

# 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](mailto: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](mailto: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](mailto: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.
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; [cityclerk@cityofcaldwell.org](mailto:cityclerk@cityofcaldwell.org)). Angie will send out meeting invites as meetings 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. Please note: Effective October 1, 2023, any event requiring use of Caldwell Police for Traffic Control and/or Security details will entail a fee for those services from the event organizer.
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, other event staff as assigned by Destination Caldwell
  - e. When roads closures are proposed: Amber Abel or Daren Winters