

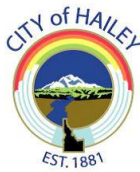


## SPECIAL EVENT APPLICATION GUIDE

- Complete the application:**
  - a) Fill out Sections I-XI.
  - b) Compile all attachments that are required by Sections IX and X.  
\*An application is not considered complete unless all the required attachments are included.
  
- Submit a completed application in accordance with the required time frames:**
  - 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.
  
- City Staff will evaluate your application:**
  - a) City Staff will evaluate your application, at which time:
    - a. You will be contacted if further information is required;
    - b. Each City department will review and comment on your application;
    - c. Preliminary approval with conditions will be granted; and/or
    - d. Your application may be denied or adjusted to comply with City standards and policies.
  
- City Council review:**
  - a) 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.'
  - b) If your event has occurred consecutively for the past 3 years, approval by way of the City Council vote may be waived.
  
- Approval:**
  - 1. Once your application is approved **it is your sole responsibility to coordinate all approved activities.** If you need additional services from the City, they may be available with an additional fee and must be approved and coordinated prior to the event.

City Staff Contacts			
<b>Community Development Department</b>	<i>Cece Osborn, City Planner</i> - Special Event Applications	(208) 788-9815 x2019	<a href="mailto:cece.osborn@haileycityhall.org">cece.osborn@haileycityhall.org</a>
<b>Public Works Department</b>	<i>Nancy Arellano, Public Works Coordinator</i> - Special Event Applications for parks	(208) 788-4221	<a href="mailto:nancy.arellano@haileycityhall.org">nancy.arellano@haileycityhall.org</a>
	<i>Emily Williams, Sustainability &amp; Grants Coordinator</i> - Environmental Resiliency Plans	(208) 788-9830 x4231	<a href="mailto:emily.williams@haileycityhall.org">emily.williams@haileycityhall.org</a>
<b>Clerk's Office</b>	<i>Dalia Carrillo, Deputy City Clerk</i> - Banner Applications	(208) 788-4221 x1512	<a href="mailto:dalia.carillo@haileycityhall.org">dalia.carillo@haileycityhall.org</a>
<b>Library</b>	<i>Kristin Fletcher, Programs &amp; Engagement Manager</i> - Special Event Applications for Town Center West building	(208) 788-2036	<a href="mailto:kristin.fletcher@haileypubliclibrary.org">kristin.fletcher@haileypubliclibrary.org</a>

**This page is for your information. You do not need to include it with your application. You may submit completed applications via e-mail to the appropriate contacts listed above, by fax at (208) 788-2924, or in person at City Hall (115 Main Street South, Ste H, Hailey, ID 83337).**



## SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: \_\_\_\_\_

II. EVENT DESCRIPTION: \_\_\_\_\_

III. LOCATION: (Be specific - i.e., Hop Porter Park, all of 1<sup>st</sup> Avenue between Walnut and Pine, 115 Main St. S.):

Public Property       Private Property

IV. DATES & TIMES: Special Events are limited to four days, including set-up and tear-down days. Event organizers are allowed no more than eight events per calendar year 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:	

### V. 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:** \_\_\_\_\_

### VI. ORGANIZER:

Sponsoring Organizer/Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ FAX: \_\_\_\_\_

Applicant Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

### VII. EVENT HISTORY:

New Event: Yes \_\_\_\_\_ No \_\_\_\_\_      Annual Event: Yes \_\_\_\_\_ No \_\_\_\_\_      Years in Operation: \_\_\_\_\_

### VIII. COMMERCIAL/NON-COMMERCIAL:

Event Category:     Commercial     Noncommercial

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

**IX. INSURANCE:** 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: \_\_\_\_\_

**X. PLANNED ACTIVITIES & REQUIREMENTS:** It is the sole responsibility of the Applicant to coordinate the planned activities. 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).

<i>Planned Activity or Location</i>	<i>Yes</i>	<i>No</i>	<i>Requirements</i>	<i>Yes</i>	<i>No</i>
<b>Alcohol Served or Sold</b>			Alcohol Beverage Catering Permit		
<b>Amplified Sound</b>			Amplified Sound Permit <ul style="list-style-type: none"> <li>- Maximum amplification: 90 dB</li> <li>- Permissible hours: 10am-10pm</li> </ul>		
<b>Banner (over Main Street)</b>			Banner Application		
<b>Electricity/Generators</b>			Explanation of use		
<b>100 Event Attendees or More</b>			Portable Toilets and Wash Stations <ul style="list-style-type: none"> <li>- Contact Clear Creek Disposal can provide services, call (208) 726-9600</li> </ul>		
<b>250 Event Attendees or More</b>			Security Plan <ul style="list-style-type: none"> <li>- If Hailey Police Dept officers are required, the Applicant will be charged \$40/hr per officer</li> </ul>		
			Environmental Resiliency Plan <ul style="list-style-type: none"> <li>- No single-use plastics</li> <li>- One (1) or more compost waste bins</li> <li>- One (1) or more recycle waste bins</li> </ul>		
			Comprehensive general liability insurance policy <ul style="list-style-type: none"> <li>- Certificate with coverage of \$1,000,000.00 or more</li> <li>- You may partner with another organization to use their insurance</li> </ul>		
<b>500 Event Attendees or More</b>			Provide one (1) six-yard dumpster <ul style="list-style-type: none"> <li>- Contact Clear Creek Disposal can provide services, call (208) 726-9600</li> </ul>		
<b>Food/Beverage Caterers</b>			List caterers or vendors		
<b>Gray Water or Grease Barrel</b>			Explanation of disposal		
<b>Lighting</b>			Explanation of use		
<b>Medical Services</b>			EMT Standby <ul style="list-style-type: none"> <li>- Applicant will be charged \$35/hr for EMS Standby</li> </ul>		
			Ambulance		
<b>Open Flame</b> or, flame producing devices			Site plan		
			Device specifications		
<b>Overnight camping</b>			Specify City Designated Area		
<b>Portable Toilets and/or Wash Stations</b>			Site plan		
<b>Public Street and/or Alley Location</b>			Certified Traffic Management Plan <ul style="list-style-type: none"> <li>- Road Work Ahead can create certified Traffic Management Plans, call <a href="tel:2087344444">(208) 734-4444</a>.</li> <li>- An ITD permit is required for Main Street Closures.</li> </ul>		
			ITD Permit for Main Street Closures		
			Route Map		
<b>Vendors</b>			Vendor/Items Sold List		
			Temporary Structure Sizes & Site Plan		
<b>Water</b>			Drinking Station Plan <ul style="list-style-type: none"> <li>- All single-use petroleum-based plastics are prohibited; compostable bioplastics are allowed.</li> </ul>		

**XI. AGREEMENT:**

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:** \_\_\_\_\_