



Special Event Permit Application

Fee: \$100.00 (Per Event)

200 S. Whitley Drive/P.O. Box 324 Fruitland, Idaho 83619 Phone: 208-452-4421 Fax: 208-452-7032

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

Special Event Permit is required when holding a public event on any city owned property, when event requires road or lane closures, when event includes participation of multiple vendors with food or other items for sale.

Applicant or event representative will be required to attend City Council meeting to answer questions.

A. GENERAL INFORMATION

Event Name: _____

Date(s) and time(s) of event: _____

Location of Event: _____

Set up date and time: _____ Dismantle date and time: _____

Estimated Attendance: _____

Description and Purpose of Event: _____

B. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization Name: _____

Event Coordinator Name: _____ Title: _____

Cell Phone: _____ Email Address: _____

Mailing Address: _____

Alternate Contact: _____ Title: _____

Cell Phone: _____ Email Address: _____

C. EVENT DETAILS:

Please answer the following questions and give brief explanation:

- Does this event involve the sale or use of alcoholic beverages?

- Does this event involve vendors? If yes, how many?

- Will there be vendors selling or preparing food?

- Will there be entertainment at your event?

- How many temporary structures will there be at the event site?

- Will the park/facility restrooms be adequate for the expected attendance?

- Will this event be conducted at night? Will the existing lighting be adequate for safety & security of event attendees? _____
- Will you be using generators for electrical power needs?

- Will you require access to water for the event?

- Will signs or banners be displayed as part of the event?

- How will trash be contained and removed during and after the event?

- Will this event require the participation of Police, Fire, Ambulance or City Staff?

D. STREET CLOSURE REQUEST

List all streets, lanes of streets or alleys requiring temporary closure as a result of this event:

Street or Alley Name	Date & Time of Closure	Date & Time of Reopening

E. SITE PLAN REQUIREMENTS

A Site Plan **MUST** be attached that identifies the following:

1. An outline of the entire event venue including the names of street or areas that are part of the venue. If the event involves a moving route of any kind, indicate the direction of travel and all streets, alleys or lane closures, including starting and stopping point of closures.
2. Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
3. The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, cooking areas, first aid facilities, drinking water fountains, trash containers, additional lighting, waste grease containers, gray water containers and other temporary structures.
4. The location and size of all signs and/or banners displayed as part of the event
5. A detailed or close-up of the food booths and cooking area configuration including booth identification of all vendors cooking with flammable gasses or barbeque grills, and whether food vendors will be located in vans/trucks or set up in open air;
 - *All food vendors will need to coordinate with Southwest District Health regarding food requirement/permits.*
 - *Food vendors cannot dump waste in streets or city owned dumpster/trash containers. Vendors must provide for their own disposal needs.*
 - *All vendors are subject to fire inspections.*
6. A detailed or close-up of any booths selling alcoholic beverages;
 - *All vendors serving alcohol at the event **MUST** contact the City Clerk's office to obtain an Alcohol Beverage Catering Permit.*
 - Attach a diagram of the event site with the specific locations to be assigned to each vendor for the sale and distribution of any alcoholic beverages, all sales and consumption of alcoholic beverages must be contained in a roped off designated area not accessible to minors. *Alcohol cannot be sold or consumed on City owned property including parks.*
7. Generator locations and/or sources of electricity.
8. Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
9. 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.
 - 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.*

REQUIRED ITEMS TO BE PROVIDED WITH APPLICATION:

1. Proof of PUBLIC LIABILITY AND PROPERTY-CASUALTY INSURANCE: (if event is being held on any City owned property) <ul style="list-style-type: none">• Must name City of Fruitland as <u>Additional Insured & Certificate Holder</u>• \$1,000,000.00 Personal injury and property damage coverage	
2. Proof of Workers Compensation Insurance for all sponsoring organization employees, working event (if event is being held on any City owned property)	
3. Completed Site Plan	
4. Vicinity Map showing the location of the subject property(s)	
5. Cleaning Deposit Fee of \$500.00 (if event is being held on any city owned property)	
6. Nonrefundable application fee of \$100.00. (fee waived for church and school events)	

I have read and understand the attached city code, and certify that I will conduct my Special Event in accordance with these standards. If I cannot meet these standards, I understand that the city will suspend or revoke my permit. All facts set forth in this application are true and complete.

Applicant signature: _____ Date: _____

Applicants printed name: _____ Phone #: _____

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

CITY COUNCIL DECISION:

Council meeting was held on: _____

Council Decision: **APPROVED** **DENIED**

Additional Requirements Set by Council as a Condition of Approval:

Denied for the following reasons:

Date License Granted: _____

Brian Howell, Mayor

ATTEST:

Suzanne Pearcy, City Clerk

SPECIAL EVENT PERMITS:

1. **PERMIT REQUIRED:** No person shall stage, promote or conduct any "special event", as herein defined, in the City of Fruitland without first obtaining a special event permit from the City Clerk's Office.
2. **DEFINITION:** SPECIAL EVENT: A preplanned event or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature, such as concerts, dances, art shows, fundraising events, amusement attractions, processions, parades, circuses, fairs, festivals, community events, farmers markets, mass participation sports (such as marathons and running events, fun run/walks, bicycle races or tours, sports tournaments), or other organized activity conducted for a common or collective use and community involved events that includes multiple vendor/merchant participation or street closures.
3. **EXEMPTIONS:** The following shall be exempt from having to obtain a special event permit:
 - A. Funeral processions;
 - B. Spontaneous events for the purpose of expressive activity that occur in response to breaking or emerging news;
 - C. Lawful picketing on sidewalks;
 - D. Special events wholly held on private property not involving the public;
4. **FEES:** The applicant shall submit the applicable special event fee with the application as established by resolution of the City Council.
5. **RESERVATIONS:** The applicant shall make reservations for the subject park through the City Clerk's Office, prior to submitting the special event application to the City Clerk's Office.
6. **DEPOSIT REQUIRED:** If the applicant will be using any city owned facilities, damages and cleaning deposit must accompany the submission of the special event application to the City Clerk's Office. Any clean up after an event that has to be performed by the City to return the site to its normal state shall be charged at an hourly rate. Deposit and clean up fees are as established by resolution of the City Council.
7. **SUBMITTAL OF APPLICATION:** The special event permit application shall be obtained from the City Clerk's Office and completed, signed and submitted to said department, along with all required attachments as listed on the application. All applicants for a special event permit should submit an application for the permit no later than thirty (30) days and no earlier than one year prior to the date of commencement of the special event.
8. **ALCOHOLIC BEVERAGES:** Separate application is required for licenses and permits related to, or necessary for, the special event, including licenses or permits to sell alcoholic beverages, as required by Idaho Code. All sales and consumption of alcoholic beverages must be contained in a roped off designated area not accessible to minors. Alcoholic beverages cannot be sold or consumed on City owned property.
9. **ATTENDANCE ESTIMATION:** A good faith estimate for attendance and participation shall be provided by the applicant, promoter, or sponsor and shall be noted on the special event application.

10. **TRAFFIC CONTROL:** The City of Fruitland Police Department may provide traffic control personnel for special events that require road closures. The cost of this provision shall be as determined by said Police Department and shall be payable prior to the onset of the event. All traffic control measures, including any required signage or advance road closure notifications, shall be under the direction and supervision of the City of Fruitland Police Department. Should additional traffic control personnel be necessary over and above whatever City of Fruitland Police Department can provide, the applicant shall be responsible for employing and paying said personnel, which personnel shall be approved by the City of Fruitland Police Department and under the direct supervision of the City of Fruitland Police Department. The City of Fruitland Police Department shall reserve the right to reject proposed agencies or personnel for required traffic control.
11. **SANITARY AND REFUSE DISPOSAL:** All special events shall designate an individual or individuals who shall be responsible for monitoring restroom supplies, restroom cleanup and refuse disposal. At the discretion of the City, any sanitary or refuse disposal item may be required to be provided, at the expense of the special event, to accommodate the event including, but not limited to, portable toilets, additional restroom supplies, additional trash bins, etc. Such additional requirements shall be listed on the conditions of approval of the special event permit. Failure to provide additional requirements may result in revocation of the permit.
12. **PARKING:** All special events shall designate an individual or individuals to monitor restricted and designated parking areas for the event. Failure to provide parking monitoring may result in revocation of the permit.
13. **VENDOR MANAGEMENT:** During special events the applicant or event coordinator will be responsible for the overall supervision and management of vendors invited by the applicant or event coordinator to participate in the event.
14. Community event such as the, Fruitland Spring Fair, Fruitland Fire Department fund raising events, Fruitland Family Fun Days, Santa in the Park, Fruitland Trunk or Treat, National Night Out, and any Fruitland Chamber of Commerce sponsored event, etc., will require a Special Event Permit. Any and all street stand merchant facility, or mobile food units wanting to participate in those events must apply directly with the event coordinator of said event. The City will not issue individual licenses for participation in Special Events.
15. **INSURANCE:** Application shall be accompanied by a certificate of public liability and property-casualty insurance in the amount of 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 Fruitland as the certificate holder and the additional insured with respect to the special event. The applicant will also provide proof of Worker's Compensation Insurance coverage for all event sponsored employees working at the special event.
16. **SITE PLAN:** The following information is required, at a minimum on the site plan:
 10. An outline of the entire event venue including the names of street or areas that are part of the venue. If the event involves a moving route of any kind, indicate the direction of travel and all streets, alleys or lane closures, including starting and stopping point of closures.
 11. Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
 12. The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, cooking areas, first aid facilities, drinking

water fountains, trash containers, additional lighting, waste grease containers, gray water containers and other temporary structures.

13. The location and size of all signs and/or banners displayed as part of the event
14. A detailed or close-up of the food booths and cooking area configuration including booth identification of all vendors cooking with flammable gasses or barbeque grills, and whether food vendors will be located in vans/trucks or set up in open air;
 - *All food vendors will need to coordinate with Southwest District Health regarding food requirement/permits.*
 - *Food vendors cannot dump waste in streets or city owned dumpster/trash containers. Vendors must provide for their own disposal needs.*
 - *All vendors are subject to fire inspections.*
15. A detailed or close-up of any booths selling alcoholic beverages;
 - *All vendors serving alcohol at the event **MUST** contact the City Clerk's office before the event, to obtain an Alcohol Beverage Catering Permit.*
 - *Attach a diagram of the event site with the specific locations to be assigned to each vendor for the sale and distribution of any alcoholic beverages, all sales and consumption of alcoholic beverages must be contained in a roped off designated area not accessible to minors. Alcohol cannot be sold or consumed on City owned property including parks.*
16. Generator locations and/or sources of electricity.
17. Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
18. 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.
 - *Use of private property including driveways is prohibited unless written permission from the property owner is attached to the 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.*

17. **EXTRAORDINARY RESOURCES:** Special event applicants, promoters and sponsors whose special events require the use of extraordinary City resources as a result of their anticipated attendance or heightened security and safety concerns shall be required to pay for those extraordinary resources as determined by that City department. Full cost recovery for extraordinary resources shall be required no later than sixty (60) days following the conclusion of the special event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event. If after the special event permit application is submitted, a determination by City staff is made that extraordinary City resources may be required for the event, an extraordinary resources deposit may also be required as part of the approval process for the special event permit application. The amount of the deposit will be determined by City staff, subject to evaluation of anticipated extra resources that may be required.

18. **DEPARTMENTS TO REVIEW APPLICATIONS:** The City Clerk's Office shall send all special event applications to the following departments, at a minimum, for review and recommendation to City Council:

- A. The City Police Department;

- B. The City Fire Department;
 - C. The City Public Works Department;
 - D. The City Building Department;
 - E. The City Zoning Department;
 - F. Any other local agencies, City Attorney, City Engineers, City Staff, City, State or Federal agency or department as may be deemed necessary by the City Clerk.
19. **APPROVAL OF APPLICATIONS:** Upon review and recommendation of City Staff the City Council will make final decision regarding approval or denial of permit.
20. **SUSPENSION OR REVOCATION OF PERMIT:** A special event permit may be summarily suspended or revoked by the City Clerk's Office for violation of any provision of this article, for violation by the applicant of any Federal, State or local laws or ordinances during the special event, for violation of any of the conditions of the permit, or for making any false, material representation in an application for a permit.
21. **VIOLATIONS:** At all special events, it shall be unlawful for any person to:
- A. Conduct, present, stage or promote a special event without a permit;
 - B. Violate any provision of this section;
 - C. Serve or cause to be served alcohol in violation of Idaho Code or this Code;
 - D. Violate any condition of a special events permit.