

SPECIAL EVENT PERMIT APPLICATION

MEDIUM EVENT (1,000 – 4,999 Attendees)



- | | |
|---|--|
| <input type="checkbox"/> Permit Application Fee: \$50 | <input type="checkbox"/> Park Impact Fee \$100 |
| <input type="checkbox"/> Refundable Deposit: \$500 | <input type="checkbox"/> Alcohol Dispensing Permit: \$50 |

Event Location: _____ Event Date: _____

Event Name: _____

Sponsoring Organization: _____ Email: _____

Are you a non-profit organizations? Yes No If so, Tax ID #: _____

Contact Person: _____ Phone: _____

Organization's Address: _____ City: _____ State: _____ Zip: _____

Event Details

Some festivals and outdoor events require an inspection by the Idaho Falls Fire Marshall. Fees may also be associated for plan reviews and/or inspections, depending upon the location and size of the event. Violations of the fire code may result in a citation being issued or closure of the event. Event holders shall be responsible for adhering to fire safety guidelines. Please answer the following questions for the Fire Marshall:

Purpose and Brief Description of Event: _____

Locations of the Event: _____ Years event has been held in IF: _____

Set-Up Date: _____ Set-Up Times: _____

Event Start Date: _____ Event Start Time: _____

Event End Date: _____ Event End Time: _____

Dismantle Date: _____ Dismantle Time: _____

Event Category

- Concert/Performance Dance Exhibit/Art
 Rodeo Festival/Fair Circus
 Outdoor/Farmer's Market Other: _____

Expected Attendance:	<input type="checkbox"/> 1000-1999	<input type="checkbox"/> 2000-2999	<input type="checkbox"/> 3000-3999	<input type="checkbox"/> 4000-4999
Has insurance been purchased for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		See Page 4 of the Policies & Procedures for details	
Will attendees be charged an entrance fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No		See Page 8 of the Policies & Procedures for details	
Will there be alcohol at the event? <small>**Alcohol is only permitted in approved parks. See page 6 for permitted locations**</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No		See Page 6 of the Policies & Procedures for details	
Will there be any inflatable structures at the event? <small>**Absolutely no water based inflatable structures are allowed in City parks**</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No		See Page 7 of the Policies & Procedures for details	
Will the event require streets to be closed or traffic limited?	<input type="checkbox"/> Yes <input type="checkbox"/> No		See Page 5 of the Policies & Procedures for details	
Will tents or stages be used at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Will there be tents or canopies that exceed 400 sq./ft.?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Will there be other temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be vendors at the event who use equipment to heat food, such as grills, burners, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be pyrotechnics or fireworks at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will generators be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be amplified music or a PA system? <small>**Please be courteous to the neighbors that live around the park or facility**</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be concessionaires (food vendors) at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Page 6 of the Policies & Procedures for details
<ol style="list-style-type: none"> 1. The event host assumes liability for ALL vendors and is responsible for physically verifying each vendor's permits. 2. The event host must purchase a Special Event Temporary Concession Permit. 3. The event organizer must attach a concessionaire roster with business name, contact person and phone. The Parks and Recreation Department will email the list to Eastern Idaho Public Health, for their records. 		

Security Plan

A security plan is required for **ALL** events. However, a licensed security company is only required for events with alcohol and/or events open to the public with 500 or more attendees.

Based off the statement above, does the event require a licensed security company? Yes No

If yes, has a licensed security company to help manage your event? Yes No

Have you read the "Security Plan" on page 4 of the P & P to determine the security needed for your event? Yes No

Does the security plan for the event include provisions for a lost child booth? Yes No

Have you attached a security plan and/or agreement between the organizer and a security company? Yes No

Security Company: _____ Contact: _____ Phone: _____

Application and Facility Rental Fees

All Special Events

Special Event Permit	\$50.00	✓
Park Impact Fee (Events with 100 or more attendees)	\$100.00	✓
Refundable Deposit for ALL Special Events	\$500.00	✓
Special Event Dispensing Permit	\$50.00	
Special Event Temporary Concession Permit (1-10 Vendors)	\$50.00	
Special Event Temporary Concession Permit (11+ Vendors)	\$100.00	



Shelter Rentals Fees

Park Shelters & Gazebos	\$75.00	
Greenbelt Cement Pads (Memorial Dr.)	\$100.00	
Greenbelt Cement Pads ½ pad	\$50.00	
Pier at Snake River Landing	\$75.00	
Sportsman Park Island	\$500.00	
Sportsman Park Lower Deck	\$75.00	
Sportsman Park Upper Deck	\$75.00	
Tautphaus Park Multi-Purpose Shelter	\$300.00	
Tautphaus Park Lilac Circle	\$50.00	
Freeman Park Bandshell	\$200.00	
River Gardens at Taylor's Crossing	\$100.00	
Sandy Downs Rodeo Grounds and Grandstand	\$700.00	
Sandy Downs Rodeo Set up Fee	\$300.00	
Sandy Downs Fire Pit	\$20.00	
Sandy Downs North Arena	\$200.00	
Idaho Falls Raceway	\$500.00	
Idaho Falls Raceway Concession Booth	\$100.00	



Equipment Rentals

Fee

Quantity

Equipment Rentals	Fee	Quantity
Water Spigot Deposit (\$75.00 replacement fee)	Free	
Cones (\$50.00 replacement fee)	Free	
Candle Sticks (\$50.00 replacement fee)	Free	
A-Frames (\$65.00 replacement fee)	Free	
Barricades (\$300.00 replacement fee)	Free	
Volleyball Equipment (\$50.00 replacement fee)	\$10.00	
Picnic Table + Delivery (1 – 6 Tables)	\$50.00	
Additional Picnic Tables	\$5.00 ea.	
Recycle Bins and Liners	Free	
Trash Cans	\$4.00 ea.	
Bleachers	\$40.00 ea.	
Canopy (15x15)	\$75.00	
Fencing (up to 200 ft.)	\$100.00	
Additional Fencing Beyond 200 ft.	\$0.20/ft.	



*The \$500.00 deposit is a cleaning deposit as well as security for damages to City facilities/grounds and broken or lost equipment.

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. 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
Initial
- ____ Site Plan
Initial
- ____ Security Plan
Initial
- ____ Trash and Recycling Plan
Initial
- ____ Street Closure Requests – Cones, Candlesticks, A-Frames and Barricades
Initial
- ____ Concessionaire and Food Vendor Permits and Roster
Initial
- ____ Alcohol Dispensing Requirements and Limitations
Initial
- ____ Signage Limitations (Temporary Banners, A-Frames, Yard Signs, etc.)
Initial
- ____ Route Identifier Markers for Walks, Races and Events
Initial
- ____ Community Notification
Initial
- ____ Portable Toilets
Initial
- ____ Inflatable Structures
Initial
- ____ Entrance Fees and Event Parking
Initial
- ____ Tournaments, Camps and Competitions
Initial
- ____ Cancellation Policy
Initial

I (the signer) have read this entire Special Event Permit Application and corresponding Policies and Procedures. I agree to abide by ALL rules, regulations and requirements laid out in the stated document. 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

Date

City Office Use Only

Application Fee: \$ 50.00

Park Impact Fee: \$ 100.00

(\$100 – Required for Events expecting more than 100 attendees)

Special Event Refundable Deposit \$ 500.00

Your \$500 deposit may be used if repairs are required to any city property

Alcohol Dispensing Permit: \$ _____

(\$50.00/Day + 3% of Gross Sales – Only for Events with alcohol)

Facility Rental Fees: \$ _____

Equipment Rental Fees: \$ _____

Total Due: \$ _____

Please email this application to the following marked divisions:

- Special Event Coordinator
- Clerk's Office
- Fire
- Police
- Streets
- Power
- Legal

Authorized City Representatives

Clerk's Office (Dispensing Permit)

Sign: _____

Date: _____

Legal Department (Application Review)

Sign: _____

Date: _____

Special Event Coordinator (Application Review)

Sign: _____

Date: _____

Fire Department (Fire Safety Check)

Sign: _____

Date: _____

Police Department

Captain – Special Event Dispensing Permit

Sign: _____

Date: _____

Special Event Sergeant

Sign: _____



CITY OF IDAHO FALLS
STREET DIVISION – LOANER FORM

Name of Person Responsible for Equipment: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Event Name / Company: _____

Event Date: ____ / ____ / ____ Event Location: _____

<u>Equipment</u>	<u>Quantity</u>	<u>Replacement Cost</u>	<u>Total Replacement Cost</u>
CANDLESTICKS & BASE		\$50.00 (EACH)	
A-FRAME		\$65.00 (EACH)	
CONES		\$50.00 (EACH)	
SIGN AND STAND		\$300.00 (EACH)	
			TOTAL REPLACEMENT COST:\$

Drop-Off Location: _____ Pick-Up Location: _____

Signature: _____ Phone Number: _____

*Please be aware you are responsible for the return of ALL listed items above. Your refundable deposit will be used to cover the replacement cost of any unreturned equipment. If your total replacement cost exceeds your deposit, you will be billed for any remaining debt to the City of Idaho Falls.

Thank You,
Street Division Management