



Application for Special Event Permit

Fun Run or Parade on City Streets

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

FAX: 208-455-3003

IF YOU ARE HOLDING A PUBLIC FUN RUN OR PARADE ON CITY STREETS/PROPERTY YOU MUST COMPLETE THIS APPLICATION FOR A SPECIAL EVENT PERMIT.

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.

_____		Date received in the Office of Caldwell City Clerk
<input type="checkbox"/>	\$75.00	Special Event Permit Application Fee
<input type="checkbox"/>	\$500.00	Refundable Cleaning/Damage Deposit (all public fun runs/parades)

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: _____

Start and Finish location: Start: _____ Finish: _____

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: _____ Cell #: _____ Email: _____

Day of event setup manager: _____ Title: _____

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.

- Will there be entertainment at your event? _____
 Live or recorded music? _____ Number of Band(s): _____
 Amplification? _____ Amplification Start Time: _____ 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: _____

- How many additional portable toilets will you provide for the public attending your event?**
How many standard toilets: _____ How many ADA Accessible: _____

You will be required to provide additional portable toilets for your event; the City Clerk’s office will specify the minimum needed for your event. Additionally, the special event coordinator will be responsible for stocking all public restrooms with bath tissue and paper towels for the duration of the event.

- Will generators be used? _____
- 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, promoted, or advertised in any manner?

Indicate type of advertising that will be used: _____

- 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. If you are considering utilizing vendors during your event (for food or other items), please contact the City Clerk’s office to review City Code requirements and restrictions for vendors in a parade route.

F. 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 OR ALLEY	NAME	DATE OF CLOSING	OF	TIME OF CLOSING	DATE OF REOPENING	OF	TIME OF REOPENING	OF

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

- G. You must submit with this application a map/site plan** (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 3rd floor of the Canyon County Administration Building located at 1115 Albany) **Map/site plan should show:**

- The complete parade/race route from start point to end point.
 - Indicate clearly on the map which streets will be used, which lanes of the streets will be used or if sidewalks will be used.
 - Indicate the direction of travel and all streets, alleys or lane closures, including starting and stopping point of closures.
 - **Race routes/parade routes should be coordinated with/approved by the Caldwell Police Department. Contact Caldwell Police Department Administration (208)455-3118 for an appointment.**
- The location of fencing, barriers and/or barricades (if not included on the race/parade map). Indicate any removable fencing for emergency access.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, trash/recycling containers, dumpster/roll-offs, drinking water fountains or water stations, and other temporary structures.
- The location of first aid facilities and ambulances.
- Identification of all event components that meet accessibility standards.
- Generator locations and/or sources of electricity.
- Exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures.
- Parking for all patrons, vendors, service providers, and event staff** must be accounted for. **Use of all parking lots, driveways, and street parking must be identified on your Site Plan.**
 - Parking may be examined for ADA compliance.
 - Use of private property (including driveways) is prohibited unless written permission from the property owner is attached to this application.
- 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.**

H. TRASH COLLECTION:

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

- I. 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.
- J. 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. 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.

K. SPECIAL INFORMATION FOR APPLICANTS:

- No permanent alterations to the street will be permitted.
- 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.*

L. 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.

I understand that both the event coordinator and the designated staff event manager (handling set-up on the day of event) must be identified on page one of the application, and that both must be present at any required event round table meeting to ensure a clear adherence to the conditions of approval for each event. I also understand that if the event coordinator is also the event manager on the day of the event, this must be indicated on the application

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		
<input type="checkbox"/> \$75.00 Application Fee	<input type="checkbox"/> Site Plan/Route	<input type="checkbox"/> Proof of Insurance
<input type="checkbox"/> \$500.00 Refundable Deposit (HOLD)	<input type="checkbox"/> Street Closure Permit	Staff Initials: _____