



APPLICATION FOR SPECIAL EVENT – Public Access & ROW

- AMPLIFIED SOUND PERMIT
- BANNER DISPLAY APPLICATION
- BEVERAGE CATERING PERMIT
- ENVIRONMENTAL RESILIENCY PLAN

- OVERNIGHT CAMPING
- STREET CLOSURE
- TRAFFIC CONTROL PLAN
- POLICE CONTROL SERVICES REQUIRED

City Staff Contacts			
Community Development Department	Jessica Parker, CDD Building & Operations Coordinator - Special Event Applications for Right of Ways and Public Access, except Town Center West.	(208) 788-9815 x2027	planning@haileycityhall.org
	Emily Rodrigue, Sustainability & City Planner - Environmental Resiliency Plans	(208) 788-9815 x2017	emily.rodrigue@haileycityhall.org
Public Works Department	Nancy Arellano, Public Works Coordinator - Special Event Applications for Parks	(208) 788-4221	nancy.arellano@haileycityhall.org
	Emily Williams, Sustainability & Grants Coordinator - Environmental Resiliency Plans	(208) 788-9830 x4231	emily.williams@haileycityhall.org
Clerk's Office	Dalia Carrillo, Deputy City Clerk - Banner Applications - Beverage Catering Permits - Local Option Tax	(208) 788-4221 x1512	dalia.carrillo@haileycityhall.org
Library	Kristin Fletcher, Programs & Engagement Manager - Special Event Applications for Town Center West building	(208) 788-2036	kristin.fletcher@haileypubliclibrary.org

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 \$135 _____

Per Day Park Rental Fee: # of Days _____ x \$315 _____

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 AT TIME OF SUBMITTAL: _____

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: _____ Fax: _____ Email: _____

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).

<i>Planned Activity or Location</i>	<i>Yes</i>	<i>No</i>	<i>Requirements</i>	<i>Yes</i>	<i>No</i>
Alcohol Served or Sold			Alcohol Beverage Catering Permit		
Amplified Sound			Amplified Sound Permit - Maximum amplification: 90 dB - Permissible hours: 10am-10pm		
Banner (over Main Street)			Banner Application		
Electricity/Generators			Explanation of use		
100 Event Attendees or More			Portable Toilets and Wash Stations - Contact Clear Creek Disposal can provide services, call (208) 726-9600 - # of regular portable toilets provided: _____ - # of ADA portable toilets provided: _____		
			Site plan		
250 Event Attendees or More			Security Plan - If Hailey Police Dept officers are required, the Applicant will be charged \$40/hr per officer		
			Environmental Resiliency Plan - No single-use plastics - One (1) or more compost waste bins - One (1) or more recycle waste bins		
			Comprehensive general liability insurance policy - Certificate with coverage of \$1,000,000.00 or more - You may partner with another organization to use their insurance		

500 Event Attendees or More		Provide one (1) six-yard dumpster - Contact Clear Creek Disposal can provide services, call (208) 726-9600		
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		Security Plan - If Hailey Police Dept officers are required, the Applicant will be charged \$40/hr per officer		
		Environmental Resiliency Plan - No single-use plastics - One (1) or more compost waste bins One (1) or more recycle waste bins		
		Comprehensive general liability insurance policy - Certificate with coverage of \$1,000,000.00 or more You may partner with another organization to use their insurance		
Food/Beverage Caterers		List caterers or vendors		
Gray Water or Grease Barrel		Explanation of disposal		
Lighting		Explanation of use		
Medical Services		EMT Standby - Applicant will be charged \$35/hr for EMS Standby		
		Ambulance		
Open Flame or, flame producing devices		Site plan		
		Device specifications		
Overnight camping		Specify City Designated Area		
Portable Toilets and/or Wash Stations		Site plan		
Public Street and/or Alley Location		Certified Traffic Management Plan - Road Work Ahead can create certified Traffic Management Plans, call (208) 734-4444 . - An ITD permit is required for Main Street Closures.		
		ITD Permit for Main Street Closures		
		Route Map		
Vendors		Vendor/Items Sold List		
		Temporary Structure Sizes & Site Plan		
Water		Drinking Station Plan - All single-use petroleum-based plastics are prohibited; compostable bioplastics are allowed.		

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: _____