

# Special Event Checklist

A Special Event Permit must be submitted for any event that meets **one or more** of the following criteria:

- Expected attendance of more than 250 persons AND the event will be held in a City Park, City owned building or plaza
- The event will require a road closure/parking lot closure
- The event will have vendors selling items during the event
- The event is a Fun Run or Parade

Please complete the requirements below **35-60 days before your event date** so that your application can be received no later than 30 days before your event date. For annual, large events (500+ people), event planning should start 3-6 months before the event date.

Requirements that need to be completed **BEFORE** you submit a Special Event Permit application:

## Reservations:

- If you are planning to hold an event in a **City Park or Park facility**, please coordinate reservations with Caldwell Parks and Recreation, 208-455-3060.
- If you are planning an event to be held in the Downtown Area, or at **Indian Creek Plaza**, please contact Destination Caldwell, 208-649-5010 to coordinate reservations and other requirements.

## Road Closure/Right-of-Way Closure – Right of Way Permit: If you are closing:

- A road, a portion of a road; a public parking lot or portion of a parking lot; or other public/city right-of-way,
- You must contact the Engineering Department about requirements for a right-of-way permit, 208-455-3006 or [kcorder@cityofcaldwell.org](mailto:kcorder@cityofcaldwell.org). **You will need to provide a copy of the approved right-of-way permit and traffic control plan when you submit your SEP application.**

**Special Event Round Table Session:** You must contact Safety Services (Police/Fire) to determine if an event round table session will be required:

- Police: Sgt. Pelkey, email [rpelkey@cityofcaldwell.org](mailto:rpelkey@cityofcaldwell.org)  
Officer DeFur, email [tdefur@cityofcaldwell.org](mailto:tdefur@cityofcaldwell.org)
- Fire: Chief Perry, email [aperry@cityofcaldwell.org](mailto:aperry@cityofcaldwell.org)

*Generally speaking, a round-table session will be required if:*

- Your event is a **fun run or parade** (the route and security plan must be approved by Police and Fire)
- Your event is primarily an **alcohol tasting event (beer/wine)** and is expected to draw attendance of 250 or more
- Your event will require a **road closure/parking lot closure**, and the event is located in Caldwell's Downtown or in a City Park.

**Date/Time of Special Event Round Table Session:** \_\_\_\_\_

**Certificate of Liability Insurance:** You will be required to provide a **Certificate of Liability Insurance for your event**. Below is the language that your insurer will need to issue the certificate:

- Applications for a permit to hold special events and do business on Caldwell City property must be accompanied by a certificate of public liability and property-casualty insurance for up to one million dollars (\$1,000,000.00) for personal injury and property damage.*
- Applicant shall provide a certificate of insurance at the time of application submittal indicating the City of Caldwell (PO Box 1179, Caldwell, ID 83606-1179) as the certificate holder and the additional insured with respect to the special event.*

**Once all the items above have been completed, please submit (at least 30 days prior to date of event):**

- Your Special Event Application and Event Site Plan – make sure all details and requirements that were addressed during your **event roundtable session (conditions of approval)** are noted on the SEP application.
- The Liability Insurance Certificate for your event.
- The Route Map and Safety Plan if your event is a parade or fun run
- The approved Right-of-Way permit and Traffic Control Plan (if one is required).
- The \$75 permit fee. You can mail a check or pay online, or you can pay in person at City Hall, 411 Blaine Street in Caldwell.
- A check for the \$500 damages/cleaning deposit—this is required for all special events. Check will be held in our safe until after the event. If no damages or extra cleaning is needed, we will return your deposit check to you.