



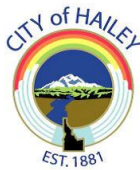
SPECIAL EVENT APPLICATION

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

- A **completed** application must be received by the city Special Events Administrator in accordance with City Municipal Code (§12.14.040C) as follows:
 - a) An application for a Special Event involving a Street Closure and anticipated to attract fewer than 250 people at any one time shall be filed at least fourteen (14) calendar days prior to the Special Event.
 - b) An application for a Special Event anticipated to attract 250 to 1,499 people at any one time shall be filed at least thirty (30) calendar days prior to the Special Event.
 - c) An application for a Special Event anticipated to attract 1,500 or more people at any one time shall be filed at least sixty (60) calendar days prior to the Special Event.
- An event plan with logistics is required for all events, including but not limited to: parades, marches, fun runs and walks, concerts, carnivals and fairs, street closures, vendors, and/or alcohol sales. In the Section **V** you will be required to provide a Certificate of Liability Insurance. In the **SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED** section of this application you will be guided through all information that is required to accompany this application. Examples of required backup are Street Closures & Access Parade Detailed Map, Alcohol Beverage Catering Permit, Amplified Sound Permit, Banner Display Application, please review each category carefully for instructions.
- All applications must be signed.**
- Your application will be evaluated by the city Special Events Administrator. At which time determination will be made as follows:
 - 1. Further information is required, in which case you will be contacted, **or**
 - 2. Your application will be submitted to city departments for review and comments for:
 - A. Preliminary approval with conditions or
 - B. Denial and/or request for further information
- Applications with preliminary departmental approval will be placed on the next City Council Consent Agenda for final approval. You will be contacted with the specific date and time. At that time, you are welcome, but not required, to make an appeal to the City Council for your event and any special requirements or waivers that may apply.
- All Applicants for Special Event Permits must submit an Environmental Resiliency Plan that includes, at a minimum:
 - 1. A prohibition on distribution of single-use of plastics, see attached information on alternatives.
 - 2. Provision of one compost and one recycling container for each trash container at your event, a plan that shows how compost and recycling will be properly disposed of, which may include provisions to:
 - A. Reduce single occupant motor vehicle trips
 - B. Reduce energy and water consumption, and
 - C. Encourage consumption of local or regionally produced products
 - 3. A brief, post-event report sent to Special Event Administrator estimating amount of waste diverted from landfill; example: recycled 80 lbs of aluminum, composted 50 lbs of food waste, landfilled five 50-gallon trash bags.
- Once your application is approved it is your sole responsibility to coordinate all approved activities. If you need additional services from the City, these may be available with an additional fee and must be approved and coordinated prior to the event.**

City of Hailey Community Development Special Event Administrator, Cece Osborn <i>Alcohol beverage information, Sign information etc.</i>	Hailey City Hall 115 Main Street S.	208-788-9815 x 20 208-788-2924 fax	cece.osborn@haileycityhall.org
City of Hailey Clerk's Office <i>Provides: Banner information</i>	Hailey City Hall 115 Main Street S.	208-788-4221 208-788-2924 fax	mary.cone@haileycityhall.org
City of Hailey Police Department Chief of Police Steve England	Hailey City Hall 115 Main Street S.	208-788-3531 208-788-2924 fax	steve.england@haileycityhall.org
City of Hailey Fire Department Fire Chief Mike Baledge	Hailey City Hall 115 Main Street S.	208-788-3147 208-788-2924 fax	hfd@haileycityhall.org
Idaho State Tax Commission <i>Provides: Sale of merchandise information.</i>	P.O. Box 5227 Twin Falls, ID 83303	208-736-3040 800-972-7660	
Idaho South Central District Health <i>Provides: Sale of food/beverages inform.</i>	117 Ash St. Bellevue, ID 83313	208-788-4335	phd5.idaho.gov
City of Public Works Department Nancy Arellano, PW Coordinator <i>Parks, Streets, Water & Wastewater</i>	Hailey City Hall 115 Main Street S.	208-788-4221 208-788-2924 fax	nancy.arellano@haileycityhall.org

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



SPECIAL EVENT PERMIT APPLICATION

EVENT NAME: _____

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

Public Property Private Property

I. EVENT SCHEDULE: Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council.

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

II. FEES

Special Event Permit Application Fee \$125 _____

Per Day Park Rental Fee \$300 _____

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

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

Tax (on park rental fees only) 6% _____

TOTAL DUE _____

III. ORGANIZATION INFORMATION:

Sponsoring Organization: _____

Applicant's Name: _____ Title: _____

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

Telephone Home: _____ Mobile: _____ FAX: _____

Applicant Driver's License #: _____ Email: _____

IV. EVENT INFORMATION:

New Event: Yes _____ No _____ Annual Event: Yes _____ No _____ Years in Operation _____

Event Category: Commercial Noncommercial

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

Description of Event: _____

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

Insurance Company: _____ Agent Name: _____ Phone: _____

SPECIAL EVENT ACTIVITIES PLANNED

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

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
		Street Closures & Access / Parade (if yes) · Street Closure for Special Event Application and detailed map listing areas of closure are required. <i>An ITD permit and separate City form is required for Main Street Closures.</i> · Your Event Coordinator is required to have the Notification Certification completed by all affected businesses, churches, schools and neighborhoods.			Alcohol Served or Sold: Requires Alcohol Beverage Catering Permit (Hailey Code 5.13) Provider -
		Barricades If yes, please include a logistics map and # of barricades applicant is providing.			Food/Beverages (Caterers) Please List:
		Police/Traffic Control Services (A security plan is necessary for Special Events anticipated to attract 250 or more participants while serving beer, wine or liquor or for street closures.) *Police Officers may be required for events serving alcohol. Applicant will be charged \$40/hr. per officer.			Booths: Profit / Non-Profit
		Barricades If yes, please include a logistics map and # of barricades applicant is providing.			Vendors (Items sold/ Solicitation) Please list:
		Police/Traffic Control Services (A security plan is necessary for Special Events anticipated to attract 250 or more participants while serving beer, wine or liquor or for street closures.) *Police Officers may be required for events serving alcohol. Applicant will be charged \$40/hr. per officer.			Vendors (Items sold/ Solicitation) Please list: Canopies/Tents/Temporary Structures - City of Hailey Fire Department, Fire Code Enforcement may require a permit for tents, canopies, membrane, or temporary structures over 400 sq. ft. Sizes _____
		Electricity / Generators: Size: _____ Medical Services (Circle) EMT - Standby (or) Ambulance *Determination of EMS services is dependent on event size & type. Applicant will be charged \$35/hr. for EMS Standby.			Signs or Banners *A separate application and fee are required for street banners.

		Electricity / Generators: Size: _____	<u>ADA</u>	<u>Regular</u>	Portable Toilets / Wash Stations: (Please provide one (1) permanent or portable toilet per 100 people) * Contact Clear Creek Disposal for ordering: 208-726-9600
		Medical Services (Circle) EMT - Standby (or) Ambulance *Determination of EMS services is dependent on event size & type. Applicant will be charged \$35/hr. for EMS Standby.	#	#	Portable Toilets / Wash Stations: (Please provide one (1) permanent or portable toilet per 100 people) * Contact Clear Creek Disposal for ordering: 208-726-9600 Sanitation: Trash bins, Dumpsters, recycle (Please provide one (1) six-yard dumpster per 500 people) * Contact Clear Creek Disposal for ordering: 208-726-9600
		Amplified Sound – (90) dB maximum and sound may only be amplified between the hours of 10am and 10pm.	#	#	
		Overnight Camping Please see City for designated areas. Lighting: please attach plan if applicable.			Water: Drinking / Washing (Please note that all Petroleum based plastics intended for disposal after single use, including products made from extruded polystyrene or similar materials, but not including products made of “bio-plastic” (plastics made from plant walls, exoskeletons of crustaceans/insects, potatoes, sugarcane, bark, or other organic, compostable material that is readily capable of decomposing into its nutrient bearing elements) are prohibited.
		Overnight Camping Please see City for designated areas.			Open flame or flame producing devices
		Gray Water Barrel / Grease Barrel			
					Open flame or flame producing devices Stages: (Number and Size(s))

Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned. I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Hailey, Blaine County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Hailey and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Hailey, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Hailey and all of its agents for any clean up loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event.

Event Organizer’s Signature: _____ Date: _____



Event Resiliency Guidelines

You are required to develop and implement an Event Resiliency Plan:

- Ensure no single use plastic is distributed;
- Ensure proper separation and disposal of compostables, recyclables and waste generated by your event and its attendees, including during set up and tear down.

PLAN AHEAD

Before your event, identify behaviors that generate waste and develop alternatives to reduce them. Include recycling and composting in vendor and event services contracts. Educate staff and volunteers on the importance of recycling and proper recycling procedures. Ensure that staff and volunteers know which items can be recycled and composted.

CONTAINERS

You must provide compost collection containers and aluminum, plastic and glass recycling at your event. Call the local waste and recycling collection company, Clear Creek Disposal at least 14 days prior to your event to order containers and arrange for post-event pick up. Clear Creek can help determine the number of containers needed. A local, environmental non-profit organization, the Environmental Resource Center (ERC) may also be available to facilitate collection and/or provide containers for your event.

- Ensure containers are properly labeled
- Up to date recycling information can be found at: bit.ly/blainecorecycling
- Line compost collection containers with BPI-certified* compostable bags only, NOT PLASTIC
- Recyclables can be taken to Blaine County Recycle Center 110 Ohio Gulch Road, Hailey, 8:00AM — 5:00PM, Monday — Saturday
- Compost can be dropped off at Winn's Compost, 120 Ohio Gulch Road, Hailey, 8:00AM — 6:00PM, Monday — Saturday



COMPOSTABLE
IN INDUSTRIAL FACILITIES

Check locally, as these do not exist in many communities. Not suitable for backyard composting. CERT # SAMPLE

***BPI CERTIFIED**

This logo confirms the product has been tested and certified by the Biodegradable Products Institute

Food Serviceware

Reusable

The most sustainable option is to provide reusable service ware. Consider providing durable, reusable flatware when possible. If it is not possible to provide reusable service ware, please provide BPI-certified* compostable alternatives.

Compostable

BEST

- Molded natural fiber/paper products
- Uncoated or coated with BPI-certified* film
- Wood-based products

OKAY

- BPI-certified* compostable plastics
- Paper products coated with non-compostable plastic film
- BPI-certified* flatware

AVOID

Avoid products that are not labeled BPI-certified* and/or have unsubstantiated claims. **These claims DO NOT mean compostable:**

- Made from plants
- Green
- Environmentally friendly
- Biodegradable
- Degradeable
- Photodegradable
- Will decompose
- Made from corn starch
- Bio-based
- Paper products coated with non-compostable plastic film

Compostable Items

Winn's Compost can process compostable plates, utensils, and cups along with any remaining food scraps. This includes:

- Food waste
- Uncoated paper products
- * pending full list from Winn

Learn More:

For questions and comments, contact:
Emily Williams, 208-788-9830 x 4231