

# HAILEY POLICE FACILITY RENTAL APPLICATION AND AGREEMENT

## Applicant Information

Applicant/Contact:	Home #:	Cell #:
Address:	Work #:	Fax #:
City:                                  State:                  Zip Code:	Email:	
Organization:	Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No                  IRS Number:	

## Event Information

Event Title:			
Brief Event Description:			
Set-Up Date:	Start Time:	End Time:	First-Time Event: <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Date 1:	Start Time:	End Time:	Annual Event: <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Date 2:	Start Time:	End Time:	# Years Held:
Tear-Down Date:	Start Time:	End Time:	Estimated Daily Attendance:

## Fees and Deposit

	Rental Options	One-Time Fees	Standard Daily Rates	Non-Profit Fees/ Daily Rates	Governmental Emergency Organization Daily Rates	Totals
	Police Facility Event Application	100.00		50.00	25.00	
	Security and Cleaning Deposit	500.00		250.00	150.00	
	Standard Daily Fee (Weekdays 8am- 5pm)		200.00	100.00	75.00	
	Standard Half-Day Fee (Weekdays* 4 hrs max		150.00	75.00	50.00	
	Kitchen and/or Concessions		75.00	50.00	25.00	
	Local Option Tax Permit		N/C	N/C		
	Amplified Sound Permit		N/C	N/C		
	Evening/Weekend <b>per hour</b> Officer Fee (before 8:00 a.m. or after 5:00 p.m. Monday thru Friday and/or any Saturday, Sunday or Holiday hours.	# of Officers	45.00	45.00	45.00	
	Large Assembly <b>per hour</b> Officer Fee (for any assembly designated by Police Chief as sufficient size or impact that officer(s) need to be assigned.	# of Officers	45.00/officer	45.00/officer	45.00/officer	
	<b>6% Sales Tax</b> <i>All daily facility rental fees are subject to 6% Idaho State Sales Tax</i>					
<b>TOTAL DUE</b>						
	No alcohol beverages are allowed in the facility.					



## Event Components and Activities

Please indicate below the components and activities you would like to request permission to include with your production. You as the event organizer are responsible for providing your own equipment (beyond what is already available at the Hailey Police Department). If you check "yes" next to an item, please provide a brief description, including pertinent details such as quantities, sizes and locations. Please attach the following documents:

- Site Plan – show proposed on-site closures, location of event components, etc.
- Parking Plan – parking on-site is limited; while there is additional parking nearby, large events should carefully consider alternative parking plans
- Security Plan – Event security may be provided by the Hailey Police Department. The Chief of Police will designate the number of officers to provide security to be provided at the applicant's cost.
- Emergency Medical Services Plan – describe quantity of dedicated (assigned to no other duties at the event) state-licensed EMTs with basic medical supplies, and describe ability to communicate with an EMS agency.

The below checklist, site plan, parking plan, security plan, and emergency medical services plan will be used to evaluate your event and document any associated City requirements/conditions, including, but not limited to, parking, security and emergency medical service requirements.

Event Components and Activities	Yes / No	Brief Description
Closure of On-Site Parking and Access Ways (show on site plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Open Flame/Flame Producing Devices/Pyrotechnics	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Stage (show size and location on site plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Flooring	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical (in addition to on-site electrical)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Audio	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lighting (in addition to on-site lighting)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Canopies, Tents, Temporary Structures (show size and location on site plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ticket Sales/Ticket Takers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Merchandise Sales	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food / Non-alcohol Beverage Sales	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (anything not included above)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPLICANT SIGNATURE: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016



*This Section Official Use Only (the City of Hailey will send you a completed version of the Decision, for your signature, following submission of the above application information.)*

## DECISION

Based on the Application for \_\_\_\_\_

\_\_\_\_\_, the City of Hailey a) finds that the event is / is not (circle one) a special event, that the event meets all of the applicable requirements set forth in Hailey Municipal Code §12.14.040, that all required fees and deposits have been paid and that the Applicant has executed a Hailey Police Facility Rental Agreement; and, b) approves the Application; and, c) (circle if applicable) grants the Special Event Permit, subject to the following conditions:

The following requirements and conditions are hereby made a part of this rental agreement. The Applicant and event producer agree to abide by these requirements and conditions, in addition to all other event parameters described in this rental agreement. Some of these requirements and conditions may result in additional costs to the event producer. These additional costs, if related to services provided by the City, will be billed to the event producer post-event and/or may be deducted from the security deposit. Other costs may be payable to third parties, and are also the responsibility of the event producer.

### Standard Conditions

- a. The Applicant shall comply with the terms, plans, covenants and provisions of the Application, as approved or as modified by the City of Hailey.
- b. The Applicant shall comply with all applicable local, state and federal laws, regulations and ordinances before, during and after the Special Event(s).
- c. The Applicant shall execute an agreement, relating to the reimbursement of expenses, indemnification and other provisions immediately upon the approval of the application for the Special Events Permit.
- d. In the event the Applicant fails to comply with all the conditions set forth herein, the City may revoke the Special Events Permit, in whole or in part.
- e. A supporting application is on file and shall be complied with.
- f. Events expected to attract more than 1,500 people may have amplified sound, but it cannot exceed ninety (90) dB measured at the property line at any time during the event and that any amplified sound shall be limited between ten o'clock (10:00) A.M. and eleven o'clock (11:00) P.M.

Event Component	Additional Conditions	City Rate/Fee
Parking		
Emergency Medical Services		
Security		\$45/hour
Permits		
Occupancy Limits		
Miscellaneous		



DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

CITY OF HAILEY

By: \_\_\_\_\_  
Fritz Haemmerle, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

The undersigned have read, understand and agree to the rental application and agreement, proposed plan submitted by the Applicant, and the rental terms and conditions.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPLICANT:

<ORGANIZATION NAME>

\_\_\_\_\_  
<NAME AND TITLE>



## RENTAL TERMS AND CONDITIONS

**Reservation and Cancellation Policy.** Applicant may request a hold on Facility event dates; dates will be held until 60 days prior to the event date, but are not confirmed. To confirm dates, a Hailey Police Facility Rental Application and Agreement must be filed along with the security deposit, the application fee, and 50% of the rental fees 60 days prior to the event. All remaining fees due (except those fees which may be billed during the event) must be paid no later than 21 days prior to the event.

If Applicant cancels the event between 60 days and 21 days prior to the event, the application fee and 50% of the deposit – or the application fee and rental fees paid to date, whichever is less – shall be forfeited by the Applicant. If Applicant cancels within 21 days of the event, the application fee and 100% of the deposit – or the application fee and rental fees paid to date, whichever is less – shall be forfeited by the Applicant.

**Security Deposit.** Applicant shall pay as a security deposit the sum of Five Hundred and No/100 Dollars (\$500.00), to be held by City for the faithful performance by Applicant of all the terms, covenants and conditions of this Agreement. This deposit does not limit City's rights or Applicant's obligations. Applicant understands that all or a portion of the deposit may be retained by City upon termination of the tenancy and that a refund of any portion of the deposit to the Applicant is conditioned on the following:

- a. Applicant shall clean and restore the Facility to its condition at the commencement of the event. Trash, and recyclable material shall be picked up and contained within receptacles or dumpsters on site. City shall empty trash receptacles as required and shall do a final trash haul post-event.
- b. Applicant shall have remedied or repaired any damage to the Facility to City's satisfaction.
- c. Applicant shall have complied with all of the provisions of this Agreement and with such other rules and regulations as the City may deem necessary. If Applicant defaults with respect to any provision of this Agreement, including but not limited to the provisions relating to the payment of the monetary sums due, City may use, apply or retain all or any part of the Security Deposit for the payment of any other amount which City may spend by reason of Applicant's default or to compensate City for any other loss or damage which City may suffer by reason of Applicant's default. If Applicant fully and faithfully performs every provision of this Agreement, the security deposit or any balance thereof without interest shall be returned to Applicant after the expiration of the event, after the Applicant has vacated the Hailey Facility and after all fees have been paid.

### **Additional Fees.**

- a. At the discretion of the Hailey Chief of Police, the City shall provide additional police officers during the event. The Applicant shall pay the City the charges incurred, at the rate of \$45.00 per hour.
- b. Applicant shall directly pay the provider of EMS standby services required for the event.
- c. Applicant shall pay for any additional services requested from the City, including services related to Facility preparation, event set-up support, etc. The Applicant shall pay the City the charges incurred, at the rate of \$45.00 per hour.
- d. The charges incurred by the City shall be paid within thirty (30) days of the date of billing for such charges, and/or deducted from the Applicant's security deposit.

**Use of Facility.** The Facility may be used and occupied by Applicant only as a public facility for the approved event and associated activities such as concession sales and parking. Parking at the Facility is public and may not be reserved solely for the reserved Facility Event. During periods of non-use of the Facility during the event, Applicant shall lock and secure all bathrooms, concession areas and security gates, to keep members of the general public out of all secured areas. Applicant shall not do or permit anything to be done in or about the Facility or bring or keep anything in the

Facility that will in any way increase the rate of fire insurance upon the the Facility. Applicant shall not perform any acts or carry on any practices that may injure the Facility, which are not normally associated with the approved event. Applicant agrees to comply with any local, state or federal ordinances in effect at the time of the event.

**Alcohol and Food Sales.** The sale or use of alcohol within the Facility is prohibited. If Applicant intends to sell food during the event, Applicant shall pay one percent (1%) Local Option Tax on the gross sale of food during the event, which shall be paid to the Hailey City Clerk within 30 days of the event.

**Amplified Sound.** If Applicant intends to have amplified sound during the event, the Applicant shall obtain an Amplified Sound Permit.

**Utilities.** City shall pay for all charges for electricity, water, sewer, and post-event trash removal. City shall clean the restrooms daily and post-event.

**Insurance.** During the event, Applicant shall, at its own expense, maintain in full force, comprehensive liability insurance, including public liability, property damage and contractual liabilities of Applicant, written by a responsible insurance company licensed to do business in Idaho, and insuring Applicant and City (and such other persons, firms, or corporations designated by City) as additional named insureds against liability for claims of damage because of injury to persons and property and for death of any person or persons occurring in or about the Facility. The liability covered by such insurance shall be not less than a combined single limit of One Million Dollars (\$1,000,000). At City's reasonable discretion, Applicant shall increase the coverage to such amount as City and Applicant agree is commercially reasonable. The insurance shall be primary insurance such that the insurer shall be liable for the full amount of the loss without the right of contribution from any other insurance coverage held by City.

No party shall have the right or claim against the City for any losses, damages or injury, including losses, damages or injury to property or persons, including death, and for any business interruption, occurring on the Facility or the adjoining property, (whether caused by the negligence or other fault of the City or the Applicant or their respective agents, employees, subtenants, licensees or assignees or whether caused by negligence or the conditions of the Facility or any part thereof) by way of subrogation or assignment. The Applicant hereby waives and relinquishes any such right. The Applicant shall request Applicant's insurance carrier to endorse all applicable policies waiving the carrier's right of recovery under subrogation or otherwise in favor of the City and provide a certificate of insurance verifying this waiver.

All insurance shall be in a form and with companies satisfactory to City and shall provide that it shall not be subject to cancellation or change except after at least thirty (30) days' prior written notice to City. The policy or policies, or duly executed certificates for them, shall be deposited with City no later than fifteen (15) days before the event.

**Exemption from Liability.** City shall not be liable to Applicant or to any other person whomsoever for any injury or damage to person or property occurring within or about the Facility, unless caused by or resulting from the willful and intentional acts of the City or any of the City's agents, servants or employees in the operation or maintenance of the Facility. City shall not be liable in damages or otherwise for failure to furnish, or any interruption of service of any water, gas, electricity, telephone, or other utility caused by fire, accident, riot, strike, labor disputes, acts of God, the making of any repairs or improvements, or causes beyond the control of City, or for any loss, damage or theft of property of Applicant, its agents, servants or employees.

Any prevention, delay, or stoppage, due to strikes, lockouts, labor disputes, acts of God, inability to obtain labor or materials or reasonable substitutes



therefor, governmental restrictions, governmental regulations, governmental controls, enemy or hostile governmental action, civil commotion, fire or other casualty, and other causes beyond the reasonable control for the party obligated to perform shall excuse performance by such party for an equal amount of time to any such prevention, delay or stoppage, except as otherwise provided in this Agreement.

**Indemnification and Hold Harmless.** Applicant agrees to indemnify and hold City harmless from and against any and all claims, including mechanic's and materialman's liens, by or on behalf of any person or person, firm(s) or corporation(s), arising from the conduct or management of the activities conducted by the Applicant during the event, or arising out of any act or omission or negligence of Applicant, its contractors, licensees, agents, servants or employees during the event, or arising from any accident, injury, or damage whatsoever caused by any person or property occurring in or about the Facility or any part thereof, and the walkways adjoining the Facility during the event, and from and against all costs, expenses, liabilities and attorney's fees incurred in connection with any such claim or proceeding brought thereon.

**Maintenance and Repairs.** Except as otherwise provided herein, Applicant shall, at its sole cost and expense, keep and maintain the interior and exterior of the Facility (including, without limitation, all fixtures, plumbing and sewage facilities, heating, ventilation and air conditioning equipment, ice making equipment, interior and exterior walls, doors and windows) in good order, condition and repair during the event, place all rubbish and refuse in receptacles or dumpsters, keep all landscaping in good condition, and replace or repair all electrical fixtures and mechanical, heating and plumbing fixtures and equipment that may be damaged or broken during the event. City shall be responsible for daily cleaning of the bathrooms. If City deems it necessary for Applicant to make any repairs, City may demand that Applicant make them immediately, and if Applicant refuses or neglects to commence such repairs and to complete them with reasonable dispatch, City may make or cause such repairs to be made and Applicant shall immediately pay City for the costs of such repairs upon receipt of the costs. Alternatively, the costs for repairs made by the City may be deducted from the Applicant's security deposit. Applicant shall, at its cost and expense, promptly and properly observe, comply with, and execute, but not to the extent of making structural improvements, all present and future orders, regulations, directions, rules, laws, ordinances and requirements of all governmental authorities (including, but not limited to, state, municipal, county and federal governments and their departments, bureaus, boards and officials), and any other board or organization exercising similar functions, arising from the use or occupancy of, or applicable to the Facility.

**Alterations and Improvements.** Applicant shall not have the right to make changes, alterations or additions to the Facility without the prior written consent of the City, which may be withheld in the City's sole and absolute discretion.

**Damage or Destruction.** If the Facility is partially or totally destroyed or damaged by fire or other casualty so as to become partially or totally unusable, the City is not required to rebuild the Facility, in which event either the City or Applicant may terminate this Agreement by providing written notice of intent to terminate. Upon termination, Applicant waives any and all claims for damages based on termination of this Agreement and any loss of use.

**Defaults.** In the event Applicant fails to pay any sums due pursuant to this Agreement, or cure any other breach, then City shall have the option of electing to either (i) cancel and terminate this Agreement, or (ii) terminate Applicant's right to possession only without terminating the Agreement or (iii) pursue any other remedy available at law or in equity.

**Entry by City.** In the event of any entry in, or taking possession of, the Facility, City shall have the right, but not the obligation, to remove from the Facility all personal property of Applicant located therein and may store the same in any place selected by City, including but not limited to a public warehouse, at the expense and risk of the owners thereof, with the right to sell such stored property, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, if any, and third to the payment of any other sums of money which may then be due from Applicant to City under any of the terms hereof, and the balance, if any, shall be paid to Applicant.

**Liens.** Applicant shall keep the Facility and the property on which the Facility is situated free from any liens arising out of any work performed, materials furnished or obligations incurred by Applicant.

**Assignment and Subletting.** Except as provided herein, Applicant shall not assign or sublet this Agreement or any or all of Applicant's interest in the Facility without first procuring the written consent of City, which may be made in the City's sole and absolute discretion. Applicant is allowed to sublet or allow the use of concession areas within the Facility during the event without the consent of City; however, Applicant shall remain primarily liable for the obligations arising from this Agreement.

**Waiver.** The failure of either party hereto to insist upon strict performance of any of the covenants and agreements of this Agreement, or to exercise any election herein conferred in any one or more instances, shall not be construed to be a waiver or relinquishment of any such, or any other covenants or agreements, and the same shall be and remain in full force and effect. A particular waiver by either party of any said covenants or agreements to be performed by the other party shall not be construed as a waiver of any succeeding breach of the same or other covenants or agreements of this Agreement.