



# SPECIAL EVENT APPLICATION

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

**\* If you require a banner for your event please request and complete a banner application in addition to this application. \***

- A **completed** application must be received by the city Special Events Coordinator 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 our city Special Events Coordinator.
- Attach all information requested (applications, permits, maps, insurance, activity agenda, contact information). 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. Please note that use of city equipment (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. ft. may require a permit from the city Fire Department.
  2. Determination of EMS services is dependent upon event size and type of event.

**Remember all information is required no later than thirty (30) days prior to your event.**

- Your application will be evaluated by the city Special Events Coordinator. At that 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 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 sole responsibility to coordinate the city services that you requested and were approved with the appropriate city department providing the service.**
- You will be contacted by the city Special Event Coordinator a week prior to your event for confirmation of details and to coordinate special needs.

A list of special event contact telephone numbers and e-mail addresses are listed on the back of this sheet. Please contact the Special Event Coordinator in the Public Works Department for assistance.

Visit our website at: [www.haileycityhall.org](http://www.haileycityhall.org)

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

## CONTACT INFORMATION

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

	ADDRESS	(208) PH# (208) FAX#	E-MAIL & Websites
<b>City of Hailey Public Works</b> Special Event Coordinator Trina Isaacs	City of Hailey 115 Main St. S. Hailey, ID 83333	788-9830 x 22 788-2924 fax	<a href="mailto:trina.isaacs@haileycityhall.org">trina.isaacs@haileycityhall.org</a> www.haileycityhall.org
<b>City of Hailey Clerk's Office</b> <i>Provides: Banner information</i>	City of Hailey 115 Main St. S. Hailey, ID 83333	788-4221 X 0 788-2924 fax	<a href="mailto:mary.cone@haileycityhall.org">mary.cone@haileycityhall.org</a> www.haileycityhall.org
<b>City of Hailey Police Department</b> Chief of Police Jeff Gunter	City of Hailey 115 Main St. S. Hailey, ID 83333	788-3531 788-2924 fax	<a href="mailto:jeff.gunter@haileycityhall.org">jeff.gunter@haileycityhall.org</a> www.haileycityhall.org
<b>City of Hailey Fire Department</b> Fire Chief Mike Chapman	City of Hailey 115 Main St. S. Hailey, ID 83333	788-3147 788-2924 fax	<a href="mailto:hfd@haileycityhall.org">hfd@haileycityhall.org</a> www.haileycityhall.org
<b>Idaho State Tax Commission</b> <i>Provides: Sale of merchandise information</i>	P.O. Box 5227 1038 Blue Lake Blvd. N. Twin Falls, ID 83303	736-3040 800-972-7660	
<b>Idaho South Central District Health</b> <i>Provides: Sale of food/beverages information</i>	117 Ash St. Bellevue, ID 83313	788-4335	<a href="http://www.phd5.idaho.gov">www.phd5.idaho.gov</a>
<b>City of Hailey Clerk's Office</b> <i>Provides: Alcohol beverage information</i>	City of Hailey 115 Main St. S. Hailey, ID 83333	788-4221 x 11	<a href="mailto:mary.cone@haileycityhall.org">mary.cone@haileycityhall.org</a> www.haileycityhall.org
<b>City of Hailey Planning</b> <i>Provides: Sign information</i>	City of Hailey 115 Main St. S. Hailey, ID 83333	788-9815 x 20 788-2924 fax	<a href="mailto:becky.mead@haileycityhall.org">becky.mead@haileycityhall.org</a> www.haileycityhall.org
<b>Blaine County Sheriff</b>	1st Ave. S. P.O. Box 28 Hailey, ID 83333	788-5555	



# SPECIAL EVENT PERMIT APPLICATION

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

**II. LOCATION FOR EVENT** (Be specific e.g., Hop Porter Park, all of 1<sup>st</sup> Avenue between Walnut and Pine, 115 Main St. S.):

Public Property       Private Property

**III. 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. **Please submit your modification requests in writing and attach to your application.**

Date(s) of Event	Hours	Estimated # of Attendees
	Start Time: _____ End Time: _____	One Hour Interval: All Day: _____
	Start Time: _____ End Time: _____	One Hour Interval: All Day: _____
Date of Set-Up		
	Start Time: _____ End Time: _____	
Date of Tear Down		
	Start Time: _____ End Time: _____	

**IV. FEES**

Special Event Permit Application Fee	\$125	<input type="checkbox"/>	_____
Per Day Park Rental Fee	\$200	<input type="checkbox"/>	_____
Security Deposit	\$500	<input type="checkbox"/>	_____
Tax (on park rental fees only)	6%	<input type="checkbox"/>	_____

**TOTAL DUE**

Additional Deposit Required  \_\_\_\_\_

**V. ORGANIZATION INFORMATION**

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

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

FAX Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

Sponsoring Organization: \_\_\_\_\_

Non-Profit: Yes No Tax Exempt #: \_\_\_\_\_

Federal Tax #: \_\_\_\_\_ State Tax #: \_\_\_\_\_

**VI. EVENT INFORMATION**

New Event: Yes \_\_\_\_\_ No \_\_\_\_\_ Annual Event: Yes \_\_\_\_\_ No \_\_\_\_\_ Years Operating \_\_\_\_\_

Event Category:  Commercial  Noncommercial

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

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. 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 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: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**HOLD HARMLESS CLAUSE**

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, 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 Hailey 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 activities planned.

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
		<b>Street Closures &amp; Access / Parade</b> Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.			<b>Alcohol Served (Free of Charge)</b> (name of provider)
					<b>Alcohol Sold</b> Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)
		<b>Street Closures &amp; Access /Parade</b> require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods			<b>Food/Beverages</b> will be served (List Caterers):
#		<b>Canopies/Tents/Membranes/Temporary Structures</b> (Number & Size(s)) City of Hailey Fire Department, Fire Code Enforcement	#		<b>Vendors</b> items sold/ solicitation
		<b>Medical Services</b> (Circle) First Aid and/or EMS Services  Who is providing services?_____	#		
#		<b>Security</b> (detail who, number of officers, times. Attach plan)	#		<b>Booths:</b> Profit / Non-Profit
		<b>Traffic Control / Shuttle Buses</b> (Number of buses / locations / hours of operation, attach plan.)			<b>Lighting plan:</b> attach plan
#		<b>Electricity / Generators</b> (Size _____) Attach detailed electrical plan.			<b>Activities / Entertainment</b> (Agenda) Other equipment or entertainment
					<b>Signs or Banners:</b> sign permit may be required by the City Planning and Zoning Department
		<b>Water</b> Drinking / Washing (circle)			<b>Stages</b> (Number and Size(s)_____)
		<b>Gray Water Barrel / Grease Barrel</b> (circle /detail # and locations)	#		<b>Barricades.</b> How many identify locations and attach logistics map
		<b>Sanitation</b> -Trash bins, Dumpsters, Recycle (circle /detail # and locations)	#		<b>EVENT estimated attendance</b>
#		<b>Porta Toilets / Wash Stations</b> (Quantity ADA Regular _____)	#		Number of staff working event
			#		Number of volunteers working

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. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Event Organizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_