



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	Ashley Dyer, <i>City Planner</i> - Special Event Applications for Right of Ways and Public Access, except Town Center West.	(208) 788-9815 x2027	ashley.dyer@haileycityhall.org
	Emily Rodrigue, <i>Sustainability & City Planner</i> - Environmental Resiliency Plans	(208) 788-9815 x2017	emily.rodrigue@haileycityhall.org
Public Works Department	Amy Bain, <i>Parks Administrator</i> - Special Event Applications for Parks and Town Center West Bldg	(208) 788-9830 x 4233	amy.bain@haileycityhall.org
	Emily Williams, <i>Sustainability & Grants Coordinator</i> - Environmental Resiliency Plans	(208) 788-9830 x4231	emily.williams@haileycityhall.org
Clerk's Office	Dalia Carrillo, <i>Deputy City Clerk</i> - Banner Applications - Beverage Catering Permits - Local Option Tax	(208) 788-4221 x1512	dalia.carrillo@haileycityhall.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 \$150 _____
 Per Day Park Rental Fee: # of Days _____ x \$346 _____

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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		Environmental Resiliency Plan - No single-use plastics - One (1) or more compost waste bins One (1) or more recycle waste bins		
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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: _____

Special Event Application – Public Access & ROW Checklist

Certified Complete by: _____

The following items must be submitted with the application for the application to be considered complete (ü):

Date: ____/____/____

- _____ Signed and submitted within the following schedule:
 - _____ Event involving a street closure and anticipated to attract fewer than two hundred fifty (250) people at any one time shall be filed at least fourteen (14) calendar days prior to the special event.
 - _____ Event anticipated to attract two hundred fifty (250) to one thousand four hundred ninety nine (1,499) people at any one time shall be filed at least thirty (30) calendar days prior to the special event.
 - _____ Event anticipated to attract one thousand five hundred (1,500) or more people at any one time shall be filed at least sixty (60) calendar days prior to the special event.
 - _____ Hailey Arena for an event of two hundred fifty (250) or more shall be filed at least sixty (60) calendar days prior to the event date.
- _____ Projected hours of set up and removal of facilities needed for the special event;
- _____ Projected hours of the special event;
- _____ Projected number of people who will attend the special event and if applicable, the actual number of people who attended the special event for the prior three (3) years;
- _____ Description of temporary structures, such as tents and stages;
- _____ Description of flame producing devices;
- _____ Description of food service;
- _____ Resiliency Plan;
- _____ Proposed number of trash receptacles and/or dumpsters and portable toilets;
- _____ Statement declaring notice was provided to businesses or owners occupying units located on any street proposed to be closed, including the location, time, date, duration and nature of the special event and street closure;
- _____ The dates requested for display of a banner across Main Street, the dimensions, construction and wording of the banner supplied on a separate banner application form;
- _____ Description of amplified sound, including estimated decibel levels;
- _____ Description of where parking and any overflow parking will occur, if needed;
- _____ For special events anticipated to attract two hundred fifty (250) or more participants and/or serving beer, wine or liquor, and all Hailey Arena events the following shall be submitted:
 - _____ A security plan for review and approval by the chief of police.
 - _____ An emergency medical care and ambulance support plan for review and approval by the fire chief and shall include the number of dedicated state licensed EMTs with basic medical supplies and communications with an EMS agency assigned to no other duties at the event.
- _____ Excluding events at the Hailey Arena, events that have been held for three (3) or more consecutive years may be administratively approved, provided no changes to the event location, time, or street closure have been made, no violation of prior permits has occurred and a copy of current insurance is provided. Events involving street closures will be required to meet any changes to applicable traffic control standards.