AGENDA ITEM SUMMARY

DATE: 03/08/2010  DEPARTMENT:  Public Works  DEPT. HEAD SIGNATURE:  

SUBJECT:

Request approval for The Sun Valley Center for the Arts Concert Special Event at Hop Porter Park on 06/25/10.

AUTHORITY:  □ ID Code _______  □ IAR _______  □ City Ordinance/Code _______

(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

---

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item # _______  YTD Line Item Balance $ _______

Estimated Hours Spent to Date: _______  Estimated Completion Date: _______

Staff Contact: _______  Phone # _______

Comments: _______

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IFAPPLICABLE)

___ City Attorney  ___ Clerk / Finance Director  ___XX Engineer  ___XX Building

___ Library  ___XX Planning  ___XX Fire Dept.

___ Safety Committee  ___XX P & Z Commission  ___XX Police

___ Streets  ___XX Public Works, Parks  ___ Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Special Event Heads have approved with the following comments:

- Applicant will be responsible for repair of any turf and/or sprinkler damage.
- Any special power requirements will need to be approved. Only City approved electricians will be allowed in the power boxes.
- Applicant will need to coordinate special needs through the Public Works Director.
- A meeting with Parks Dept personnel is required.
- Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
- This special event is within the RGB zoning district. No provisions exist within the zoning code to address special events within this zoning district; however the Special Event standards address and mitigate neighborhood impacts.

---

FOLLOW-UP REMARKS:

*
DECISION

Based on the Application for a Special Event Permit for the Sun Valley Center for the Arts Concert, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

**Standard Conditions**

a. The Applicant shall comply with the terms, plans, covenants and provisions of the Application, as approved or as modified by the City of Hailey.

b. The Applicant shall comply with all applicable local, state and federal laws, regulations and ordinances before, during and after the Special Event(s).

c. The Applicant shall execute an agreement, relating to the reimbursement of expenses, indemnification and other provisions immediately upon the approval of the application for the Special Events Permit.

d. In the event the Applicant fails to comply with all the conditions set forth herein, the City may revoke the Special Events Permit, in whole or in part.

e. The Applicant shall maintain in full force and effect general liability coverage during the Special Event(s) in the amount of $1,000,000, with the City of Hailey as an additional named insured.

**Other Conditions**

a. Applicant will be responsible for repair of any turf and/or sprinkler damage.

b. Any special power requirements will need to be approved. Only City approved electricians will be allowed in the power boxes.

c. Applicant will need to coordinate special needs through the Public Works Director.

d. A meeting with Parks Dept personnel is required.

e. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.

f. This special event is within the RGB zoning district. No provisions exist within the zoning code to address special events within this zoning district; however the Special Event standards address and mitigate neighborhood impacts.

DATED this 08th day of March, 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 Sun Valley Center for the Arts Concert that will occur on June 25, 2010 from 5:00 p.m. to 9:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney’s fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 08th day of March, 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
SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Sun Valley Center for the Arts Concert

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

Hop Porter Park

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

<table>
<thead>
<tr>
<th>Date(s) of Event</th>
<th>Hours</th>
<th>Estimated # of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri. June 25th, 2010</td>
<td>Start Time: 5 pm  End Time: 8:30/9 pm</td>
<td>One Hour Interval: All Day: 1200</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td>Start Time: 9 am  End Time: 5/6 pm</td>
<td>Fencing, drop stage</td>
</tr>
<tr>
<td>Fri. June 25th, Date of Tear Down</td>
<td>Start Time: 9pm  End Time: 11 pm</td>
<td>Strike, tear down</td>
</tr>
</tbody>
</table>

IV. FEES
Special Event Permit Application Fee $125  ☐ $125
Per Day Park Rental Fee $200  ☐ $200
Security Deposit $500  ☐ $500
Tax (on park rental fees only) 6%  ☐ $19.20 (I believe we are tax exempt)

TOTAL DUE
Additional Deposit Required  ☐ $525

V. ORGANIZATION INFORMATION
Applicant’s Name: Matt Connor  Title: Art and Event Logistics
Mailing Address: PO Box 650, Sun Valley, ID  Zip Code: 83353
Street Address: 191 5th Street East  City: Ketchum  State: ID
Day Telephone: (208) 720-7104 (cell)  Evening Telephone: (208) 726-9491 (work) ext. 27
FAX Number: 726.2344  E-Mail Address: rmcconnor@sunvalleycenter.org

7/15/2009
VI. EVENT INFORMATION

New Event: Yes ☑ No ☐ Annual Event: Yes ☑ No ☐ Years Operating 2000

Event Category: ☐ Commercial ☐ Noncommercial

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

Description of Event:
SVC GrArts puts on a concert for the community every year. The shows typically include a musical act (Blues/Ragtime/nothing too loud like Rock), coupled with food vendors and Beer/Wine.

Additional Details:
Same situation to past years Concerts.

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: Premier Insurance  Agent Name: Mary Sellers
Address: 157 River Vista Plaza  Phone: 800.373.1711
Twin Falls, ID 83301

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>X</td>
<td></td>
<td>Street Closures &amp; Access /Parade</td>
<td></td>
<td></td>
<td></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>
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</tr>
<tr>
<td>X</td>
<td></td>
<td>Alcohol Served (Free of Charge) (name of provider)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Food/Beverages will be served (List Caterers):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Canopies/Tents/Membranes/Temporary Structures (Number &amp; Size(s)):</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>City of Hailey Fire Department, Fire Code Enforcement</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Medical Services (Circle) First Aid and/or EMS Services</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Who is providing services? EMT</td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Vendors items sold/ solicitation</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>1-3 ?</td>
<td></td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Security (detail who, number of officers, times, Attach plan)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Booths: Profit Non-Profit</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(maybe animal shelter or EDC)</td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Traffic Control / Shuttle Buses (Number of busses / locations / hours of operation, Attach plan): See Attached</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Lighting plan: attach plan</td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Electricity / Generators (Size Attach detailed electrical plan.</td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Activities / Entertainment (Agenda) Other equipment or entertainment</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Signs or Banners: sign permit may be required by the City Planning and Zoning Department</td>
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<td></td>
<td></td>
<td>Stages (Number and Size(s)</td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Gray Water Barrel / Grease Barrel (circle / detail # and locations)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Barricades: How many identify locations and attach logistics map</td>
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<tr>
<td></td>
<td></td>
<td>EVENT estimated attendance</td>
<td></td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Sanitation -Trash bins, Dumpster, Recycle (circle / detail # and locations)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>1200</td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Porta Toilets / Wash Stations (Quantity ADA Regular 2 13)</td>
<td></td>
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<tr>
<td>X</td>
<td></td>
<td>Number of staff working event</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Number of volunteers working</td>
<td></td>
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</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: ____________________________ Date: 1.5.2010

7/15/2009
1.8.2010

City Council
City of Hailey
115 S. Main Street
Hailey, ID 83333

Dear Council,

In reference to the concert at Hop Porter Park on June 25th, 2010. The concert will include dancing and picnicking; with lots of room for the kids to run around and play. The Art Center will be providing music that is enjoyable to all ages. THIS IS NOT A ROCK CONCERT. I am submitting the information regarding layout, security measures, and logistics.

Fencing: Sounds the entire field, leaving one opening for entrance and exit.
Road Closure: At River Street and Bullion, there will be a Road Closed Except for Thru Traffic and homeowners. Security will direct traffic from 6pm – End of Concert (10pm)
Security: 5 total – Backstage, Bullion and River intersection, Entrance, floating the field, and manning the fence. There will also be an EMT on duty.
Parking: Parking backstage for the Tour Bus, Staff, and Security
Alcohol: SVCA providing beer (permit will be on site)
Vendors: 1-3 Vendors, not confirmed yet

Security will be provided by Northern Intermountain Security

Please feel free to contact me if you have any questions. Thank you for your time, it is greatly appreciated.

Sincerely,

Matt Connor
Art Handler and Event Logistics
Sun Valley Center for the Arts
Ketchum, ID 83340
cell: 208-720-7104
EMERGENCY PLAN for Hop Porter Park Concert 2010

INFORMING THE PUBLIC and/or PRESS:

In the event of a disaster or crisis during an event, no one other than the person authorized to do so should speak with the public and/or press about the incident. (This is to ensure that only the correct information gets out.)

This is the person to contact: Matt Connor, Events Manager, Sun Valley Center for the Arts

How to contact: Cell# 208-720-7104

If the primary contact above is not available, try: 208-721-1503 Jason Fry

Remember: It is important that no one speak to the media about any events in our institution unless we have been authorized to do so. If asked questions, direct inquiries to the authorized person.

MEDICAL EMERGENCIES

Specifics: This is the policy we follow in our institution: Any emergencies need to be reported to the Events Manager or on duty EMT. The EMT's number will be distributed to all staff working the event.

Our First Aid Kit is located: Road box behind the stage. (note: EMT will also have a First Aid Kit with Epi-pens, etc.)

Telephone numbers: EMT 788-3147 (provided by Hailey Fire Dept.)

Note: Name of EMT and number will be provided at a later date.

Fire: 911

Security: Shane Gilbert, 208-720-2645

General rules to remember in a medical emergency:

1. Unless it is a life-threatening situation, do not attempt to render any first aid yourself before trained staff or paramedics arrive.
2. Do not attempt to move a person who has fallen and who appears to be in pain.
3. Avoid unnecessary conversation with, or about, the ill or injured person. Some people may react adversely to what you say. Limit your communication to quiet reassurances. Keep bystanders as far away from the injured person as possible.
4. Do not discuss the possible causes of an accident or any condition that may have contributed to the cause. Do not apologize or accept any responsibility for the accident or condition.
A. Hop Porter Park
209 W. Bullion St, Hailey, ID - (208) 726-9491

Please feel free to call me if you have questions.

Matt Connor - 726-7104

A. Hop Porter Park
209 W. Bullion St, Hailey, ID - (208) 726-9491

http://maps.google.com/maps?ie=UTF8&q=hop+porter+park+hailey+idaho&fb=1&split=...

3/10/2009
AGENDA ITEM SUMMARY

DATE: 03/08/2010 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for The Advocates "Carbonate Hill Climb" Special Event at Hop Porter Park on 04/24/10.

AUTHORITY: □ ID Code __________ □ IAR __________ □ City Ordinance/Code ________ (IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item #:________________________ YTD Line Item Balance $________
Estimated Hours Spent to Date:________________________ Estimated Completion Date:________________________
Staff Contact:________________________ Phone #:________
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

___ City Attorney ___ Clerk / Finance Director ___ XX Engineer ___ XX Building
___ Library ___ XX Planning ___ XX Fire Dept.
___ Safety Committee ___ XX P & Z Commission ___ XX Police
___ Streets ___ XX Public Works, Parks ___ Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Special Event Heads approved with the following comments:

- The sponsor must provide cones every 50 feet along the pedestrian right of way for walkers from Hop Porter to Carbonate.
- The sponsor must provide pedestrians ahead signage 50 feet prior to traffic congestion to alert on coming traffic on both sides of the walk.
- The City of Hailey has no authority to grant permission for Carbonate Hill use.
- Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
- This special event is within the RGB zoning district. No provisions exist within the zoning code to address special events within this zoning district; however the Special Event standards address and mitigate neighborhood impacts.

FOLLOW-UP REMARKS:

*
DECISION

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

Standard Conditions

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

Other Conditions

a. The sponsor must provide cones every 50 feet along the pedestrian right of way for walkers from Hop Porter to Carbonate.
b. The sponsor must provide pedestrians ahead signage 50 feet prior to traffic congestion to alert on coming traffic on both sides of the walk.
c. The City of Hailey has no authority to grant permission for Carbonate Hill use.
d. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
e. This special event is within the RGB zoning district. No provisions exist within the zoning code to address special events within this zoning district; however the Special Event standards address and mitigate neighborhood impacts.

DATED this 08th day of March, 2010.

CITY OF HAILEY

By: _____________________________
    Rick Davis, its Mayor

ATTEST:

_______________________________
Mary Cone, its City Clerk
AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Advocates Carbonate Hill Climb that will occur on April 24, 2010 from 8:00 a.m. to 4:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys’ fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney’s fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 08th day of March, 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

15/03/SPECIAL EVENT PERMIT (08/02/05)
SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: CARBONATE HILL CLIMB #386

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

HOP PORTER PARK, PAVILLION, WEST END OF PARK AND PEDESTRIAN RIGHT OF WAY ON BULLION STREET FROM THE PARK TO CARBONATE PARKING AREA AND BACK

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>SATURDAY 4/24/10</td>
<td>Start Time: 8AM  End Time: 4PM</td>
<td>One Hour Interval: All Day: 150-150</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td>Start Time:  End Time:</td>
<td>One Hour Interval: All Day:</td>
</tr>
<tr>
<td>Date of Tear Down</td>
<td>Start Time:  End Time:</td>
<td></td>
</tr>
</tbody>
</table>

IV. FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Event Permit Application Fee</td>
<td>$125</td>
</tr>
<tr>
<td>Per Day Park Rental Fee</td>
<td>$200</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$500</td>
</tr>
<tr>
<td>Tax (on park rental fees only)</td>
<td>6%</td>
</tr>
<tr>
<td>TOTAL DUE</td>
<td>$825.00</td>
</tr>
</tbody>
</table>

V. ORGANIZATION INFORMATION

Applicant’s Name: TRISH TOBIAS  Title: COMMUNITY EDUCATION COORDINATOR
Mailing Address: 80 BOX 3216, HAILEY, ID  Zip Code: 83333
Street Address:  City:  State: 
Day Telephone: 208-788-4191  Evening Telephone: 
FAX Number: 208-788-4104  E-Mail Address: TRISH@THEADVOCATES-APLACETOGO.ORG

7/15/2009
VI. EVENT INFORMATION

New Event: Yes No ✔ Annual Event: Yes No ✔ Years Operating: 2nd Year

Event Category: □ Commercial ✔ Noncommercial

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

Description of Event: CARBONATE HILL CLIMB AND BBQ AT HOP PORTER PARK

Additional Details: SEE ATTACHMENT

VII. INSURANCE REQUIREMENTS

It is the responsibility of your Special Event organizer 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 INC. Agent Name: REBECCA RUHTR
Address: 410 N. MAIN STREET Phone: 208-788-1100

HAILEY, ID 83333

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>
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<tbody>
<tr>
<td></td>
<td>X</td>
<td>Street Closures &amp; Access / Parade</td>
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<td>Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.</td>
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<td>X</td>
<td>Alcohol Served (Free of Charge) (name of provider)</td>
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<td>X</td>
<td>Alcohol Sold</td>
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<td>X</td>
<td>Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)</td>
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<td>X</td>
<td>Food/Beverages will be served (List Caterers):</td>
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<td>X</td>
<td>THE ADVOCATES</td>
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<td>X</td>
<td>Vendors items sold/ solicitation</td>
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<td>#</td>
<td>X</td>
<td>Canopies/Tents/Membranes/Temporary Structures (Number &amp; Size(s))</td>
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<td>City of Hailey Fire Department, Fire Code Enforcement</td>
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<td>Medical Services (Circle) First Aid and/or EMS Services</td>
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<td>Who is providing services?</td>
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<td>#</td>
<td>X</td>
<td>Security (detail who, number of officers, times. Attach plan)</td>
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<td>Booths: Profit ( ) Non-Profit</td>
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<td>X</td>
<td>Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)</td>
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<td>#</td>
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<td>Lighting plan: attach plan</td>
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<td>Electricity / Generators (Size) Attach detailed electrical plan.</td>
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<td>#</td>
<td></td>
<td>Activities / Entertainment (Agenda) 11AM - 2PM</td>
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</tr>
</tbody>
</table>
| #  |    | Other equipment or entertainment 
| #  |    | AS MAIN PRODUCTIONS |
| #  |    | Signs or Banners: sign permit may be required by the City Planning and Zoning Department |
| #  |    | Stages (Number and Size(s)) |
| #  |    | Water (Drinking / Washing (circle) |
| #  |    | Gray Water Barrel / Grease Barrel (circle detail # and locations) |
| #  |    | Barricades. How many |
| #  |    | identify locations and attach logistics map |
| #  |    | Sanitation -Trash bins, Dumpsters, Recycle (circle detail # and locations) |
| #  |    | EVENT estimated attendance |
| #  | 150 | Porta Toilets / Wash Stations (Quantity (ADA) Regular) Request Use of Onsite Restrooms |
| #  |    | Number of staff working event |
| #  |    | Number of volunteers working |

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

Event Organizer's Signature: [Signature] Date: 7/28/10

7/15/2009
The Advocates for Survivors of Domestic Violence and Sexual Assault
Carbonate Hill Climb
Special Event Application Attachments

GOAL/REASON FOR EVENT: The Carbonate Hill Climb Walk/Run is being held in conjunction with National Sexual Assault Awareness Month. The event is meant to be a family, community-wide gathering to raise awareness and funds for The Advocates.

A map with detailed directions is attached. To elaborate: The Walk/Run will begin and end at Hop Porter Park. We will be utilizing the pavilion and west end of the park in addition to the pedestrian right of way on Bullion Street from Hop Porter Park to Carbonate Mountain parking area and back.

Traffic Control: See map. We anticipate an attendance of 100-150 people. We will have staff, board members and other volunteers placed at key areas along the route to direct the participants and control traffic if needed.

Water/Food/Other: The event will occur on Saturday, April 24th. Registration is at 10:00 and the hill climb begins at 11:00. There will be a BBQ at 12:00 noon which is open to anyone who would like to attend even if they do not participate in the Walk/Run. We will be charging a fee of $20.00 adult $10.00 student for the Walk/Run and $ 5.00 for the BBQ.

Water bottles and race bibs will be distributed at registration. The Walk/Run is expected to last about 1 ½ hours and the BBQ will immediately follow. We will have a D.J. during the BBQ and a guest speaker. We will be serving hamburgers, veggie burgers, hot dogs and a side dish. Water and lemon aid will also be available. I have checked with the health department and no permits are required for the food preparation/service at this event. We will have two porta-toilets, garbage bin and recycling containers stationed near registration. We will also have one 10x10 canopy with our name and logo on it which will be used as an information center. Our staff and volunteers will be responsible for all clean up.
We will be setting up for the event between 8:00 – 10:00. Tear down and clean up will be between 2:00 – 4:00.
## Certificate of Liability Insurance

**Producer:** Wood River Insurance, Inc.  
410 North Main Street  
Hailey, ID 83333  
(208) 788-1100

**Date:** 1/26/2010

### Insured

**Advocates For Survivors of Domestic Violence**  
PO Box 3216  
Hailey, ID 83333-

### Insurers Affording Coverage

- **INSURER A:** Philadelphia Insurance Co  
- **INSURER B:**  
- **INSURER C:**  
- **INSURER D:**  
- **INSURER E:**

### Coverages

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. Aggregate limits shown may have been reduced by paid claims.

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<thead>
<tr>
<th>WSB Add'l</th>
<th>LTR.</th>
<th>INSERD</th>
<th>Type of Insurance</th>
<th>Policy Number</th>
<th>Policy Effective Date (MM/DD/YYYY)</th>
<th>Policy Expiration Date (MM/DD/YYYY)</th>
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<td>Each Occurrence: $2,000,000</td>
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</table>

### Description of Operations / Locations / Vehicles / Exclusions Added by Endorsement / Special Provisions

As respects Carbonate Hill Climb on 4/24/10, Certificate holder is Additional Insured.

### Certificate Holder

**City of Hailey & Blaine County**  
PO Box 945  
Hailey, ID 83333-

### Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 10 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

Authorized Representative: [Signature]

---

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ACORD 25 (2009/01)  
The ACORD name and logo are registered marks of ACORD.
IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.
## Certificate of Liability Insurance

### Insured:
Advocates For Survivors of Domestic Violence  
PO Box 3216  
Hailey, ID 83333

### Insurers Affording Coverage:
- Philadelphia Insurance Co
- Insurer B:
- Insurer C:
- Insurer D:
- Insurer E:

### Coverages:

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. Aggregate limits shown may have been reduced by paid claims.

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<tr>
<th>Insurer</th>
<th>Type of Insurance</th>
<th>Policy Number</th>
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<td>8/1/2010</td>
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<td>Personal &amp; Adv Injury</td>
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<td>Products - Com/Op Agg</td>
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</table>

### Automobile Liability:
- Any Auto
- All Owned Autos
- Scheduled Autos
- Hired Autos
- Non-Owned Autos

### Garage Liability:
- Any Auto

### Excess / Umbrella Liability:
- Each Occurrence
- Aggregate

### Workers Compensation and Employers' Liability:
- WC Statutory Limit: $100,000
- Other: $100,000

### Description of Operations / Locations / Vehicles / Exclusions Added by Endorsement / Special Provisions:
As respects Carbonate Hill Climb on 4/24/10. Certificate holder is Additional Insured.

### Certificate Holder:
Deer Creek Ranch, Inc.  
PO Box 187  
Hailey, ID 83333

### Cancellation:
Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 10 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.

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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.
Idaho State Tax Commission

SALES TAX RESALE OR EXEMPTION CERTIFICATE

Seller's Name

Buyer's Name: THE ADVOCATES

Address

PO BOX 3216

City: Hailey

State: ID

Zip Code: 83333

1. Buying for Resale. I will sell, rent or lease the goods I am buying in the regular course of my business.

   a. Primary nature of business: __________________________ Describe products sold/leased/rented __________________________

   b. Check the block that applies:
   - [ ] Idaho registered retailer, seller's permit number: __________________________ (required - see instructions)
   - [ ] Wholesale only, no retail sales
   - [ ] Out-of-state retailer, no Idaho business presence

2. Producer Exemptions. I will put the goods purchased to an exempt use in the business indicated below.

   Check the block that applies and complete the required information.

   [ ] Logging Exemption
   [ ] Broadcasting Exemption
   [ ] Publishing Free Newspapers
   [ ] Production Exemption - check one: [ ] Farming [ ] Ranching [ ] Manufacturing [ ] Processing [ ] Fabricating [ ] Mining

   List the products you produce: __________________________

3. Exempt Buyer. All purchases are exempt. Check the block that applies.

   [ ] American Indian Tribe
   [ ] Emergency Medical Services Agency
   [ ] Idaho Government Entity
   [ ] State/Federal Credit Union
   [ ] American Red Cross
   [ ] Federal Government
   [ ] Nonprofit Canal Company
   [ ] Qualifying Health Organization
   [ ] Amtrak
   [ ] Forest Protective Association
   [ ] Nonprofit Hospital
   [ ] Volunteer Fire Department
   [ ] Blind Services Foundation, Inc.
   [ ] Idaho Community Action Agency
   [ ] Nonprofit School
   [ ] Senior Citizen Center
   [ ] Center for Independent Living
   [ ] Idaho Foodbank Warehouse, Inc.

4. Contractor Exemptions. This exemption claim applies to the following invoice, purchase order, or job number.

   a. Invoice, purchase order or job number to which this claim applies: __________________________

   b. City and state where job is located: __________________________

   c. Project owner name: __________________________

   d. This exempt project is: (check appropriate box)
   - [ ] In a nongranting state. (Only materials that become part of the real property qualify.)
   - [ ] An agricultural irrigation project.
   - [ ] For production equipment owned by a producer who qualifies for the production exemption.

5. Other Exempt Goods and Buyers (see instructions).

   [ ] Aircraft used to transport passengers or freight for hire
   [ ] Aircraft purchased by nonresident for out-of-state use
   [ ] American Indian buyee holding Tribal I.D. No. __________________________ The goods must be delivered within the boundaries of the reservation.
   [ ] Church buying goods for food bank or to sell meals to members
   [ ] Food bank or soup kitchen buying food or food service goods
   [ ] Heating fuel and other utilities
   [ ] Livestock sold at a public livestock market

   [ ] Other goods or entity exempt by law under the following statute: 16-SECTION - 63 - 36 - 27 - 0

   (required - see instructions)

   HOUSE BILL

   [ ] Pollution control equipment required by law

   [ ] Qualifying medical items to be administered/distributed by a licensed practitioner

   [ ] Research and development goods for use at INEEL

   [ ] Snow making or grooming equipment, or aerial tramway component

Buyer: Read and sign. I certify that all statements I have made on this form are true and correct to the best of my knowledge. I understand that falsification of this certificate for the purpose of evading payment of tax is a misdemeanor. Other penalties may also apply.

Buyer's Signature: __________________________

Buyer's Federal ID or Driver's License No. and State of issue: 94-3162848

Date: __________________________

Attention Seller: Each of the exemptions a customer may claim on this form has special rules (see instructions on back). It is your responsibility to learn the rules and charge tax to any customers and on any goods that do not qualify for a claimed exemption and are taxable as a matter of law. You may accept this certificate from the buyer prior to the time of sale, at the time of sale, or at any reasonable time after the sale to document the exemption claim.

* This form may be reproduced.
* This form is valid only if all information is complete.
* The seller must retain this form.
* See instructions on back.
AGENDA ITEM SUMMARY

DATE: 03/08/10  DEPARTMENT: Halley Arts Commission  DEPT. HEAD SIGNATURE:

SUBJECT: Idaho Commission on the Arts QuickFund Grant Application for Halley Entrance Marker

AUTHORITY: □ ID Code  □ IAR  □ City Ordinance/Code 2.32, 3.08

(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
The Halley Arts Commission has prepared the attached grant application for the Welcome to Halley Sign Project. The funding requested from the Idaho Commission on the Arts is $1,500 (the maximum allowed under the program). The commission has $7,925.84 in hand for the project, and needs to raise an additional $574.36 to meet the $10,000 budgetary goal (assuming success with the attached application).

The budget in the attached application comes to $12,803, due to city staff time that the Idaho Commission on the Arts requires to be included under expenses.

At this time, the Halley Arts Commission is seeking formal ratification by the city council for Mayor Rick Davis to sign the application.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Caselle #

Budget Line Item #

Estimated Hours Spent to Date:

Staff Contact:

YTD Line Item Balance $

Estimated Completion Date:

Phone #

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

City Attorney  Clerk / Finance Director  Engineer  Building

Library  Planning  Fire Dept.

Safety Committee  P & Z Commission  Police

Streets  Public Works, Parks  Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Approve request to sign and submit.

ADMINISTRATIVE COMMENTS/APPROVAL:

3rd Submitted, same as Grant Application of November 23, 2009, except the art is redefined as “marker” rather than “sign”

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

ACTION OF THE CITY COUNCIL:

Date

City Clerk

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: Copies

*Additional/Exceptional Originals to: Copies

Copies (all info.):

Instrument #
ORGANIZATION APPLICATION FORM 5

All applicants should read the guideline instructions to correctly complete this application. Neatly handwrite or type in 12-point. Fill in all questions and fields. Answer required narrative questions and complete the checklist.

Applicant/Organization (official IRS name) City of Hailey

Contact Name and Title Tracy Anderson, Public Art Coordinator

Street Address 115 Main St. S, Suite H P.O. Box

City Hailey State ID Zip 83333 County Blaine Phone (208) 788-4221, ext. 26 Evening

Fax (208) 788-2924 E-mail tracy.anderson@haileycityhall.org Web site www.haileycityhall.org

☐ This is a new address or ☐ phone number. ☐ Applicant is acting as a Fiscal Agent (see page 6)

Applicant is applying in the area of ☑ Visual Arts ☐ Performing Arts ☐ Literature ☐ Media Arts ☐ Local Arts Council ☐ Other

GRANT PROGRAM (Check the appropriate box below)

☐ Public Programs in the Arts (PPA) ☐ Entry Track

☑ QuickFund$ QuickProject ☐ QuickFund$ Technical Assistance

Amount requested $ 1,500

Period of support requested Start Date 04/01/10 End Date 12/31/10

(QuickFund$ Projects cannot begin until 3 weeks after deadline.)

Public Art & Cultural Facilities ☐ Public Art ☐ Capital Expenditure

☐ Feasibility Study ☐ Renovation/Construction

♦ U.S. Congressional District 1 ☐ OR District 2 ☐ Idaho State Legislative District 25

Is yours a nonprofit organization? ☐ no ☑ yes (include IRS tax determination)

Number of years doing business in Idaho 105 Federal Tax ID# 82-6000201 (required)

If applicable, write a short summary of this project in the space below.

The Hailey Arts Commission will invite Blaine County artists to submit qualifications to design, fabricate and install one Welcome to Hailey sign to be installed on the south end of town. The commission will follow its Public Art Guidelines in selecting and working with the artist.

Budget Summary

Fiscal Year Start Date 10/01/09 Fiscal Year End Date 09/30/10

Annual Operating Budget of Organization $10,009,997

QuickFund$, Public Art & Cultural Facilities applicants include: Total Project Revenues $0

Total Project Expenses $12,803

If you have received a grant, did you submit the required final report? ☑ yes ☐ no

Authorizing Signatures - I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I have read and agree to comply with the Legal Requirements of accepting this grant.

Tracy Anderson, Public Art Coordinator

Authorized Staff/Project Coordinator

Becky Stokes, Treasurer

Financial Officer

Rick Davis, Mayor

Authorizing Official (person able to legally obligate the applicant)

February 24, 2009

Date

February 24, 2009

Date

February 24, 2009

Date
**BUDGET FOR ORGANIZATIONS FORM 5-B**

Nearly handwrite or type. Fill in all questions and fields. Round to nearest dollar.

**Name**  City of Hailey  
**Federal Tax ID #**  82-6000201

Check one of the following boxes:

☑ QUICKFUNDS  □ PUBLIC ART  □ CULTURAL FACILITIES

List expenses and income that directly relates to the cost of the project described in this application. Refer to the Glossary for an explanation of terms. (You may add one page for itemizations.) Identify which income sources are pending.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Admissions/Ticket Sales</td>
</tr>
<tr>
<td>$2,803</td>
<td></td>
</tr>
<tr>
<td>Project/Grant Management</td>
<td></td>
</tr>
<tr>
<td>$21.16/hr x 100 hrs + benefits</td>
<td></td>
</tr>
<tr>
<td>Outside Fees and Services</td>
<td>Contracted Services</td>
</tr>
<tr>
<td>Artist Fee</td>
<td>Government Support</td>
</tr>
<tr>
<td>(Design, Fabricate, Install)</td>
<td>($_____)</td>
</tr>
<tr>
<td>Finalist Design Proposals</td>
<td>(Identify source)</td>
</tr>
<tr>
<td>Production</td>
<td></td>
</tr>
<tr>
<td>$_____)</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>Other Revenue</td>
</tr>
<tr>
<td>$_____)</td>
<td>(grants, contributions,</td>
</tr>
<tr>
<td></td>
<td>memberships, subscriptions,</td>
</tr>
<tr>
<td></td>
<td>etc.)</td>
</tr>
<tr>
<td></td>
<td>(Identify source)</td>
</tr>
<tr>
<td>Remaining Operating Expenses</td>
<td>Applicant Cash</td>
</tr>
<tr>
<td>$_____)</td>
<td>$9,458</td>
</tr>
<tr>
<td>Space/Facility Rental</td>
<td>Grant Amount Requested</td>
</tr>
<tr>
<td>$_____)</td>
<td>$1,500</td>
</tr>
<tr>
<td>Marketing/Promotion</td>
<td>In-kind Contributions</td>
</tr>
<tr>
<td>$_____)</td>
<td>(Complete Supplement A, page 41)</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>In-kind can be used only for</td>
</tr>
<tr>
<td>(See Glossary, page 60)</td>
<td>QuickFund$ and Feasibility</td>
</tr>
<tr>
<td></td>
<td>Studies.</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td></td>
</tr>
<tr>
<td>$_____)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CASH EXPENSES**  $12,803  
**TOTAL INCOME**  $12,803

INCOME MUST EQUAL EXPENSES

Total Annual Budget of Organization $10,009,997
**IN-KIND CONTRIBUTIONS – SUPPLEMENT A**

Read the guideline instructions to correctly complete this form. Fill in all questions and fields. Round to nearest dollar.

Organization: City of Hailey  
Federal Tax ID: #82-6000201

Check grant category below to which you are applying:

☑ QuickFund$  ☐ Cultural Facilities  ☐ PPA  ☐ Entry Track  ☐ Arts Education

In-Kind contributions are goods and services, donated by individuals and organizations other than the applicant, that can be given a cash value. They directly benefit the proposed activity, demonstrate community support, and must correspond with project expenses. They do not include staff salary and benefits that are part of day-to-day operations.

Donated materials should be calculated at fair market value. Include only donated items that are directly involved in the project described in this application. Do not include items or services unrelated to the project.

<table>
<thead>
<tr>
<th>DONATED ITEMS or SERVICES</th>
<th>CONTRIBUTOR</th>
<th>CASH VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Outside Fees and Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artistic (guest artists, other)</td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Volunteers (technical, admin, other)</td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Technical Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$25/hr x 40 hrs</td>
<td>Mark Johnstone</td>
<td>$1,000</td>
</tr>
<tr>
<td>$13/hr x 40 hrs</td>
<td>Jessica Miller</td>
<td>$520</td>
</tr>
<tr>
<td>Project Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$13/hr x 25 hrs</td>
<td>Arts Commissioners</td>
<td>$325</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Space/Facilities Rental</td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Marketing/Promotion</td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Capital Donations* (itemize)</td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Operating Expenses* (itemize)</td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>

* See definitions of Capital Expenditures and Operating Expenses on page 60.

TOTAL IN-KIND CONTRIBUTIONS: $1,845
1. Briefly describe your organization; include structure, mission statement, brief history, programs, services and community you serve.

The mission of the Hailey Arts Commission (HAC) is to ensure the arts are valued as an integral part of Hailey and to enhance the culture of the Hailey community by providing leadership, advocacy and support of the arts. Since its inception in April 2006, the HAC has been focused on making art a part of everyday life in Hailey. The seven-member volunteer commission has made significant progress towards realizing this vision. In fewer than four years, the HAC has, among other achievements:

- Proposed Ordinance 999, Public Art, to the Mayor and Hailey City Council. The ordinance was adopted, and mandates that 1.25% of the total construction costs of all city capital improvement projects be set aside and used for public art.
- Launched an HAC website (www.haileycityhall.org/ArtsCommission/index.asp).
- Proposed to the Mayor and Hailey City Council the development of a mural project in the City Hall public meeting room. The request was approved and the City Council allocated $10,000 towards the project. Fundraising efforts are ongoing for this project.
- Proposed to the Mayor and Hailey City Council a town entryway public art project. The request was approved, and the commission seeks the final funding for the project through this grant application.
- Proposed a mural ordinance to encourage the creation of murals on private non-residential buildings. The ordinance is currently under review by the Hailey Planning & Zoning Commission, and will then go before the Hailey City Council for adoption.

The flagship program of the HAC is A Month of Art and A Night of Music. The HAC partners with the Hailey Chamber of Commerce, the Wood River Arts Alliance and Figleaves Productions to bring this program to area residents and tourists. Program partners provide their assistance at no cost to the HAC. Now in its third year, this successful program is a month-long celebration of the arts, and includes art and sculpture displayed throughout the business district in both interior and exterior locations. A Night of Music brings live, free music to more than 15 downtown venues one night in July. The HAC produces two posters (one for each segment), and provides additional publicity in the form of press releases, articles in the city’s monthly newsletter, several weeks of radio PSAs and live interviews, and announcements on the HAC website. To assure equity and quality, the Wood River Arts Alliance issued a Call to Artists for the art and sculpture placements, and a jury selected the final exhibitors. This program demonstrates the artistic merit of the HAC; work samples are included in the support materials.

2. Briefly describe what you propose to do, how you plan to accomplish it, and why your project merits funding.

The Hailey Arts Commission will invite Blaine County artists to submit qualifications to design, fabricate and install town entryway artwork at or near Hailey’s south entrance. This town entryway artwork must give a clear feeling that one has arrived in Hailey. The design should be indicative of Hailey’s character and/or heritage and evoke a strong sense of place. This public art project will use an established public art process resulting in the commission of a professional artist. The selection panel will be carefully composed and facilitated to assure a commission that results in a project of outstanding artistic quality. Both the HAC and the Hailey City Council must approve the selected artist. The majority of the project budget is allocated for the artist fee, so this project supports a Blaine County artist as well as the local economy. The community at large as well as the arts community is very supportive of this project. Letters of support have been included.
Materials and design will be determined by the artist, but it will be required that materials and design withstand the local conditions. Proposed designs could be mosaic, sculpture, painting, metal, or any other media. The city will work with the artist to determine and provide appropriate subject lighting for the artwork installation. Artwork dimensions must be appropriate to the site. The proposed timeline follows.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Artists / RFQ</td>
<td>4/1/10</td>
</tr>
<tr>
<td>Artist Workshop / How to Apply</td>
<td>4/14/10</td>
</tr>
<tr>
<td>Submissions Due</td>
<td>5/14/10</td>
</tr>
<tr>
<td>Select Finalists</td>
<td>5/19/10</td>
</tr>
<tr>
<td>Proposals Due from Finalists</td>
<td>6/25/10</td>
</tr>
<tr>
<td>Interviews / Artist Selection</td>
<td>7/19 - 7/23/10</td>
</tr>
<tr>
<td>HAC Review/Approval</td>
<td>7/26 - 7/30/10</td>
</tr>
<tr>
<td>Council Approval / Artist Contract</td>
<td>8/9/10</td>
</tr>
<tr>
<td>Contract Award</td>
<td>8/11/10</td>
</tr>
<tr>
<td>Design &amp; Fabrication</td>
<td>8/12 - 10/15/10</td>
</tr>
<tr>
<td>Installation Complete</td>
<td>10/29/10</td>
</tr>
<tr>
<td>Dedication Ceremony</td>
<td>11/10</td>
</tr>
</tbody>
</table>

The Hailey Public Art Coordinator, Tracy Anderson, will manage the project with direct technical support by ICA Regional Public Arts Advisor / Hailey Arts Commissioner Mark Johnstone and Hailey Arts Commissioner Jessica Miller, and general support by the Hailey Arts Commission. The team will follow Hailey’s Public Art Guidelines in carrying out the process for selecting an artist.

3. Explain if this is a new program, a pilot arts project, or a project essential to the initial growth of your organization.

This will be the Hailey Arts Commission’s first public art project. The commission has worked diligently to acquire funding for the town entryway artwork project, with monies coming from the percent for art fund, private donations and fundraising activities. With this first project successfully completed to a high level of artistic quality, the commission’s reputation will be enhanced, the public art program will be noticed and seen in a positive light, all leading to a greater ability to attract donations and compete for grant funding for additional public art projects. The HAC is committed to completing this public art project with a high degree of professionalism and commissioning an artist with the background and skills to execute a first-rate piece of art. This project is the first building block of the HAC’s public art track record, so the HAC has compelling reasons to assure an artistically superior outcome.

4. Describe community involvement, the anticipated community impact, and public access to project activities.

The Call to Artists will be broadly cast through various media outlets to inform both the arts community and general public of the project. The finalist proposals will be on public display for three weeks for community comment. During this time period, the Hailey Arts Commission will host an open house and invite the community to meet the three finalists and discuss the finalists’ design proposals. Throughout the project, the commission will use its website to post information about the project and keep the community in the loop with project progress. A dedication ceremony will be planned to bring the community together to celebrate the new artwork.

5. If appropriate, explain the relationship between your work sample or support materials and the proposed activity or project.

The Hailey Arts Commission has included support letters for the town entryway artwork, a draft Call to Artists for the town entryway artwork, a CD with images from A Month of Art and A Night of Music (with image list), and hard copy support materials for the program; and a community arts survey, in which 95% of respondents said it is important to have public art as part of our community.
Feb. 28, 2010

To: Idaho Commission on the Arts

Re: Hailey Arts Commission

To whom it may concern,

I have worked closely with the Hailey Arts Commission and found them to be ambitious, focused and community minded. In particular, the chair of the commission, Mark Johnstone, impresses me in his dedication to the commission’s range of endeavors and rate of success.

I hope you will see fit to support the Hailey Arts Commission’s application for a Quick Fund grant.

Best wishes,

Dana DuGan
Figgleaf Productions
Hailey, Idaho

sent via email
Feb 21, 10

Dear Art Commissioners:

As an artist who has resided here in Idaho for the past 30 years, I have had a great deal of involvement in various public art works. I was a finalist for consideration for painting murals in the Capitol Rotunda in Boise. Beyond that, I have seen a great deal of public art come and go.

I am writing this letter to urge your support for a piece of artwork to welcome people into the town of Hailey. For about 20 years one of my own murals, painted on the side of a Main Street building (now demolished and gone to dust) was a welcoming feature in the town. From the feedback that I received from many people, I was aware how important that landmark became.

Now various members of the Hailey art community would like to create a new vehicle for welcoming visitors to town, and I, personally, and as a member of that group, would hope that you would support our efforts.

Thank you for your on-going work in bringing art to Idaho, in many different ways.

Sincerely,

[Signature]

Tom Teitge
Artist
Idaho Commission on the Arts  
PO Box 83720  
Boise, ID 83720-0008

February 22, 2010

Dear Commission:

The Hailey Chamber of Commerce and The Hailey Arts Commission are developing various plans to add creative elements to the city’s visual impact. Since Hailey has evolved from the first settlement as a mining community and county seat into a major tourist area, we need elements that will collectively influence and retain people interested in the Western aura including activities provided by the Arts.

My great-grandfather entered Hailey in 1881 as a miner and later a business man for which we have maintained a family presence since that time. In conjunction with the Sun Valley mystique, the entire Wood River Valley business districts can amplify a uniqueness which captures a desire for the traveler to stay and participate. The Arts is one of the least expensive and most memorable additives that can be implemented into the community. The visual impact of a significant structure at the entrance to the township would be one of those elements creating an instant curiosity and causing the traveler to slow down, stop and take a look around.

A grand wish includes the grants provided to bring about a community awareness rallying the sense of purpose to being a Haileyite. I fully support the Hailey Arts Commission to have an artist-designed monument welcoming all to the community.

Most sincerely,

Ralph Harris  
Artist: <http://www.ralphharris.net/>

PO Box 250  
Hailey, ID 83333
-----Original Message-----
From: Jacqueline Sahlberg [mailto:jacqueline.sahlberg@yale.edu]
Sent: Wednesday, March 03, 2010 12:18 PM
To: Heather Dawson
Subject: RE: Representative Jaquet Letter of Support

Your letter made my life so easy!
The letter is awaiting Rep Jaquet's signature and should go out to ICA in today's mail.
Best,
Jacque

> -----Original Message-----
> From: Jacqueline Sahlberg [mailto:jacqueline.sahlberg@yale.edu]
> Sent: Tuesday, March 02, 2010 10:18 PM
> To: Heather Dawson
> Subject: Representative Jaquet Letter of Support
>
> Hi Ms. Dawson,
> I am Representative Jaquet's intern. I just wanted to drop you a note
to let you know that I can get the letter of support from Rep Jaquet
done in time. I will plan to email you the letter tomorrow.
>
> The letter you drafted will be of great help.
> Thanks,
> Jacque Sahlberg
> Intern to Representative Jaquet
>

From: Wendy Jaquet [wendyjaquet@yahoo.com]
Sent: Wednesday, March 03, 2010 12:14 PM
To: Heather Dawson
Subject: Re: Letter to Hailey from White House, Michelle Obama

that is very nice!
Wendy
thanks for your consideration about my time
I think we got the letter out to you today
W

From: Heather Dawson <heather.dawson@haileycityhall.org>
To: Wendy Jaquet <wendyjaquet@yahoo.com>
Cc: "Wjaquet@house.idaho.gov" <Wjaquet@house.idaho.gov>
Sent: Tue, March 2, 2010 5:22:28 PM
Subject: Letter to Hailey from White House, Michelle Obama

Wendy – I thought you might like to see what your last letter of support for Hailey's Preserve America Community application brought to your constituents! See attached correspondence from Michelle Obama.

Heather Dawson
Hailey City Administrator