

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 submit a Special Event Permit application at least 45-60 days in advance of the event date. Earlier submission (three months or more before your event date) is preferred. Submit applications to: cityclerk@cityofcaldwell.org.

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 abel@cityofcaldwell.org.

Event Round Table Planning Session: If any of the below listed situations apply, you will be required to schedule an event round table planning session. See attached information sheet for scheduling details.

- More than 500 persons expected at any venue
- Road closure is part of your event
- Parade or Fun Run
- Downtown event and more than 250 persons
- Alcohol is part of event, and more than 250 persons
- Safety services requests a meeting

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 on Caldwell City property must be accompanied by a certificate of general liability insurance in an amount not less than one million dollars (\$1,000,000.00).*
- Certificate of insurance shall also list the City of Caldwell (PO Box 1179, Caldwell, ID 83606-1179) as the certificate holder and the additional insured.*

For questions regarding Special Event Permit requirements, please contact cityclerk@cityofcaldwell.org or Angie Point, 208-455-4773.

EVENT ROUND TABLE PLANNING MEETING

(Special Event Permit Process)

Required when any of these situations apply:

- More than 500 persons at any venue
- Road closure
- Parade or Fun Run
- Downtown event and more than 250 persons
- Alcohol part of event and more than 250 persons
- Safety services requests a meeting

1. The **City Clerk's office** will be the point of contact for scheduling and sending out invites to the event planning meetings for all events requiring a Special Event Permit, **WITH THE EXCEPTION OF those events organized and/or sponsored by Destination Caldwell**. **Destination Caldwell** will schedule event round table sessions for their own events at their conference room. However, outside organizers renting the Plaza for their event will be required to schedule event planning sessions through the Clerk's Office.
2. Meetings will be scheduled **two Wednesdays each month** between 9am and 12pm. **Location: 621 Cleveland Blvd** in the lower-level conference room.
3. The **Event Organizer** is responsible for scheduling the event planning meeting with the City Clerk's office (Angie Point, 208-455-4773; apoint@cityofcaldwell.org). Angie will send out meeting invites as they are scheduled with event organizers.
4. The **Event Organizer** will also present event information to the group at the beginning of the meeting:
 - a. What is planned and when – details of the event
 - b. Where it will be held (venue). Reservations made?
 - c. How many people? How will trash/cleanup be handled?
 - d. Road Closures? Right-of-Way Permit application submitted?
 - e. Alcohol at event? Alcohol Catering Permit submitted?
 - f. What is the plan for security (if needed) at the event?
5. **Safety Services (Police and Fire)** will provide information/requirements on any additional security needs for the event.
6. **Who will be invited**
 - a. Police – Sgt. Pelkey, Sgt. Matthews, and/or Lt. Wright
 - b. Fire Prevention – Chief Perry or his designee
 - c. If event is at a City Park or recreation facility: Juli McCoy, Parks & Recreation Director; and/or Denise Milburn, Stacey Lenz
 - d. If event is at Indian Creek Plaza (outside organizer) or downtown: Melissa Sherman, and/or Corey Turner, Denae Warren
 - e. When roads closures are proposed: Amber Abel or Daren Winters