AGENDA ITEM SUMMARY

DATE: 04/27/09    DEPARTMENT: Public Works    DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for Camp Rainbow Gold Fundraiser Special Event at 609 Main St S (Teddy Bear Daycare) on 06/06/09.

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 ___ Engineer ___ Building
___ Library ___ Planning ___ Fire Dept. ___
___ Safety Committee ___ P & Z Commission ___ Police ___
___ Streets ___ Public Works, Parks ___ Mayor ___

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department heads have approved with no further comment.

FOLLOW-UP REMARKS:
I. EVENT NAME: Camp Rainbow Gold Fundraiser

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

309 Main St. S, Harlem, ID 83330

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>6-6-08</td>
<td>Start Time: 10:00  End Time: 6:00</td>
<td>One Hour Interval: 80  All Day: 150  All Day:</td>
</tr>
<tr>
<td></td>
<td>Start Time:   End Time:</td>
<td>One Hour Interval:</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td>6-6-08</td>
<td>9:00</td>
</tr>
<tr>
<td>Date of Tear Down</td>
<td>Start Time: 5:00  End Time: 17:00</td>
<td></td>
</tr>
</tbody>
</table>

IV. FEES

Special Event Permit Application Fee $125 ☑ 125
Per Day Park Rental Fee $500 ☐
(Waived for non-profits)
Security Deposit $500 ☐
Tax (on park rental fees only) 6% ☐

TOTAL DUE

Additional Deposit Required ☐

125

V. ORGANIZATION INFORMATION

Applicant's Name: PIONEER FUND
Title: MANAGER
Mailing Address: 341 N MAIN
Zip Code: 83333
Street Address: City:
State:
Day Telephone: 786-3805 x1054 Evening Telephone: 781-3000
FAX Number: 786-78-3411 E-Mail Address: pioneerfund.org

12/22/2008
VI. EVENT INFORMATION

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

Event Category: ☐ Commercial ☑ Noncommercial

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

Description of Event: Fundraiser for Rainbow Gold

Additional Details: Bouncy Cypin, Arts & Crafts, Fire Truck

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 cause for immediate termination of the application.

Insurance Company: ______

Agent Name: ______

Address: ______

Phone: ______

HOLD HARMLESS CLAUSE

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney’s fees, arising out of the permitted activity or the conduct of Permittee’s operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use thereof, 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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</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td>Street Closure &amp; Access / Parade</td>
<td>x</td>
<td></td>
<td>Alcohol Served (Fee of Charge) (name of provider)</td>
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<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>
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<td></td>
<td>Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)</td>
</tr>
<tr>
<td>x</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>x</td>
<td>Food/Beverages will be served (List Caterers):</td>
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<tr>
<td></td>
<td></td>
<td># Canopies/Tents/Membrane/Temporary Structures (Number &amp; Size(s) 60 x 10' Gale) City of Hailey Fire Department, Fire Code Enforcement</td>
<td>#</td>
<td></td>
<td>Vendors items sold/ solicitation</td>
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<td></td>
<td>Medical Services (Circle) First Aid and/or EMS Services</td>
<td></td>
<td></td>
<td>ALL SALES TO Fund Raiser Arts &amp; Crafts Booth Face Painting Bouncy</td>
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<tr>
<td></td>
<td></td>
<td>Who is providing services?</td>
<td></td>
<td></td>
<td>Boots: Profit (Non-Profit) thank you for your music!</td>
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<td>x</td>
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<td>Security (detail who, number of officers, times. Attach plan)</td>
<td>x</td>
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<td>Lighting plan: attach plan</td>
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<td># Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation. Attach plan) Volunteers to direct traffic</td>
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<td>Activities / Entertainment (Agenda)</td>
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<td># Electricity / Generators (Size Attach detailed electrical plan)</td>
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<td>Other equipment or entertainment</td>
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<tr>
<td>x</td>
<td></td>
<td>Water Drinking / Washing (circle)</td>
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<td></td>
<td>Signs or Banners: sign permit may be required by the City Planning and Zoning Department</td>
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<tr>
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<td></td>
<td>Gray Water Barrel / Grease Barrel (circle / detail # and locations)</td>
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<td></td>
<td>Stages (Number and Size(s) # Kids Zone)</td>
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<tr>
<td>x</td>
<td></td>
<td>Sanitation Trash bin, Dumpsters, Recycle (circle / detail # and locations)</td>
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<td></td>
<td>Barricades, How many identify locations and attach logistics map</td>
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<tr>
<td></td>
<td></td>
<td>Porta Toilets / Wash Stations (Quantity ADA Regular)</td>
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<td></td>
<td>EVENT estimated attendance</td>
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<td></td>
<td></td>
<td>Number 2 With Facility</td>
<td># 10</td>
<td></td>
<td>Number of staff working event</td>
</tr>
<tr>
<td></td>
<td></td>
<td># Number of volunteers working</td>
<td></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: [Signature]

Date: 12/22/2006
AGENDA ITEM SUMMARY

DATE: 05/11/2009  DEPARTMENT:  Public Works  DEPT. HEAD SIGNATURE:  

SUBJECT:

Request approval for the Holy Tomato! Plant Sale Special Event. To be held at 206 River Street North (North of Zaney's Coffee House) on 05/30/09-05/31/09.

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  ___ P & Z Commission  XX Police  
___ Streets  XX Public Works, Parks  ___ Mayor  

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department heads have approved with no further comment.

FOLLOW-UP REMARKS:

*
I. EVENT NAME: Holy Tomato! Plant Sale

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

208 N. River Street (North of Zaney's Coffee House)

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>5/30</td>
<td>Start Time: 9:00 am</td>
<td>End Time: 1:00 pm</td>
</tr>
<tr>
<td>5/31</td>
<td>Start Time: 4:00 am</td>
<td>End Time: 1:00 pm</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/30</td>
<td>Start Time: 6:00 am</td>
<td>End Time: 9:00 am</td>
</tr>
<tr>
<td>Date of Tear Down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/31</td>
<td>Start Time: 10:00 am</td>
<td>End Time: 12:00 pm</td>
</tr>
</tbody>
</table>

IV. FEES

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
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<tbody>
<tr>
<td>Special Event Permit Application Fee</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>Per Day Park Rental Fee (Waived for non-profits)</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$500</td>
<td>on file from 07</td>
</tr>
<tr>
<td>Tax (on park rental fees only)</td>
<td>6%</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL DUE | $125 |

V. ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>Applicant's Name:</th>
<th>Judd McMaham</th>
<th>Title: Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>26 Townsend Gulch Rd</td>
<td>Zip Code: 83313</td>
</tr>
<tr>
<td>Street Address:</td>
<td>Same</td>
<td>City: Bellevue</td>
</tr>
<tr>
<td>Day Telephone:</td>
<td>578-5243</td>
<td>Evening Telephone: 578-5243</td>
</tr>
<tr>
<td>FAX Number:</td>
<td>Same (fill first)</td>
<td>E-Mail Address: <a href="mailto:woodriverorganics@gmail.com">woodriverorganics@gmail.com</a></td>
</tr>
</tbody>
</table>

APR 21 2009
Applicant Driver's License #: FAM0663T
Sponsoring Organization: Wood River Organics
Non-Profit: Yes ☐ No ☑ Tax Exempt #: 
Federal Tax #: 25-410846 State Tax #: 002841762-5

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): $18,000
Description of Event: Locally grown plant starts & potted plants

Additional Details:

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

Insurance Company: Oberchain Insurance Agent Name: Sandra Sullivan
Address: 102 N Main, Hailey Phone: 788-7488

HOLD HARMLESS CLAUSE
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(Attach any additional pages as needed)
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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.

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<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>
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<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>#2</td>
<td></td>
<td>Canopies/Tents/Membranes/Temporary Structures (Number &amp; Size(s) City of Hailey Fire Department, Fire Code Enforcement)</td>
<td>#2</td>
<td></td>
<td>Vendors items sold/ solicitation Wood River Organics - Plant Starts Downtown Farm - Plant Starts</td>
</tr>
</tbody>
</table>

Medical Services
(Circle) First Aid and/or EMS Services
Who is providing services? ____________

# Security (detail who, number of officers, times. Attach plan) # 2

Traffic Control / Shuttle Buses
(Number of buses / locations / hours of operation, attach plan.)

# Electricity / Generators (Size ______________) Attach detailed electrical plan.

# Water Drinking / Washing (circle)

# Gray Water Barrel / Grease Barrel (circle / detail # and locations)

# Sanitation - Trash bins, Dumpsters, Recycle (circle / detail # and locations)

# Porta Toilets / Wash Stations (Quantity ADA Regular)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Check all Planned Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td>Lighting plan: attach plan</td>
</tr>
</tbody>
</table>

# Activities / Entertainment (Agenda)
Other equipment or entertainment

# Signs or Banners: sign permit may be required by the City Planning and Zoning Department

# Stages (Number and Size(s))

# Gray Water Barrel / Grease Barrel (circle / detail # and locations)

# Sanitation - Trash bins, Dumpsters, Recycle (circle / detail # and locations)

# Porta Toilets / Wash Stations (Quantity ADA Regular)

# Water Drinking / Washing (circle)

# Gray Water Barrel / Grease Barrel (circle / detail # and locations)

# Sanitation - Trash bins, Dumpsters, Recycle (circle / detail # and locations)

# Porta Toilets / Wash Stations (Quantity ADA Regular)

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: 4/16/09

10/10/2008
To whom it may concern,

We are requesting to temporarily post signs on Main Street on the days of the plant sale: May 30 and May 31, 2009. As in years past, we are asking for your permission to display two signs directing people to our event. Each sign will be constructed out of paperboard and will not exceed six square feet of display space. These signs will be removed after the event, during tear-down.

Thank you for your consideration,

Judd McMahan
Holy Tomato! Plant Sale
Wood River Organics
ACORD CERTIFICATE OF LIABILITY INSURANCE

PRODUCER
Obenchain Insurance/Hailey
P.O. Box 269
Twin Falls ID 83301
Phone: 208-733-1076 Fax: 208-733-1093

INSURED
Wood River Organics LLC
Judd McMahan
26 Townsend Gulch Rd.
Bellevue ID 83313

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE
INSURER A: Travelers Agribusiness
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.

<table>
<thead>
<tr>
<th>INSURER</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YYYY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YYYY)</th>
<th>LIMITS</th>
</tr>
</thead>
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<td>01/15/10</td>
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<td></td>
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<td>EACH OCCURRENCE</td>
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<td>$1000000</td>
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<td>&quot;DAMAGE&quot; TO RENTED</td>
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<td>PREMISES (Ex occurrence)</td>
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<td>NON-OWNED AUTOS</td>
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<td>OCCUR CLAIMS MADE</td>
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<td>RETENTION $</td>
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<td>WORKERS COMPENSATION AND</td>
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<td>EMPLOYERS' LIABILITY</td>
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<td>ANY PROPRIETOR/CORPORATE EXECUTIVE</td>
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<td>OFFICER/MEMBER EXCLUDED?</td>
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<td></td>
<td>IF YES, DESCRIBE UNDER SPECIAL PROVISIONS BELOW</td>
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</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Plant sale at location of 208 N River St Hailey, Id on May 30th & 31st

CERTIFICATE HOLDER
City of Hailey
P. O. 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
Sandra J. Sullivan, CIC

© ACORD CORPORATION 1988

- 56 -
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

The Certificate of Insurance on the reverse side of this form 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.
AGENDA ITEM SUMMARY

DATE: 05/11/2009  DEPARTMENT:  Public Works  DEPT. HEAD SIGNATURE:  

SUBJECT:

Request approval for the Wicked Spud Back Alley Parties Special Event. Held every Wednesday, 06/24/09-08/26/09, 6:00pm – 9:30pm.

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  ___ P & Z Commission  XX Police  ___ Mayor
___ Streets  XX Public Works, Parks  ___ 

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department Heads approve with the following conditions:
Temporary signs and banners are permitted without a sign permit for 72 hours only.

FOLLOW-UP REMARKS:

*
SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: BACK ALLEY PARTIES

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

305 N MAIN, HAILEY, WICKED SPUD

III. EVENT SCHEDULE

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

<table>
<thead>
<tr>
<th>Date(s) of Event</th>
<th>Hours</th>
<th>Estimated # of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 24, 2009</td>
<td>Start Time: 6:00 PM</td>
<td>End Time: 9:30 PM</td>
</tr>
<tr>
<td>August 26, 2009</td>
<td>Start Time: 6:00 PM</td>
<td>End Time: 9:30 PM</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td>Start Time:</td>
<td>End Time:</td>
</tr>
<tr>
<td>Date of Tear Down</td>
<td>Start Time:</td>
<td>End Time:</td>
</tr>
</tbody>
</table>

IV. FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Event Permit Application Fee</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td>Per Day Park Rental Fee</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>(Waived for non-profits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$500</td>
<td>ON FILE</td>
</tr>
<tr>
<td>Tax (on park rental fees only)</td>
<td>6%</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL DUE: $125.00

V. ORGANIZATION INFORMATION

Applicant's Name: HEIDI ALBRECHT
Title: PRODUCER
Mailing Address: 521 E. ELM ST. HAILEY
Zip Code: 83333
Street Address: 521 E ELM ST.
City: HAILEY
State: ID
Day Telephone: 208-788-7827
Evening Telephone: SAME
WICKED SPUD: 788-0009
Fax Number: 788-0009
E-Mail Address: heidi@glyph@AOL.com
Mike Broerman: 720-7889
12/22/2008
VI. EVENT INFORMATION

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

Event Category: ☐ Commercial ☒ Noncommercial

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

Description of Event: Free Weekly Concerts to raise money for local non-profits.

Additional Details: 

VII. INSURANCE REQUIREMENTS

Private Insurance Policy

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: ________________________ Agent Name: ________________________

Address: ________________________ Phone: ________________________

HOLD HARMLESS CLAUSE

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney’s fees, arising out of the permitted activity or the conduct of Permittee’s operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use there from, and (2) is not caused by any negligent act or omission of willful misconduct of the City of Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)
SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned.

<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>X</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>X</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): WICKED SPUD</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)</td>
<td>#</td>
<td></td>
<td>Vendors: items sold/ solicitation</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Medical Services (Circle) First Aid and/or EMS Services Who is providing services?</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Security (detail who, number of officers, times. Attach plan) Private Security</td>
<td>#</td>
<td></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>X</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>X</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) Permanent Structure)</td>
</tr>
<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>8</td>
<td>EVENT estimated attendance 200 - 300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of staff working event</td>
<td>#</td>
<td>2</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: 12/22/2008

Date: 4/25/09
AGENDA ITEM SUMMARY

DATE: 05/11/2009  DEPARTMENT: Public Works  DEPT. HEAD SIGNATURE:

SUBJECT:

Request approval for the Music n' Me Friday Fun Nights to be held at 305 Main St S (Wicked Spud), every Friday, 05/22/09-08/28/09, 6:00pm – 8:30pm.

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  P & Z Commission  XX Police
Streets  XX Public Works, Parks  Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department Heads approve with no further comments.

FOLLOW-UP REMARKS:
SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Music in the Wicked Spud Stage

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

☐ Public Property  ☑ Private Property

Wicked Spud 305 Main St NW

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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<th>Hours</th>
<th>Estimated # of Attendees</th>
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</thead>
<tbody>
<tr>
<td>Event Fee Month</td>
<td>Start Time: 6:30</td>
<td>End Time: 8:30</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td>10:00</td>
<td>10:30</td>
</tr>
<tr>
<td>Date of Tear Down</td>
<td>Start Time: 8:30</td>
<td>End Time: 9:00</td>
</tr>
</tbody>
</table>

IV. FEES

Special Event Permit Application Fee $125
Per Day Park Rental Fee $500
(Waived for non-profits)
Security Deposit $500
Tax (on park rental fees only) 6%
TOTAL DUE $125

V. ORGANIZATION INFORMATION

Applicant's Name: Music in the Wicked Spud

Mailing Address: 141 N. Main St. Zip Code: 83333
Street Address: 141 N. Main St City: Hailey State: ID
Day Telephone: 208 788-2470 Evening Telephone: 208 780-3978

FAX Number: E-Mail Address: WickeIndians.com

9/25/2008
VI. EVENT INFORMATION

New Event: Yes _____ No _____ Annual Event: Yes _____ No _____ Years Operating 3 years

Event Category: □ Commercial  □ Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): No Sales

Description of Event: Music on Friday Nights

Mostly acoustic open mic events

Additional Details: Camp Rock Camp Dates

June 20th - July 31st 2009

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:  Hartford

Agent Name: Brenda Green

Address: PO Box 4751

Phone: 860-236-0398

HOLD HARMLESS CLAUSE

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(Attach any additional pages as needed)
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Event Organizer's Signature: ___________________________ Date: 1/23/07

9/25/2008
April 27th 2009

To: City of Hailey  
Re: Special Events Permit  
From: Music n' Me/Notes Music

I have filled out a special events permit to the City of Hailey that I received last week to have our musical events for Music n' Me at the Wicked Spud. We do music at the Wicked Spud on Friday nights throughout the summer. This year we are doing special events on most Friday nights. I wanted to outline the event a little more clearly in this letter to you.

The Events will be known as: FRIDAY FUN NIGHTS At the SPUD  
Sponsored by Music n' Me/Notes Music and the Wicked Spud

May 28th the Wicked Spud will kick off with the Damphools  
On May 30th we are kicking off the summer with performances by Music n' Me children.  
This will include Rock Bands and Vocal students.

Every 1st Friday of the month we will be inviting kid bands in the valley to perform for 2 hours from 6:30-8:30 P.M.

Every 2nd and 3rd Friday of each month we will have open mic for acoustic performers.

The 4th Friday of the month will be the Music n' Me Rock Band Camp performances.

These events will hopefully be able to bring business in these economically stressful times. We are trying so hard to stimulate this economy here in Hailey. We are VERY aware of the noise ordinances and Music n' Me and Notes Music will make sure that we will sty WITHIN the sound ordinances that have been put in place by the City of Hailey.

Thank-you for your support and consideration.

Sincerely:

Mitzi Mecham/Robert Hall
Kim Stocking
AGENDA ITEM SUMMARY

DATE: 05/11/09     DEPARTMENT: Public Works     DEPT. HEAD SIGNATURE: 

SUBJECT:

Request approval for Farmers and Artists Market Special Event at property between Sturtevants and Bank of America on Thursdays 06/11/09 -10/08/09, 2:30pm - 6:30pm.

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)

[Check boxes for departments affected]

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:

Department heads have approved this special event with the following recommendations:
Please remove portable signs after the event takes place each week.

FOLLOW-UP REMARKS:
SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Farmers' and Artists' Market #1414

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

Grassy lot adjacent to Bank of America (South side) on Main St.

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 11 - Oct 8</td>
<td>Start Time: 7:30</td>
<td>All Day: 75 People</td>
</tr>
<tr>
<td>(Thursdays Only)</td>
<td>End Time: 6:30</td>
<td>One Hour Interval: 30</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td>Start Time: 12:00</td>
<td>All Day:</td>
</tr>
<tr>
<td>Date of Tear Down</td>
<td>End Time: 7:30</td>
<td>One Hour Interval:</td>
</tr>
</tbody>
</table>

IV. FEES

Special Event Permit Application Fee $125 □ 125.00
Per Day Park Rental Fee (Waived for non-profits) $500 □
Security Deposit $500 □
Tax (on park rental fees only) 6% □ 125.00

TOTAL DUE

□ Additional Deposit Required

TOTAL DUE 125.00

V. ORGANIZATION INFORMATION

Applicant’s Name: Kaz Thea Title: Market Manager
Mailing Address: 1630_Hoers_Rd., Haller, ID Zip Code: 83333
Street Address: 788-7052 City: 720-7805
Day Telephone: Cell Phone: Evening Telephone:
FAX Number: E-Mail Address: kazthea@mac.com

4/30/2009
VI. EVENT INFORMATION

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

Event Category:  □ Commercial  □ Noncommercial

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

Description of Event: Farmers + Artist Market will co-locate and set up to sell produce, prepared foods, crafts, art, wine, cans, breads, etc. Vendors will be set up by vendors to sell products, music will be set up on a concrete slab in walk.

Additional Details: We may use the adjoining rain lot owned by 1st American Title company if we have their permission. They will be named as our insurance policy. We may only use this week if 3 vendors - BBQ, prepared food as a "Food Court" and one flower vendor.

VII. INSURANCE REQUIREMENTS

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

Insurance Company: Wood River Insurance  Agent Name: Rebecca

Address: 410 N. Main St, Hailey  Phone: 788-1100

HOLD HARMLESS CLAUSE

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney’s fees, arising out of the permitted activity or the conduct of Permittee’s operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use therefrom, 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)

Rebecca will fax you our certificate of insurance.
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 setup, 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 - might have San Valley Brewery</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>Requires Alcohol Beverage Catering Permit (Hailey Code 5.13) sell beer</td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>Canopies/Tents/Membranes/Temporary Structures (Number &amp; Size(s)) Umbrellas</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>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>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) see attached plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.)</td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>Electricity / Generators (Size) Attach detailed electrical plan.</td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>Gray Water Barrel / Grease Barrel (circle / detail # and locations)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>Sanitation - Trash bins, Dumpsters, Recycle (circle / detail # and locations) 1 trash can</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>Porta Toilets / Wash Stations (Quantity ADA Regular)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>One Porta potty will remain in place throughout Festival</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>Food/Beverages will be served (List Caterers): lemonade, smoothies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>Vendors items sold / solicitation farm fresh produce, pies, prepared foods (sandwiches, BBQ ribs, chicken), jewelry, pottery, photography, lemonade, ice-cream, wood carved art, meats, eggs, etc.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>Booths: Profit / Non-Profit</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>Lighting plan: attach plan not necessary</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>Activities / Entertainment (Agenda) music week on concrete slab in back</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>Signs or Banners: sign permit may be required by the City Planning and Zoning Department</td>
<td></td>
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<tr>
<td></td>
<td>✓</td>
<td>Stages (Number and Size(s))</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>Barricades. How many identify locations and attach logistics map</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>EVENT estimated attendance through each market day 200+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>Number of staff working event 1-2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>Number of volunteers working 1-2</td>
<td></td>
<td></td>
<td></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: 4-30-09
Event Plan 2009 Season
Wood River Farmers Market Association
The Artists' Market

Parking and Traffic Control

The market will be set up beginning at about 12:00 PM when the vendors start arriving. They will pull into the empty lot that will be open for vehicles to pull in nearest their booth. Some of the area will have sod laid and the vehicles must stay off those areas. The rest of the site will have gravel that cars can pull on to for unloading and loading. Once unloaded, the vendors then park their vehicles for the remainder of the event in the public parking lot on River Street. This will be in the contract they sign. Tents are set up and weighted down and tied together to prevent the wind from lifting the tents. The various products for sale will be displayed on tables under each vendor tent. The market opens at 2:30 and closes at 6:30. After the market closes the vendors pack up their gear and pull their trucks and trailers into the lot to load up. Everyone helps one another get in and get out as quickly as possible to not cause undue congestion and loading and unloading can occur quickly. All clean up should be completed by about 7:30PM.

We will encourage patrons of the market to park in the river street public parking area with a sandwich board sign displaying this parking area available for market customers.

There will also be two sandwich board signs displaying event ahead located two blocks north and two blocks south of event to help alert people to the ongoing event. The event itself does not encroach on the sidewalk along Main Street. The tents are pulled forward in the empty lots where the event will take place and any chairs, boxes etc. will not be on the sidewalk itself. This way we will not encroach on pedestrian traffic and flow.

The Market Managers will be onsite during each market with an information booth set up to help customers with any questions or concerns.

Security Control

Vendors are responsible for their own booths, we will not allow bike riding or rollerblading through the event and dogs will be asked to be on leashes. The Market Managers will be on site at all times during the event and will be in charge of the event each week. Each market (Farmers and Artists' Market) has a $1 million insurance policy to cover for the event. The policy is with Wood River Insurance and they will be faxing to your office our certificate of policy.

Medical Aid Stations
There will be no medical aid station set up for the event. There will be an information booth at the event and a large cooler of ice water and paper cups available to the public throughout the event. Tables will also be set up with umbrellas to provide shade. Both water and shade will be provided to help avoid customers getting dehydrated or heat stressed during the hotter summer months.

Lighting Plan

There will be no need for lighting the event takes place during daylight hours.

Sale of Merchandise

The following items will be sold at the market throughout the summer. Each market may have different produce depending on availability and a variety of Arts and Crafts depending on who signs up and gets accepted into the market. The Farmers market asks that their vendors sign up for the entire market season, the Artists’ market booths will change weekly depending on which weeks the artists sign up for.

Produce

Vegetables: carrots, onions, squash, tomatoes, peppers, garlic, eggplant, potatoes, corn, beans, beets, greens, zucchini, peas, etc.

Fruit: apples, pears, strawberries, grapes, melons, cherries, plums, blueberries, etc.

Meat: frozen chickens, frozen sausage, frozen lamb, frozen beef.

Other: eggs, honey, chickens, barbequed ribs, barbequed chicken, sausage, granola, bread, jams and jellies, candies, pies, lemonade, bread, cookies, etc.

Crafts: jewelry, clothes, pottery, soaps, body care products, wine etc.

Art: paintings, pottery, jewelry, clothes, sculptures, cards, etc.

Each vendor is responsible for the sale of their own product from pricing, selling and collecting the money. 5% of the days’ total sale from each vendor goes back into the association bank account collected by the market managers. This way the association can pay for musicians and other special events that go on at the market. The Artists’ Market charges flat booth fees that also pay for musicians and special events and insurance fees.

Sale of Food/Beverages and Alcoholic Beverages
Local organic produce and meats (vegetables and fruit) will be available for sale. Each vendor has the appropriate tax ID and each is responsible for paying sales tax and business registration. The vendors that need appropriate food permits will be required to show them to us at the start of the market season. We require all vendors to have permits applicable to their needs. One vendor sells homemade breads, granola, jams and jellies, pies, other desserts, eggs, and prepared individual meals. The barbecue vendor sells ribs and chicken barbequed at the market as well as coleslaw made prior to the market and refrigerated. He has the appropriate permits needed to sell food (restaurant license). Another vendor sells pre-packaged sausages, local honey is sold at the market, and there will also be a wine vendor selling bottles from a local winery. The wine vendor offers small tastes less than 2 oz samples to follow code. There will also be chef days when guest chefs will prepare food at the market for sampling by the customers. All chefs that come to market have certified kitchen and permits to sell food.

Trash/Restrooms/Recycling Containers/Cleanup Plan

Each vendor is required to provide a small garbage can at each booth. We don’t sell canned or bottled goods to need recycling on site. We require vendors to clean up their area after each tent is packed up. The market managers are last to leave and will take care of any garbage overlooked so the site is left clean. Vendors are required to pack out their garbage. We are considering renting a bathroom (portable blue room) and we are currently looking into the price and placement of this for the event. If we decide to rent one it will be located near the shed on site and somewhat hidden from view to not be unsightly during our event.

Tent or Canopy Use

This is described this in the first section but again there will mostly be 10 x 10 canopy tents used by each vendor and there are several vendors that will set up umbrellas also weighted down to provide shade for the vendor and their items for sale. The total vendor space will be about 37 tents and 3-4 umbrellas. The center of the area will be for customer walking to visit the vendors on gravel. There will also be 2 tables for customer use while at the market. These tables will also have umbrellas to provide shade. The third tent can be used for the musicians when they participate at the market. The canopy tents are weighted down to prevent wind from lifting them, and adjoining vendors tie their tents together for added security. The association and the Artists’ Market have a policy that tents must be weighted down and each vendor signs the policy. The market managers will see that each tent is properly secured. There will also be musicians at many of the markets this summer. We will have a 10X10 tent available for the musicians if they desire one. There is a small concrete slab on the property that the musicians will set up on. The music is generally softer and appropriate for the market.
Signs or banners

We have three banners between the two markets that will be hung on the outside of two canopy tents to display that the farmers and artists' markets are located here. The banners have our respective logos and dates, times and locations of the market. Both will be displayed on the main street side of the event. We also have two sandwich boards displaying event ahead two blocks south and two blocks north of event location. We will apply for a permit for the use of these signs and banners. We will put up handmade colored flags without logos to mark the event, attract people to it and give it a festive atmosphere.

General Liability Insurance

The Wood River Farmers Market Association holds a $1 Million liability insurance policy with Wood River Insurance. The Artists' Market also holds a $1 million liability insurance policy with Wood River Insurance. See faxed policy coverage declaration.

We request the city grant the Wood River Farmers Market Association and The Artists' Market a modification to the special events permit to cover for the Farmers market and Artists' Market event that is scheduled to run from June 9 through October 8 (weather permitting).
AGENDA ITEM SUMMARY

DATE: 05/11/2009  DEPARTMENT: Public Works  DEPT. HEAD SIGNATURE:  

SUBJECT:

Request approval for The Sun Valley Center for the Arts – Fandango Special Event at 314 Second Ave S to be held on 06/19/2009, 7:00PM-9:00PM.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Note: Applicant received all but one neighbors sign off for the event. He was unable to contact the owner of address 308 Pine St.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

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

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

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

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department heads have approved and submitted the following recommendations:

Advance warning signs for the closing down of the street. 1 block away at each end to avoid having traffic turn at the event.

Enough barricades to completely block the street.

Notification and acceptance by the neighbors prior to council approval.

Temporary signs and banners are permitted without a sign permit for 72 hours only.

FOLLOW-UP REMARKS:

*
SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Fandango

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

314 Second Ave. S. Hailey

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

<table>
<thead>
<tr>
<th>Date(s) of Event</th>
<th>Hours</th>
<th>Estimated # of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 19, 2009</strong></td>
<td>Start Time: 7:00 PM, End Time: 9:00 PM</td>
<td>One Hour Interval: All Day:</td>
</tr>
<tr>
<td>Date of Set-Up</td>
<td>Start Time: 5:30</td>
<td>Street closure</td>
</tr>
<tr>
<td>Date of Tear Down</td>
<td>Start Time: 9:30</td>
<td>Street re-opened</td>
</tr>
</tbody>
</table>

IV. FEES
Special Event Permit Application Fee $125 ☑ 125.00
Per Day Park Rental Fee (Waived for non-profits) $500 ☐
Security Deposit $500 ☐ On file (SV Center Fandango)
Tax (on park rental fees only) 6% ☐ 125.00
TOTAL DUE ☐
Additional Deposit Required ☐

V. ORGANIZATION INFORMATION
Applicant's Name: Sun Valley Center for the Arts Title: Director
Mailing Address: P.O. Box 656, Sun Valley, ID Zip Code: 83353
Street Address: 191 Fifth St East, City: Hailey State: ID
Day Telephone: 208-726-9494 Evening Telephone: 208-726-7104
FAX Number: 208-726-2394 E-Mail Address: mconnor@sunvalleycenter.org

3/6/2008
VI. EVENT INFORMATION

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

Event Category: ☐ Commercial  ☑ Noncommercial

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

Description of Event:  Music concert in association with CSI
Sun Valley Chamber of Commerce Institute
We are requesting the closure of Second Ave between Walnut and Pine

Additional Details: 7:00 - 9:00 PM

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 State of Idaho, Blaine County, the City of Hailey, 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: ☑ Safeco    Policy #: CI - SU - 323554 - 50
Agent Name: ___________________________
Address: ____________________________  Phone: ____________________________

HOLD HARMLESS CLAUSE

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney’s fees, arising out of the permitted activity or the conduct of Permittee’s operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use thereof 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>
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<tr>
<th>Yes</th>
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<td></td>
<td>Alcohol served (name of provider)</td>
</tr>
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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></td>
<td>Requires alcohol catering permit (Hailey Code 5.13)</td>
</tr>
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<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>Alcohol sold/Liquor Catering License required City of Hailey Municipal Code 5.04, 5.08, 5.12</td>
</tr>
<tr>
<td>#</td>
<td>Canopies/Tents/Membranes/Temporary Structures (Number &amp; Size(s)) City of Hailey Fire Department, Fire Code Enforcement</td>
<td>#</td>
<td></td>
<td>Food/Beverages will be served (List Caterers): Taco Truck</td>
</tr>
<tr>
<td>✓</td>
<td>Medical Services (Circle) First Aid and/or EMS Services</td>
<td>#</td>
<td></td>
<td>Vendors items sold/ solicitation</td>
</tr>
<tr>
<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>
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<td>✓</td>
<td></td>
<td>Lighting plan: attach plan</td>
</tr>
<tr>
<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>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>
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<tr>
<td>✓</td>
<td>Gray Water Barrel / Grease Barrel (circle / detail # and locations)</td>
<td>❌</td>
<td></td>
<td>Stages (Number and Size(s) 20 x 20)</td>
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<tr>
<td>✓</td>
<td>Sanitation - Trash bins, Dumpsters, Recycle (circle / detail # and locations)</td>
<td># 500</td>
<td></td>
<td>EVENT estimated attendance</td>
</tr>
<tr>
<td>✓</td>
<td>Porta Toilets / Wash Stations (Quantity ADA Regular)</td>
<td># 10</td>
<td></td>
<td>Number of staff working event</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td># 10</td>
<td></td>
<td>Number of volunteers working</td>
</tr>
</tbody>
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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: 3/12/09

3/5/2008

- 80 -
Sun Valley Center for the Arts

Parking Control Plan:

Residents will be encouraged to ride their bike and walk to the event.

Street parking will be available on East Pine and East Walnut, which are mostly residential blocks.

Additional parking is available at Hailey Elementary School. Tom Bailey has given approval on this.

The event will be start at 7:00 and be over at 9:00 PM.

Traffic Control Plan:

We will be blocking off 2nd Ave. S. between E. Walnut and E. Pine using street closed signs mounted on barriers from approx. 5:30 to 9:30 PM the night of June 20th (See attached map). The immediate neighbors will all be notified about the event and street closure by mail one week prior to the event.

Security Plan:

Security will be handled by Sun Valley Center for the Arts Staff and three security guards from Intermountain Security. The perimeter around the event will be fenced off.

Alcohol Served

Sun Valley Center will secure a permit for serving alcohol. Only beer and wine will be served.

Activities/Entertainment

The band *Los Pinguos* will play Argentinean Music between 7:00 to 9:00 PM on our 20 x 20 stage set up in the yard at the Center, Hailey (McKercher House). There will be food served from a taco truck in the closed off street in front of the house and Sun Valley Center for the Arts will serve beer and wine there as well. This street area in front of the house will be secured by fencing.

Canopies/Tent

There will be one 20 x 20 tent covering the stage, most likely rental from Barbara's party rentals.
3-12-2009

Attn: Trina
City of Hailey
Hailey, ID 83333

Hello Trina,
Here is our request for the Special Event Permit for our Fandango Event on Friday, June 19th, which basically involves closing one block of Second Ave from Walnut to Pine from 5:30 to 9"30 on the 19th. This is what we did last year for the same event. I am submitting a request for $125 to be made out to the City of Hailey, and will be sent out at the end of the week. Please feel free to contact me if you have any questions.

Thank you for your time and help, and have a nice day.

Matt Connor
Dear Neighbors,

The Sun Valley Center for the Arts is planning its third annual Fandango on Friday, June 19th from 7 pm to 9:30 pm at our Center in Hailey at 314 2nd Ave... We are requesting the 2nd Ave. between Walnut and Pine be closed to traffic that evening from 6 pm to 10 pm on June 19th. If you live on Second Ave. between Walnut and Pine you will be able to get to your house but through traffic would be diverted. There will be live music by Alex Cuba and food and drinks (beer and wine) at the event. The event is in association with the College of Southern Idaho’s Summer Spanish Institute and we expect between 300 to 500 people. Parking will be arranged with Hailey Elementary School and we expect many people to walk to bike to the event.

All neighbors will be given two free tickets to this event.

Please sign below to indicate that you understand that we will be putting on the event and are okay with Sun Valley Center for the Arts presenting Fandango in Hailey.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billy Brother</td>
<td>Billy</td>
<td>312 Pine/2nd</td>
</tr>
<tr>
<td></td>
<td>Brother</td>
<td>308 Pine/2nd</td>
</tr>
<tr>
<td>Socker Taylor</td>
<td>Tony</td>
<td>2010 Walnut/2nd</td>
</tr>
</tbody>
</table>

I have attempted to make contact multiple times but cannot seem to get a hold of them.