planned Activities</th>
<th>Yes</th>
<th>No</th>
<th>Check all Planned Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Street Closures &amp; Access / Parade</td>
<td></td>
<td></td>
<td>Alcohol Served (Free of Charge) (name of provider)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.</td>
<td></td>
<td></td>
<td>Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Street Closures &amp; Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods</td>
<td></td>
<td></td>
<td>Food/Beverages will be served (List Caterers):</td>
</tr>
<tr>
<td>#</td>
<td>#</td>
<td>Canopies/Tents/Membranes/Temporary Structures (Number &amp; Size(s) City of Hailey Fire Department, Fire Code Enforcement 10 x 10</td>
<td>#</td>
<td>#</td>
<td>Vendors items sold/ solicitation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Services (Circle) First Aid and/or EMS Services Who is providing services?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>#</td>
<td>Security (detail who, number of officers, times. Attach plan)</td>
<td>#</td>
<td>20</td>
<td>Booths: Profit / Non-Profit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)</td>
<td></td>
<td></td>
<td>Lighting plan: attach plan</td>
</tr>
<tr>
<td>#</td>
<td></td>
<td>Electricity / Generators (Size Attach detailed electrical plan.)</td>
<td></td>
<td></td>
<td>Activities / Entertainment (Agenda) Other equipment or entertainment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Water Drinking / Washing (circle)</td>
<td></td>
<td></td>
<td>Signs or Banners: sign permit may be required by the City Planning and Zoning Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gray Water Barrel / Grease Barrel (circle /detail # and locations)</td>
<td></td>
<td></td>
<td>Stages (Number and Size(s))</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sanitation -Trash bins, Dumpsters, Recycle (circle /detail # and locations) TRASH CANS</td>
<td># 6</td>
<td></td>
<td>Barricades. How many identify locations and attach logistics map</td>
</tr>
<tr>
<td>#</td>
<td></td>
<td>Porta Toilets / Wash Stations (Quantity ADA Regular) Public Rest Rooms</td>
<td># VOL</td>
<td></td>
<td>EVENT estimated attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td># 50</td>
<td></td>
<td>Number of staff working event</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Number of volunteers working</td>
</tr>
</tbody>
</table>

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: [Date]

7/15/2009 5/17/12
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Ketchum Branch
Bisnet Insurance Inc.
PO Box 6567
Ketchum, ID 83340
Betty Urbany

CONTACT
NAME: 208-726-8866
PHONE (AC No. Ext): 208-726-8491
E-MAIL:
ADDRESS:  

INSURER(S) AFFORDING COVERAGE
INSURER A: Philadelphia Insurance Comp

INSURED
Hailey Chamber of Commerce
PO Box 100
Hailey, ID 83333

CERTIFICATE NUMBER:

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

<table>
<thead>
<tr>
<th>LIMIT</th>
<th>TYPE OF INSURANCE</th>
<th>ADDITIONAL INSURER X/WSD</th>
<th>POLICY NUMBER</th>
<th>POLICY B/F</th>
<th>POLICY E/F</th>
<th>LIMITS</th>
</tr>
</thead>
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<td>COMMERCIAL GENERAL LIABILITY</td>
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<td>CLAIMS-MADE</td>
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<td>X</td>
<td>LOC</td>
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<tr>
<td>GENERAL LIABILITY</td>
<td>X</td>
<td>PHPK714302</td>
<td>05/01/12</td>
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<td>DAMAGE TO RENTED PREMISES (Ex occurrence)</td>
<td>$50,000</td>
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<td>X</td>
<td>MED EXP (Any one person)</td>
<td>$5,000</td>
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<td>PERSONAL &amp; ADV INJURY</td>
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<td>GENERAL AGGREGATE</td>
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<td>AUTOMOBILE LIABILITY</td>
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<td>UMBRELLA LIABILITY</td>
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<td>EXCESS LIABILITY</td>
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<td>WORKERS COMPENSATION</td>
<td>X</td>
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</tr>
<tr>
<td>ANY PROPRIETOR/HEALTH EXECUTIVE OFFICER MEMBER EXCLUDED</td>
<td>X</td>
<td></td>
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<tr>
<td>MANDATORY IN NH</td>
<td>X</td>
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<td>DESCRIPTION OF OPERATIONS below</td>
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<tr>
<td>X</td>
<td>WC STATUTORY LIMITS</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>X</td>
<td>OTHER</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>X</td>
<td>E.L. EACH ACCIDENT</td>
<td></td>
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<tr>
<td>X</td>
<td>E.L. DISEASE - EA EMPLOYEE</td>
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<td>X</td>
<td>E.L. DISEASE - POLICY LIMIT</td>
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</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Coverage under this policy provides for the additional insured for all causes of action arising out of the event scheduled for July 4, 2012, this policy is intended to be primary to, and not contributory with, any other insurance maintained by or on behalf of State of Idaho or Idaho Dept. of Transportation

CERTIFICATE HOLDER

IDAHO TR

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Betty Urbany

© 1988-2010 ACORD CORPORATION. All rights reserved.
STREET CLOSURE FOR SPECIAL EVENT

EVENT NAME:  **SUMMERCEST - Kids Carnival**
The above listed event received a street closure permit for a community event.

STREET CLOSURE DATES:  **JUNE 8 - FRIDAY - 2012**

Route/street closure is map is attached.

<table>
<thead>
<tr>
<th>1ST</th>
<th>Between (street)</th>
<th>And (street)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARBONATE</td>
<td>BULLION</td>
<td>CARBONATE</td>
</tr>
<tr>
<td></td>
<td>1ST</td>
<td>1ST</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAIN</td>
</tr>
<tr>
<td></td>
<td>Between (street)</td>
<td>And (street)</td>
</tr>
<tr>
<td></td>
<td>Between (street)</td>
<td>And (street)</td>
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<td>Between (street)</td>
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<td>And (street)</td>
</tr>
<tr>
<td></td>
<td>Between (street)</td>
<td>And (street)</td>
</tr>
</tbody>
</table>

Time of Street Closure  
Start:  **11:00**  
End:  **7:00**

Participant type and number of entries of each type (check all that apply):

- Participants/Spectators  **500**
- Animals
- Vehicles
- Floats
- Buses
- Bikes

W:\Administrative Assistant - Public Works\Special Events\Form documents\Street Closure Application 2012.doc  - Page 1 of 2
AMPLIFIED SOUND PERMIT APPLICATION

Instructions:
Fill in the details on the application return it to the Special Events Administrator. It will then be forwarded to the appropriate authority for approval and signature. The completed and signed application will act as your permit and will be forwarded to you once approvals and signatures are completed.

It is important for the success of your event that surrounding residents and businesses are aware of the event and to have a contact for the event. It is your responsibility to notify all residents and businesses in the immediate area that may be affected by the events amplified music prior to the event. On the back of this permit is a form entitled "Notification of Amplified Sound Event" to be used for notification. Please fill out the form, copy and distribute it to your event neighbors.

By notifying surrounding residents in advance of your event, it is the expectation of the City of Hailey that you will take the opportunity to correct amplification levels if you are contacted directly.

Events may require an Amplified Sound Permit to be filed along with a Special Events Permit. The Hailey Municipal Code does exempt certain events as a special event, however, an Amplified Sound Permit maybe required. Please contact the Special Events Administrator at 208-788-4221 x22 to help determine the requirements for your event.

Applicable Requirements: There is no fee for the administrative review of this application or the first Hailey Police Department visit to your event, for visits 2 and more the fee charged to the applicant will be $25.00 per visit. The allowable sound decibel level is – (90) dB maximum and sound may only be amplified between the hours of 10 am and 10 pm.

Name of Applicant: Hailey Chamber/SVMA Phone: 208-788-3484
Address of Applicant: 106 S. Main St. Box 100
Type of Event: Summerfest - Kids Carnival
Location of Event: 1ST AVENUE HAILEY - CARBONATE (FROM 1ST TO MAIN)
Date of Event: FRIDAY JUNE 8 Number of People Expected: 500
Time of Amplification: From 1 pm to 6 pm

By signing this application, you are confirming the receipt and knowledge of the applicable requirements and agree to comply with them. In the event the Police Department has to intervene, the permit may be voided if found to not be in compliance with the applicable requirements.

Signature of Applicant: [Signature] Date: 5/18/2012

When signed by the Police Chief or designee, a copy of the signed application will be your permit.

Chief of Police, or designee: [Signature] Date: 5/21/12

☐ Permit Approved (For City Use Only)
☐ Not Approved (check reason below)
☐ Use of the equipment would constitute a detriment to traffic safety;
☐ The issuance of the permit would be otherwise detrimental to the public health, safety or welfare;
☐ The issuance of the permit will substantially interfere with the peace and quiet of the neighborhood or the community;
☐ The applicant would violate the provisions of this Code or any other law.

Updated on: 5/2/2012 10:19 AM M:\Finance\Formats\Amplified Sound Permit
NOTIFICATION OF AMPLIFIED SOUND EVENT

I, Gegege Lowe, of Hailey Chamber of Commerce, intend to hold an event with amplified sound on June 8, between the hours of 6pm and 6pm.

I have completed an application to the City of Hailey for an Amplified Sound Permit and as part of the permit process, residents and businesses in the immediate area that may be affected by this event are to be advised in advance that there will be amplified sound on the dates and times set forth above.

If the amplification is too loud, it is requested you contact me directly at 208 790 7447 so that I may correct the decibel level of the sound.

Thank you for your cooperation.

Signature: Gegege Lowe

Date: 6/18/2012
June 4, 2012

South Valley Merchants & Hailey Chamber
Box 100
Hailey, ID 83333

Subject: Special Event Approval

South Valley Merchants & Hailey Chamber:

Congratulations! The 2012 SVMA Summerfest Kids Carnival Special Event 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
SVMA Summerfest Kids Carnival

1st Avenue between Bullion and Carbonate and Carbonate between 1st Avenue and Main Street

Special Event Permit

This permit is valid June 8, 2012

City of Hailey
AGENDA ITEM SUMMARY

DATE: 09/07/2012 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: _______________________

SUBJECT:
Request approval for Street Closure amendment for the 16th Annual Trailing of the Sheep Festival Special Event at Roberta McKercher Park on October 13, 2012, the hours will be 7:00am - 5:00pm.

AUTHORITY: □ ID Code □ IAR □ City Ordinance/Code
(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)

□ City Administrator □ Library □ Benefits Committee
□ City Attorney □ Mayor □ Streets
□ City Clerk □ Planning □ Treasurer
□ Building □ Police □
□ Engineer □ Public Works, Parks □
□ Fire Dept. □ P & Z Commission □
□ ____________________________

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve street closure 16th Annual Trailing of the Sheep Festival Special Event and authorize the Mayor to sign.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator ___________ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:
Date ____________________________

City Clerk ____________________________

FOLLOW-UP:
*Ord./Res./ Agrmt./Order Originals: Record *Additional/Exceptional Originals to: __________
Copies (all info.): Copies (AIS only)
Instrument # ____________________________
STREET CLOSURE FOR SPECIAL EVENT

EVENT NAME: 16th Annual Trailing of the Sheep
The above listed event received a street closure permit for a community event.

STREET CLOSURE DATES: October 13th, 2012

Route/street closure is map is attached.

<p>| Names of streets to be closed (attach further closures on a separate sheet if needed) |</p>
<table>
<thead>
<tr>
<th>Cedar</th>
<th>Between (street)</th>
<th>3rd Ave S</th>
<th>And (street)</th>
<th>11th Ave S</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>Between (street)</td>
<td></td>
<td>And (street)</td>
<td></td>
</tr>
<tr>
<td>Time of Street Closure</td>
<td>Start: 7:00 am</td>
<td>End: 8:00 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Participant type and number of entries of each type (check all that apply):
☑ Participants/Spectators 3500 □ Animals □ Vehicles □ Floats □ Busses □ Bikes
Trailing of the Sheep Festival
"To gather, present, and preserve the history and cultures of sheepherding in Idaho and the West"

Folklife Fair
Saturday, October 13, 2012
Roberta McKercher Park

* BUS LOADING ZONE
DISABLED LOADING ZONE
CLOSED TO GENERAL PUBLIC

SHEILA KELLEY
720-9361
STREET CLOSURE FOR SPECIAL EVENT

Notification Certification
To be submitted to the City Special Events Administrator by Event Organizer at least 30 days prior to the event.

EVENT NAME: TRAILING OF THE SHEEP
The above listed event received a street closure permit for a community event.


STREET CLOSURE TIMES: 8 AM TO 4 PM

I certify that the entities listed below have been notified about my upcoming special event.

Signature of Sponsor or Authorized Representative
Sheila Kelley
Date: May 1, 2012

<table>
<thead>
<tr>
<th>Name/Business</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRPORT INN</td>
<td>820 4TH AVE. S.</td>
<td>788-2477</td>
<td><a href="mailto:bookings@airportinnhinley.com">bookings@airportinnhinley.com</a></td>
</tr>
<tr>
<td>CAROL JACOBSEN</td>
<td>PO BOX 984 H</td>
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<td>ROBBIE TUPPER</td>
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<td>* RICK &amp; GAYLE ROBERTS</td>
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NOTE: GEN. ULYSSES M. MIDELSTADT (FOR THE ARMORY)
KNOWS ABOUT THE CLOSURE AND AGREES.