



# Application for Special Event Permit City Park or City-Owned Facility

Submit completed applications to the City Clerk's Office,  
P.O. Box 1179, 411 Blaine St.; Caldwell, ID 83605

Call (208) 455-4656 with questions, or email [cityclerk@cityofcaldwell.org](mailto:cityclerk@cityofcaldwell.org)

FAX: 208-455-3003

**YOU MUST SUBMIT THIS APPLICATION FOR A SPECIAL EVENT PERMIT WHEN ANY OF THE FOLLOWING STATEMENTS ARE TRUE:**

1. When holding a public event in City Parks or facilities **and** more than 250 people are expected
2. When event requires any road or lane closures
3. When event includes participation of any vendors with food or other items for sale

Permit applications should be submitted no earlier than 1 (one) year prior to the event and no later than 30 days prior to the event. **Issuance of a Special Event Permit is subject to review and approval of City staff.**

Date received in the Office of Caldwell City Clerk \_\_\_\_\_

\$ 75.00 Special Event Permit Application Fee submitted with application

\$ 500.00 Refundable Cleaning/Damage Deposit (all public plazas/buildings/parks)

Application fee and refundable deposit must be submitted with the Special Event Permit Application.

**CANCELLATION POLICY:** Events cancelled less than 14 days before the date of the event will be subject to a cancellation fee of half of the application fee (\$37.50). The balance of the application fee will be refunded, and the refundable cleaning/damage deposit will be returned to the applicant.

## A. GENERAL INFORMATION

Event Name: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Beginning and ending time(s) of event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Set-up date and time: \_\_\_\_\_ Dismantle date and time: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Basis on which estimate is made: \_\_\_\_\_

## B. BRIEF DESCRIPTION AND PURPOSE OF EVENT (attach additional page if necessary)

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

## C. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring organization name: \_\_\_\_\_

Event coordinator name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**D. EVENT DETAILS: Please check the box next to the item if it WILL be a part of your event. Use the line following the event item to give details for all boxes checked.**

- Does the event involve the sale or use of alcoholic beverages? \_\_\_\_\_
  - If yes, will the event sponsor be the only one serving the alcoholic beverages, or will the event be catered by several vendors? \_\_\_\_\_ Only event sponsor will serve alcohol \_\_\_\_\_ Several vendors
  - All vendors serving alcohol at the event will need to contact the City Clerk's office regarding an alcohol catering permit.
  - If more than one vendor will be providing and serving the alcoholic beverages, you will need to attach to this application a diagram of the event site with the specific locations to be assigned to each vendor for the sale or distribution of alcoholic beverages shown and the site number assigned to each of those locations.

- Does the event involve the sale of food? \_\_\_\_\_  
You will need to coordinate with Southwest District Health regarding food requirements/permits

- Will there be entertainment at your event? \_\_\_\_\_ Yes \_\_\_\_\_ No **If yes, fill out below:**  
Dance component/open floor? \_\_\_\_\_ Live or recorded music? \_\_\_\_\_  
Number of Band(s): \_\_\_\_\_ Amplification? \_\_\_\_\_  
Amplification Start Time: \_\_\_\_\_ Amplification End Time: \_\_\_\_\_

- How many temporary structures in the proposed event site? Please provide the following below:  
Number of Stages: \_\_\_\_\_ Size of Stages: \_\_\_\_\_  
Number of Tents/Canopies: \_\_\_\_\_ Size of Tents/Canopies: \_\_\_\_\_

- Will an existing occupied or vacant building be used? (This includes use of the band shelter in Memorial Park.) Please list building name and/or address: \_\_\_\_\_

- Does the event involve the use of fireworks, rockets, or other pyrotechnics? **If yes, explain below:**

*A Public Fireworks Display Permit will be required through City of Caldwell Fire Department – 208-455-4700.*

- How many additional portable toilets will you provide for the public attending your event?**

**How many standard toilets:** \_\_\_\_\_ **How many ADA Accessible:** \_\_\_\_\_

Please note that the public restrooms in City parks open between 7:00 to 9:00 a.m. daily and close at dusk daily. Public restrooms are open to the public and available for use by special events with no charge. **If park/facility restrooms are not adequate for the expected attendance, you will be required to provide additional portable toilets for your event; the City Clerk's office will specify the minimum needed.**

Additionally, the special event coordinator (not the Parks/Recreation Department) will be responsible for stocking all public restrooms with bath tissue and paper towels for the duration of the event.

- Will you be using generators for electrical power needs? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, how will you access electricity? \_\_\_\_\_

- Will you require access to water for the event? Explain: \_\_\_\_\_

- Will signs and/or banners be displayed as part of the event? \_\_\_\_\_

*All street banners require a Street Banner Permit issued through the City Clerk's Office.*

- Will inflatable parade balloons be used for the event? \_\_\_\_\_

- Will this event be marketed or advertised in any manner? Indicate type of advertising \_\_\_\_\_

- Will there be live media coverage during the event? \_\_\_\_\_

- Will you provide private security/escort services for your event?** Please provide contact info:

Name and address of security service: \_\_\_\_\_

Phone number of security contact (so we can verify if needed) \_\_\_\_\_

**E. STREET CLOSURE REQUEST**

Will any streets, lanes of streets or alleys be closed for the event? Yes \_\_\_\_\_ No \_\_\_\_\_

You must list all street(s) and alleys (or lanes of streets) requiring temporary closure (either full or partial) as a result of this event. You will also need to submit a Right-of-Way Permit application and a Traffic Control Plan to the Engineering Department. Link: <https://www.cityofcaldwell.org/i-want-to/get-a-permit-or-license/planning-and-zoning-permits/road-lane-closures>

STREET NAME OR ALLEY	DATE OF CLOSING	TIME OF CLOSING	DATE OF REOPENING	TIME OF REOPENING

(if more space is needed for road closures, please attach an additional sheet of paper with road closures needed)

**F. SITE PLAN:** A Site Plan must be attached that identifies the following: (you can print out maps from google.com or mapquest.com for free or you can purchase maps in the plat room at the assessor’s office on the 3<sup>rd</sup> floor of the Canyon County Administration Building located at 111 N 11<sup>th</sup> Ave, Room #250)

- An outline of the entire event venue including the names of streets or areas that are part of the venue. Indicate where barricades will be located for street closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, cooking areas, trash/recycling containers, dumpster/roll-offs, drinking water fountains or water stations in park, waste grease containers, gray water containers and other temporary structures.
- The location of first aid facilities and ambulances.
- Identification of all event components that meet accessibility standards.
- A detailed or close-up of the food booths and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbeque grills, and whether food vendors will be located in vans or set up in open air.
- Generator locations and/or sources of electricity.
- Exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures.
- Firework launch location, including location of extinguishing device(s)
- Parking for all patrons, vendors, service providers, and event staff. Use of all parking lots, driveways, and street parking must be identified on your Site Plan.** Parking may be examined for ADA compliance.
  1. Use of private property (including driveways) is prohibited unless written permission from the property owner is attached to this application.
  2. **All fire lanes and fire hydrants must be kept clear of any parked vehicles and any other obstructions for the entire course of the event, including set-up and take-down time.**

**G. TRASH COLLECTION:**

How will trash be contained and removed during and after the event? (please explain)

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H. **PLEASE NOTE** PURSUANT TO CALDWELL CITY CODE 06-23-01(11), ANY CLEAN-UP AFTER AN EVENT THAT HAS TO BE PERFORMED BY CITY OF CALDWELL EMPLOYEES TO RETURN THE SITE OF THE SPECIAL EVENT TO ITS NORMAL STATE WILL BE CHARGED TO THE SPONSOR OF THE SPECIAL EVENT AT THE RATE OF THIRTY DOLLARS (\$30.00) PER HOUR WITH A ONE HOUR MINIMUM CHARGE. SAID CHARGES WILL BE PAID OUT OF THE \$500 SPECIAL EVENT DEPOSIT. ANY REMAINING BALANCE ABOVE THE AMOUNT OF THE DEPOSIT WILL BE CHARGED TO THE EVENT COORDINATOR AND PAYABLE WITHIN THIRTY (30) DAYS OF INVOICE DATE. IF THE CHARGES ARE LESS THAN THE DEPOSIT AMOUNT, THE REMAINING DEPOSIT BALANCE WILL BE REFUNDED TO THE EVENT COORDINATOR.

I. **INDEMNIFICATION:** Application shall 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 as the certificate holder and the additional insured with respect to the special event. Insurance document can be emailed to [cityclerk@cityofcaldwell.org](mailto:cityclerk@cityofcaldwell.org). The applicant shall indemnify and hold harmless the City of Caldwell, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expense, including attorney fees, arising out of the permitted activity or the conduct of applicant'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 Caldwell or its employees acting within the scope of their employment.

J. **SPECIAL INFORMATION FOR APPLICANTS:**

- You will be required to notify property owners affected by the event as a condition of the special event permit. At a minimum this includes written notification to all property owners within three hundred (300) feet of the event site. Written notification must be mailed at least two (2) weeks prior to the event.
  - A copy of the written notification as well as a copy of the list of property owners within 300 feet must be submitted to the City Clerk's office prior to the event.
  - Lists of property owners within 300 feet can be obtained from the Plat Room on the 3<sup>rd</sup> Floor of the Canyon County Administration Building, located at 111 N. 11<sup>th</sup> Ave, Rm 250..
- The Caldwell Police Department shall determine the security/traffic control requirements for any special event, as set forth in Section 06-23-01(18) of the City Code. **Use of Caldwell Police Department officers for security services and/or for traffic control may incur a fee for services provided.**
  - The City of Caldwell Police Department shall also determine whether outside security patrol services will be required for the event and the number of personnel required, dependent upon the nature, size, and location of the event. If outside security services are required for the event, the applicant shall be responsible for hiring said services from a list of approved service providers maintained by the City Clerk's office.
  - The City of Caldwell Police Department reserves the right to reject proposed agencies or personnel for required security.

K. **AFFIDAVIT OF APPLICANT:**

I **certify** that the information contained in the foregoing application, as well as all submitted attachments and/or maps and site plans, are true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Caldwell Ordinance, and I understand that this application is made subject to the rules and regulations established by the City Council and/or

the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and thereby agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event to the City of Caldwell.

**Further, I hereby agree** to replace the premises satisfactorily to the original condition prior to the event at my expense. I shall not hold the City of Caldwell or the State of Idaho responsible for any damages or expenses caused by, or in connection with the use of said property. Cost of returning premises to original condition will be mine and not the City of Caldwell or the State of Idaho.

**I have read and do fully understand** the requirements and responsibilities set forth by this permit. I agree to comply with all requirements listed upon issuance of my Special Events Permit.

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

Host Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Use Only**

\$75.00 Application Fee

Site Plan/Route

Proof of Insurance

\$500.00 Refundable Deposit (HOLD)

Right-of-Way Permit

Staff Initials: \_\_\_\_\_