SPECIAL EVENT PERMIT APPLICATION
(Must be Completed at Least 30 days before Event Date)

This event application MUST be filled out if your event is a festival, concert, sporting event, gathering, performance, etc., in or at a public park, outdoor recreation area, or facility. Locations will be reserved for 7 days without a completed application or paid fees. If a completed event application or your fees are not received by the Parks and Recreation within said 7 days, your reservation may be cancelled.

For questions, please contact the Special Event Coordinator at 208-612-8786 or mhandke@idahofallsidaho.gov

Event Location: ____________________________  Event Date: ________________________

Event Name: ________________________________

Sponsoring Organization: ____________________  Email: ____________________________

Are you a non-profit organization?  ☐ Yes  ☐ No  If so, Tax ID #: ________________________

Contact Person: ______________________________  Phone: __________________________

Organization’s Address: ______________________  City: __________  State: _____  Zip: ______

Event Details

Purpose and Brief Description of Event: ________________________________________________

________________________________________________________________________________

Years Event Has Been Held in IF: ______

Expected Number of Attendees to this Event: ____________________________

Set-Up Date/Time: ____________________________

Event Festivities Hours of Operation Date/Time: ________________________________

Dismantled-By Date/Time: ________________________________

Directions for the Following Pages

In the following sections, event organizers must read descriptions for each plan, and fill out the needed information in the corresponding blank boxes. Your plans can be simple. You may use bullet points or incomplete sentences to explain the plans.

If your explanation is too large to fit into the box, or if you have already written the plan out somewhere else, you must write “ATTACHED” in the blank description box, and then turn in those plans at the same time you turn in this application. If your event does not need a plan description (for example, if you do not have any vendors, or you do not need any streets closed) please write “N/A” or “Not Applicable” in the blank description box.

If your event involves temporary structures over 400 square feet in size, fireworks, or pyrotechnics, you will need to reach out to the Idaho Falls Fire Department to ensure your event follows the Fire Code. The Idaho Falls Fire Department can be reached at 208-612-8497.
**Security Plan**

- CHECK THIS BOX IF YOU HAVE FILLED OUT THE SECURITY PLAN IN THE BOX BELOW

The security plan should be a few sentences explaining how security will be handled at your event. This can include how all road closures must be staffed by clearly identified staff or volunteers, a booth for lost children, security staff or volunteers must wear event-appropriate uniforms (ex. Brightly colored safety vest, shirts with “SECURITY” clearly visible), the locations of the security guards, etc. For events with under 500 people at the event at one time, a security plan can be as simple as having easily identifiable volunteers. Please describe your Security Plan in the following box:

A licensed security company is required for events with alcohol and/or events open to the public with 500 or more attendees. If that includes your event, please fill out the contact information for the security company below, and attach the contract you have signed with the security company to the end of this application.

Security Company: 
Contact: 
Phone: 

**Trash and Recycling Plan**

- CHECK THIS BOX IF YOU HAVE FILLED OUT THE TRASH AND RECYCLING PLAN IN THE BOX BELOW

The Trash and Recycling Plan should explain how you plan to handle waste at your event. As the event organizer, you are responsible for the waste generated by the participants, spectators and vendors at your event. Trash cans and dumpsters are available to rent from the City for a small fee ($4.00/can). The City will provide and transport as many recycling bins and liners as needed at no cost. If trash and recycle cans are needed, make sure to include the number requested in the Application and Facility Rental Fees Section below. Please detail your Trash and Recycling Plan in the following box:
Street Closure Requests/ Traffic Control Plan

☐ CHECK THIS BOX IF YOU HAVE FILLED OUT THE STREET CLOSURE REQUEST IN THE BOX BELOW

If you would like to request a street closure, you will need to include the following information in your request:

- All streets, intersections, businesses and parking lots that will be impacted by the closure
- Times that the closures would need to be in effect
- Why the closure is crucial for the success of your event
- How traffic will need to be re-routed during this closure
- Access points for fire and emergency personnel (you must have a twenty (20) foot wide path available for emergency vehicles). This is from City Code Title 7, Chapter 10, Adopted International Fire Code.
- The contact person available during setup, event and take down
- If items are needed for the street closure, fill out the Parks and Recreation Barricade Loaner Request Form

Please detail your Street Closure Request below:

Fee Waiver Requests

☐ CHECK THIS BOX IF YOU HAVE FILLED OUT THE FEE WAIVER REQUEST IN THE BOX BELOW

If you are a non-profit organization, and meet certain criteria, some fees may be able to be waived. The waived fees could include rental fees and the insurance requirements. To receive the waiver, you must explain how you meet all of the following criteria:

- The event or activity must be open to the general public.
- The activity of the requesting party must directly benefit the residents of the City of Idaho Falls or the Parks and Recreation Department.
- The requesting party must be an Idaho Falls based non-profit organization with a valid 501(C) (3).
- The requesting party must agree to provide for clean-up at the end of their event.
- Projects or organizations who have failed their obligations during previous events or activities are not eligible for future fee waivers.
- All recipients of a fee waiver shall acknowledge the Parks and Recreation Department in all publicity relating to the event or activity and be approved by the Director of Parks and Recreation prior to release. Acknowledgement includes City logos and statement in all advertising, promotional material and media releases.
- All city programs, committees or authorized direct affiliates shall be eligible for exemption from facility use fees.

Please detail your fee waiver request below:
Site Plan

☐ CHECK THIS BOX IF YOU HAVE ATTACHED THE SITE PLAN TO THIS APPLICATION

The Site Plan is a map you must attach to this application. The maps can be hand-drawn, or you may use a map found online, and then draw on that map by hand or using a computer. The map should include, if applicable:

- An outline of the entire event venue
- Direction of travel and all street closures for moving events
- The location of fencing, barriers and barricades. Indicate access points for emergency personnel. You must have a fourteen (14) foot wide path for emergency vehicle access
- Stages and platforms
- Bleachers and grandstands
- Trash cans, recycling bins and dumpsters
- Portable toilets, hand washing facilities, drinking fountains and water stations
- The location of first aid facilities and ambulances
- Placement of vehicles and/or trailers
- Placement of all vendors and booths
- Space allotted for parking
- Beer gardens
- Firework launch location(s)
- Security. Please clearly indicate each area where approved security will be deployed, including but not limited to: entrances and exits to the event, beer garden entrances and exits and placement along barricades and road closures. Please differentiate between volunteer and professional security.

Concessionaire and Food Vendor Permits and Roster (This must be sent in and paid to Parks and Recreation at least 30 days prior to your event)

☐ CHECK THIS BOX IF YOU NEED TO ATTACH THE CONCESSIONAIRE/VENDOR ROSTER TO THIS APPLICATION

If you are planning to have food or drink vendors at your event, you are required to attach a vendor roster that includes the company names, a contact person and phone number and whether the event organizer has verified proper permits.

Event organizers will need to purchase a Temporary Concession Permit if they have food vendors at their event. The permits are $50.00 for one (1) to ten (10) vendors or $100.00 for eleven (11) or more vendors, and can be bought at the Idaho Falls Recreation Center at 520 Memorial Dr., Idaho Falls, ID 83402. Organizers are responsible for verifying proper permits, which include a food handling license or exemption certificate and a current year mobile vending permit, if they are operating out of a trailer or truck. Attach to the end of this application a list of all the concessionaire and food vendors, and their contact information.

Insurance Certificate (This must be sent to Parks and Recreation at least 14 days prior to your event)

☐ CHECK THIS BOX IF YOU NEED A CERTIFICATE OF INSURANCE FOR YOUR EVENT

If the Event is considered high-risk (as determined by the Special Event Committee) or is attended by more than 100 people, you must purchase insurance. After the application is approved, the event organizer will be required to provide a Certificate of Liability Insurance naming the City of Idaho Falls as an additional insured party before permits will be granted. Anyone using City property for an event must furnish the City of Idaho Falls with a current Certificate of Insurance evidencing General Liability Insurance Coverage equal to or greater than the following levels of liability:

<table>
<thead>
<tr>
<th>Limit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occurrence Limit for Bodily Injury and Property Damage Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>General Aggregate Limit</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Products/Completed Operations Aggregate Limit</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Personal and Advertising Injury Liability Limit</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

**Higher levels of liability may be required for events with more than 500 attendees or significant potential of bodily harm**

If you are unsure if you need to have insurance, please reach out to someone at the Parks and Recreation Center at 520 Memorial Drive.
Alcohol Dispensing Limitations and Requirements

☐ CHECK THIS BOX IF YOU ARE SERVING ALCOHOL AT YOUR SPECIAL EVENT

Alcohol Dispensing Permits are $50.00 per event, obtained from the Parks and Recreation Front Desk at 520 Memorial Drive.

Alcohol Catering Permits are $20.00 per day, obtained from the City Clerk’s Office at City Hall at 308 Constitution Way.

Must obtain BOTH permits to serve alcohol!

To obtain a Parks and Rec Special Event Alcohol Dispensing Permit:

☐ Have a licensed vendor dispensing the alcohol. The licensed vendor is a person or business in possession of a current Idaho State, Bonneville County and City license permitting the person or business to sell, distribute and serve or supply beer and wine.

☐ Have alcohol sales, dispensing and consumption area(s) separated from the rest of the event. The areas shall be surrounded by a barricade no less than four (4) feet tall. The barricade shall be constructed in such a manner that no person can pass under, over or through it except at established entry and exit points as designated on the site plan.

☐ Have all entry and exit points into the alcohol sales, distributing and consumption area(s) staffed with age appropriate volunteers or staff. These locations can be staffed by the individuals checking proper identification.

☐ Serve all alcohol from its original container. When serving into another container, the container must be a readily identifiable container not more than sixteen (16) ounces in size and shall not bear a logo for a non-alcoholic beverage.

☐ Not dispense alcohol for more than a total of six (6) hours per day during permitted events.

☐ Submit a contract between the caterer/vendor and the event organizer.

☐ Depending on the size of your event, you must have a certain number of ID Checkers and Professional guards.

**Please see City Code Section 4-2, 4-3 and 4-4 for more details and clarification.

To Obtain an Alcohol Catering Permit:

1. The event organizer will indicate on the application that they will have alcohol available at the event
2. The contracted caterer/vendor must have a State of Idaho Beer and/or Wine Permit or License.
3. The event organizer pays Special Event Permit fee, Parks and Rec Special Event Alcohol Dispensing Permit fee, rental fees, and event deposit.
4. The contracted caterer/vendor take the Parks and Rec Special Event Alcohol Dispensing Permit, a copy of their State of Idaho Beer and/or Wine Permit or License, and a copy of their filled-out Special Event Application up to the City Clerk’s office (located at 308 Constitution Way, Idaho Falls, ID) at least seven (7) days before the event. At the City Clerk’s Office, the contracted caterer/vendor will then fill out and pay for ($20.00 a day) for the Alcohol Catering Permit. The City Clerk will then send along all the paperwork to the Fire and Police Departments to get approval.
5. Once approved, the caterer/vendor will receive the signed paperwork, and alcohol may be served at the event.

Permitted Locations for Events with Alcohol

1. Idaho Falls Raceway at Noise Park
2. Sportsman’s Park (Japanese Friendship Gardens)
3. Sandy Downs
4. The Pier at Snake River Landing
5. Civitan Plaza in Downtown Idaho Falls
6. Idaho Falls Zoo at Tautphaus Park
7. Freeman Park, within 200 feet of designated shelters
8. Tautphaus Park Multi-Use Shelter, including the grassy area to the east of the shelter, extending 450 feet east from the Shelter, but not including Rogers St or the baseball field.
9. Skyline Activity Center
10. A closed, public street, provided that the City Police Chief, or his or her designee, approve the street closure

**ABSOLUTELY NO HARD LIQUOR IS ALLOWED IN ANY CITY FACILITY!**

Security Amounts for Events with Alcohol

<table>
<thead>
<tr>
<th>Required Number of Licensed Security Personnel at Events with Alcohol</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 100 Attendees</td>
</tr>
<tr>
<td>101 – 500 Attendees</td>
</tr>
<tr>
<td>501-1000 Attendees</td>
</tr>
<tr>
<td>1001 and Up Attendees</td>
</tr>
</tbody>
</table>
### Application, Facility, and Equipment Rental Fees

#### All Special Events

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Impact Fee (Events with 100 or more attendees)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Refundable Deposit for ALL Special Events</td>
<td>$500.00</td>
</tr>
<tr>
<td>*The $500.00 deposit is a cleaning deposit as well as security for</td>
<td></td>
</tr>
<tr>
<td>damages to City facilities/grounds and broken or lost equipment.</td>
<td></td>
</tr>
<tr>
<td>Special Event Alcohol Dispensing Permit (get at Parks and Rec)</td>
<td>$50.00</td>
</tr>
<tr>
<td>City Alcohol Catering Permit (get from City Clerk)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Special Event Temporary Concession Permit (1-10 Vendors)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Special Event Temporary Concession Permit (11+ Vendors)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

#### Shelter Rentals Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Shelters &amp; Gazebos</td>
<td>$75.00</td>
</tr>
<tr>
<td>Riverwalk Cement Pads (Memorial Dr.)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Riverwalk Cement Pads ½ pad</td>
<td>$50.00</td>
</tr>
<tr>
<td>Civitan Plaza</td>
<td>$50.00</td>
</tr>
<tr>
<td>Pier at Snake River Landing</td>
<td>$75.00</td>
</tr>
<tr>
<td>Sportsman Park Island</td>
<td>$500.00</td>
</tr>
<tr>
<td>Sportsman Park Lower deck</td>
<td>$75.00</td>
</tr>
<tr>
<td>Sportsman Park Upper Deck</td>
<td>$75.00</td>
</tr>
<tr>
<td>Tautphaus Park Multi-Purpose Shelter</td>
<td>$300.00</td>
</tr>
<tr>
<td>Tautphaus Park Lilac Circle</td>
<td>$50.00</td>
</tr>
<tr>
<td>Freeman Park Bandshell</td>
<td>$200.00</td>
</tr>
<tr>
<td>River Gardens at Taylor’s Crossing</td>
<td>$100.00</td>
</tr>
<tr>
<td>Sandy Downs Rodeo Grounds and Grandstand</td>
<td>$700.00</td>
</tr>
<tr>
<td>Sandy Downs Rodeo Set up Fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>Sandy Downs North Arena</td>
<td>$200.00</td>
</tr>
<tr>
<td>Melaleuca Field with Concourse, Grandstands, and Field</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Melaleuca Field, Concourse Only</td>
<td>$400.00</td>
</tr>
<tr>
<td>Melaleuca Field, Stand and Field Only</td>
<td>$600.00</td>
</tr>
<tr>
<td>Idaho Falls Raceway</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

#### Equipment Rentals

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Spigot Deposit ($75.00 replacement fee)</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Volleyball Equipment ($50.00 replacement fee)</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Picnic Table + Delivery (1 – 6 Tables)</td>
<td>$50.00 for first 6 tables, $5.00 for every additional table after 6</td>
<td></td>
</tr>
<tr>
<td>(Some locations already have picnic tables)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycle Bins and Liners</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Trash Cans</td>
<td>$4.00 ea.</td>
<td></td>
</tr>
<tr>
<td>Bleachers</td>
<td>$40.00 ea.</td>
<td></td>
</tr>
<tr>
<td>Canopy (15x15)</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Fencing (up to 200 ft.)</td>
<td>$100.00 for the first 200 feet, $0.20/foot for additional</td>
<td></td>
</tr>
</tbody>
</table>

#### Additional Comments/Requests

If you have any extra requests or needs not listed prior, please write them below. This can include sprinklers needing to be off, location of power outlets, etc.
Name of Person Responsible for Equipment: 

Address: ___________________________ City/State/Zip: ___________________________

Phone: ___________________________ Email: ___________________________

Event Name / Company: 

Event Date: _____ / _____ / _____    Event Location: ___________________________

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Replacement Cost</th>
<th>Rental Cost /Day</th>
<th>Quantity</th>
<th>How Many Days (Event Length)</th>
<th>Total Rental Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANDLESTICKS &amp; BASE (150 Available)</td>
<td>$50.00 (EACH)</td>
<td>$1.00/DAY (EACH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-FRAME (50 Available)</td>
<td>$65.00 (EACH)</td>
<td>$2.00/DAY (EACH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONES (150 Available)</td>
<td>$50.00 (EACH)</td>
<td>$1.00/DAY (EACH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARKING, ROAD CLOSED, NO ALCOHOL BEYOND THIS POINT, EVENT SIGNS, HANG OFF A-FRAME (limited availability)</td>
<td>$150.00 (EACH)</td>
<td>$1.00/DAY (EACH)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IF EXTRA ITEMS NEEDED, REACH OUT TO EVENT COORDINATOR AT MHANDKE@IDAHOFALLSIDAHO.GOV AT LEAST 7 DAYS BEFORE THE EVENT BEGINS

TOTAL COST:

Item Pick-Up Date: _____ / _____ / _____    Item Return Date: _____ / _____ / _____

Date of Event Start: _____ / _____ / _____    Date of Event End: _____ / _____ / _____

Signature: ___________________________    Phone Number: ___________________________

To pick up street rental items, go to the Recreation Center Front Desk at 520 Memorial during business hours. The Front Desk person will unlock the rental item storage area once the rental fees are paid. Event Organizers are responsible for the loading and unloading of all rented items. Event Organizers might want to bring volunteers to help load and unload these items. Rental item fees are determined by the length of the event, and they can be picked up 1 (one) business day prior to the needed dates. If the event is on a Saturday, you may pick up the rental items on the prior Friday, and return them the following Monday. You would be charged 1 (one) day, as your event was one-day long.
EVENT ORGANIZERS ARE RESPONSIBLE FOR THE PICK-UP AND DROP-OFF OF ALL RENTED ITEMS. THEY ARE ALSO RESPONSIBLE FOR THE LOADING AND UNLOADING OF THOSE ITEMS.

ALL RENTED ITEMS MUST BE RETURNED TO RECREATION CENTER AT 520 MEMORIAL DRIVE WITHIN 1 (ONE) BUSINESS DAY OF THE END OF THE EVENT, BY 6 PM. IF RETURNED LATE, EVENT ORGANIZERS WILL BE CHARGED FOR EVERY DAY ITEMS ARE LATE.

Special Event Permit: Policies and Procedures Checklist
I have read the entire Special Event Permit: Policies and Procedures and understand all the requirements, limitations, policies and procedures that are associated with each section. The Special Event Permit: Policies and Procedures can be found online by going to https://www.idahofallsidaho.gov/540/I-Want-To and clicking on “Policies and Procedures.” You can receive a physical copy of the Special Event Permit: Policies and Procedures by going to the Parks and Recreation building Front Desk at 520 Memorial Drive and requesting a copy.

By initialing the following statements, I completely understand what is expected of me, as the event organizer, and will comply with each corresponding section.

- Certificate of Insurance (p. 4)
- Site Plan (p. 4)
- Security Plan (p. 4)
- Trash and Recycling Plan (p. 5)
- Street Closure Requests – Cones, Candle Sticks, A-Frames and Barricades (p. 5)
- Concessionaire and Food Vendor Permits and Roster (p. 5)
- Alcohol Dispensing Requirements and Limitations (p. 6)
- Signage Limitations (Temporary Banners, A-Frames, Yard Signs, etc.) (p. 6)
- Route Identifier Markers for Walks, Races and Events (p. 6)
- Community Notification (p. 8)
- Portable Toilets (p. 7)
- Inflatable Structures (p. 7)
- Entrance Fees and Event Parking (p. 8)
- Tournaments, Camps and Competitions (p. 8)
- Cancellation Policy (p. 9)

Documentation to Attach to this Application, if Applicable

- Site Plan
- List of Vendors (sent/paid 30 days prior to event)
- Certificate of Insurance (sent in 14 days prior to event)
- Alcohol Permit, Catering Permit, Alcohol Liability Insurance
- Fire Department Permits

I (the signer) have read this entire Special Event Permit Application and corresponding Policies and Procedures and agree to abide by ALL rules, regulations and requirements. I have attached all required documentation to this application. I understand that failure to comply with ALL requirements, deadlines and commitments may result in termination of my permit and denial of subsequent permit requests.

I (the signer) understand that I am responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Idaho Falls, in addition to all rules and regulations governing the City’s Parks and Recreation Department. I agree that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person’s race, religion, disability, sexual orientation, gender identity or national origin.

Event Organizer’s Printed Name __________________________ Date ____________ Event Organizer’s Signature __________________________