

SPECIAL EVENT PERMIT APPLICATION

Guidelines for Event Organizers

Step by step guide to Request, Schedule and Obtain approval to hold a community event in the City of Payette.

- A completed application must be received by the City no less than 30 days prior to the scheduled event for processing. Incomplete applications will be returned. Specific permits may be required by City, County or State agencies depending on the event needs. For help in filling out your application, contact the City Clerk's office.

- Attach all information requested (i.e. Applications, permits, maps, insurance, property owner approval, non-profit status, activity agenda, contact information). An event plan with logistics is required for all events including (but not limited to); parades, marches, fun runs & walks, concerts, carnivals & fairs, street closures, vendors, and alcohol sales. Please note that any use of city equipment (i.e. barricades and cones) is not available except for City co-sponsored events. All applications must be signed. Include all information pertaining to the event.
 1. Events with tents, canopies, membrane or temporary structures over 200 sq. feet may require a permit from the City Fire Department.
 2. Determination of EMS services is dependent upon event size and type of event.

- Your application will be evaluated by the City. At that time, determination will be made for:
 1. Further information required, in which case you will be contacted, or
 2. Your application will be submitted to City Departments for review and comments at which time the City will provide:
 - a. Preliminary approval with conditions, or
 - b. Denial and/or request for additional information

- Applications with preliminary departmental approval will be placed on the next City Council Agenda for final approval. You will be contacted with the specific date and time. At the 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.

- Once your application is approved, it is your responsibility to coordinate the City services that are requested and were approved with the appropriate City Department providing the service.

- You will be contacted by the City a week prior to the event for confirmation of details and coordination of special needs.

A list of contact telephone numbers are included in this application. Please contact the City Clerk's office for assistance.



City of Payette

Special Event Permit Application

OFFICE USE ONLY

Date Received _____

Council Action _____

Approved Y / N Date _____

City Approval _____

Fees:

Application..... \$100
Security Deposit..... \$100 refundable

Complete application must be received at City Hall no less than 30 days prior to the scheduled event to ensure application review by staff and still afford the opportunity for appeal (if necessary) prior to the planned event date.

1. **EVENT NAME** _____

2. **LOCATION OF EVENT** (Be specific, i.e. west side of Kiwanis Park, all of Center Ave. between 9th & Main, 2 N. Main)

Public Property

Private Property

3. 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 of Set-Up	Start Time:	End Time:	
	Start Time:	End Time:	
Date of Tear Down	Start Time:	End Time:	
	Start Time:	End Time:	

4. FEES

Special Event Permit Application Fee	\$100.00	* Separate Checks
Staff Per Diem Fee (as set by Council)	\$ _____	
Security Deposit	\$100.00	*Separate Checks
Additional Deposit Required	\$ _____	
TOTAL DUE	\$ _____	

5. ORGANIZATION INFORMATION

Applicant Name _____ Title _____

Mailing Address _____

Street Address _____

Day Telephone _____ Evening Telephone _____ Cell _____

FAX Number _____ Email Address _____

Special Event Permit, continued.

Sponsoring Organization _____

Non-profit? Yes No Tax Exempt # _____

If Non-profit, please attach proof of Non-Profit status.

Federal Tax # _____ State Tax # _____

6. EVENT INFORMATION

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

Event Category: Commercial Non-commercial

Estimated Gross Ticket Sales & Revenues (commercial event only) _____

Description of Event _____

Additional Details _____

7. 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 with the City may carry. A certificate naming the State of Idaho, Payette County, the City of Payette, as additional insured shall be delivered to the City of Payette 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 Payette, 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 Payette 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 events planned.

	Check all Planned Activities			Check all Planned Activities
	Street Closures & Access/Parade Detailed map listing areas of closure, parade Route is required. An ITD permit is required for Hwy 95 Organizer must notify all affected businesses, Churches, schools and neighborhoods			Alcohol Served (name of provider) Requires alcohol catering permit (PMC 5.15)
				Beverages will be served List Caterers
	Security (detail who, number of officers, times. Attach plan.)			Medical Services (Circle) First Aid and/or EMS Services Who is providing service? _____
	Electricity/Generators (Size _____) detailed electrical plan			Lighting Plan: attach plan
	Water Drinking / Washing (circle)			Gray Water Barrel/Grease Barrel (circle/detail # and locations)
	Porta Toilets / Wash Stations Quantity ADA Regular)			Sanitation – Trash bins, Dumpsters (circle / detail # and locations)
	Canopies/Tents/Temporary Structures (number and sizes) City of Payette Fire Department, Fire Code Enforcement			Stages (number and sizes)
	Vendors Items sold/solicitation			Booths Profit / Non-profit
	Control/Shuttle Buses (number of buses / locations / hours of operation, Attach plan)			Barricades How many / identify locations and attach
	Number of Staff working event			Number of volunteers working
	EVENT estimated attendance			

I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Payette, Payette 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 Payette 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 Payette, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Payette 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.

Permittee agrees to maintain access for emergency vehicles.

Event Organizer's Signature: _____ Date: _____

THIS PAGE FOR OFFICE USE ONLY

Date Application Received _____ Date Fees Paid _____

DEPARTMENT COMMENT/APPROVAL

FIRE: _____

Check if special requirements attached:

APPROVED: _____ DENIED: _____

COMMENTS: _____

Est. Hours _____ x Hourly Rate \$ _____ = \$ _____

POLICE: _____

Check if special requirements attached:

APPROVED: _____ DENIED: _____

COMMENTS: _____

Est. Hours _____ x Hourly Rate \$ _____ = \$ _____

PARKS: _____

Check if special requirements attached:

APPROVED: _____ DENIED: _____

COMMENTS: _____

Est. Hours _____ x Hourly Rate \$ _____ = \$ _____

STREETS: _____

Check if special requirements attached:

APPROVED: _____ DENIED: _____

COMMENTS: _____

Est. Hours _____ x Hourly Rate \$ _____ = \$ _____

CITY CLERK: _____

Check if special requirements attached:

APPROVED: _____ DENIED: _____

COMMENTS: _____

RISK MANAGEMENT: _____

Check if special requirements attached:

APPROVED: _____ DENIED: _____

COMMENTS: _____

\$1,000,000 Insurance Certificate _____

Street Closure Information:

Street Closure Necessary? Yes No

ITD Permit required? Yes No

Time of Street Closure: From _____

To _____

ITD Approval Received? Yes No N/A

Comments:

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

	Address	Phone Number	Email & websites
City of Payette – City Clerk’s Office	City of Payette 700 Center Avenue Payette, ID 83661	208-642-6024	www.cityofpayette.com
City of Payette Police Department Chief of Police	City of Payette 700 Center Avenue Payette, ID 83661	208-642-6026	www.cityofpayette.com chiefclark@cityofpayette.com
City of Payette Fire Department Fire Chief Steve Castenada	City of Payette 600 North 16 th Street Payette, ID 83661	208-642-6028	scastenada@cityofpayette.com
City of Payette Streets & Parks Department Jamie Couch, Superintendent	City of Payette 700 Center Avenue Payette, ID 83661	208-642-6044	jcouch@cityofpayette.com
Sale of Merchandise Idaho State Tax Commission Sales Tax Division	800 Park Blvd., Plaza IV Boise, ID 83712	208-334-7660	www.tax.idaho.gov
Sale of Food/Beverages Southwest District Health	1155 Third Ave North Payette, ID 83661	208-642-9231	www.publichealthidaho.com
Sanitation Hardin Sanitation	1840 NE 10 th Ave. Payette, ID 83661	208-642-2629	
A-Company Porta-potties	12 th Street Payette, ID 83661	208-362-3193	
Payette County Clerk’s Office	1130 3 rd Avenue North Payette, ID 83661	208-642-6000	www.payettecounty.org
Payette County Sheriff	1130 3 rd Avenue North Payette, ID 83661	208-642-6006	www.payettecounty.org
Road Closure Equipment Contract Flaggers			
Signs or Banners City of Payette	700 Center Avenue Payette, ID 83661	208-642-6024	www.cityofpayette.com