

SPECIAL EVENT APPLICATION



Date Application Submitted: _____ **Payment Received** _____ **Payment Amount** _____

- *Applicant(s) will be contacted in the next 7 days to confirm facility availability and schedule a pre-event meeting between applicant(s) and City staff. A completed application must be received by the Special Events Coordinator 21 days prior to the event. If the application is received by the City less than 21 days prior to the event, penalty fees will apply.*

EVENT DETAILS

Event Title: _____

Describe the event and the activities that will take place:

Type of Event?

- Parade/Procession/March** (moving pedestrians and/or vehicles with street closure or traffic and/or pedestrian interference)
- Public Assembly/Rally** (stationary event within street or park)
- Sports Tournament** (league, contests or tournaments not sponsored by school or City Parks and Recreation Department)
- Festival**
- Concert**
- Marathon**
- Race**
- Other** _____

How many people will this event attract? Select box:

- Less than 50**
- 51 to 499**
- 500 and more**

DATE(S) OF EVENT: _____

TIME:

Event Set Up Begins at: _____ **Cleaned up/torn down:** _____
Event Start: _____ **Event End:** _____

Is this application for a new Special Event? (Select One): Yes or No

APPLICANT INFORMATION

Sponsor/Organization

Name: _____

Address: _____

Phone: _____

Email: _____

Event Coordinator

Name: _____

Address: _____

Phone: _____

Email: _____

COMMERCIAL ACTIVITY & NON-PROFIT STATUS

Is your event Commercial in Nature? (select one): Yes or No

What will be sold during your event? (write a brief description)

Sales will be made by? (select one): Applicant or Independent Vendors

A list of vendors and contact information are to be provided to the Special Event Coordinator no later than two weeks prior to the event. All permits listed under Special Event Related Permits within the Special Event Policy and Procedures must be obtained.

Will the event include food concession and/or preparation areas? (Select One) Yes or No

For sale or distribution of food items contact the Panhandle Health District

Will food be cooked within the event area? (Select one) Yes or No

Please specify method: (Gas, electric, charcoal, other – specify) _____

DETAILED EVENT PLAN

EVENT LOCATION:

City Streets: (Designated downtown streets located at Main Street between Farm Park/Jeff Jones Town Square to First Avenue and Second Avenue between Cedar Street and Church Street – map attached)

City Streets: (Other area other than designated downtown area) _____

War Memorial Field – check the amenities you plan to use:

Field Ticket Booth Field Lights Field House Locker Rooms Grandstands

S.W. Restrooms Football Concessions Building Football/Soccer Score Board

Baseball Score Board Baseball Concessions Building Dugout

City Park: Name of Park: _____

Other area: _____

SITE PLAN/ROUTE MAP:

Map of Event Location is required. The attached maps are for the designated downtown area and Farmin Park

Copy of ITD Permit required for parades, marches, or public assemblies when event utilizes Hwy 2 and/or Fifth Avenue. Contact ITD at 208-772-1297

- Location of entire event including the names of the streets, park or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures
- Location of fencing, barriers and/or barricades.
- Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, designated alcohol service area, cooking areas, trash containers and dumpsters, and other temporary structures
- Location of parked vehicles and/or trailers
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures
- Designated area where alcohol will be served
- Identification of all event components that meet accessibility standards
- Location of power supply needed
- Other related event components not listed above

Parking Plan: please describe or provide an attachment of your parking and/or shuttle plan

Traffic Control Plan: please describe or provide an attachment of your traffic control plan. *A City developed traffic control plan is provided for those events held within the downtown designated area and Farmin Park* _____

Security Plan: please describe or provide an attachment of your security plan. _____

Electricity Plan: please describe or provide an attachment of your electricity needs _____

Utilities –

User Groups who use power at Memorial Field will be billed for actual electricity. Utilities include any amenity powered by an Avista meter. To better facilitate utility billing each event coordinator who utilizes power must select the amenities which they plan to use at Memorial on this application. Do you wish to edit/review the amenities you selected?

Do you wish to use the field lights? (Circle one) Yes or No

If yes, the P&R Administrative Assistant will contact you a minimum of one week prior to the event. A Control Link scheduler profile will be created for you and your light usage will be scheduled on the Musco lighting Control-Link web site www.control-link.com. Early Offs may be phoned in on 24hr phone 1-877-347-3319.

Maintenance Plan:

Description of Special Preparation Needed in Parks: provide brief description _____

Trash/Cleanup Plan:

How many additional garbage cans will you provide for the public?__? (The amount of needed trash cans can be determined during the pre-event meeting. Dumpsters for vendor garbage is the responsibility of the event sponsor. If participants exceed 200 one extra dumpster is required.)

Restroom Facilities

Total number of portable toilets provided _____

Total number of ADA accessible portable toilets provided _____

The sponsor, at its own expense, shall agree to provide for delivery and collection of any portable toilets required to augment those already provided by the City. Necessity of additional toilets will be determined during the pre-event meeting

Amplified Sound

Outdoor Music? (select one) Yes or No

Requesting Amplified Sound? (select one) Yes or No

Event Infrastructure – Will temporary structures consist of the following: stages, platforms, scaffolding, bleachers, grandstands, canopies, tents (Select One) Yes or No

A building permit is required for any temporary structure erected less than 180 days and covers an area greater than 120 square feet and are used for the gathering of 10 or more people.

Will the event include alcohol beverage service? (select one) Yes or No

Alcoholic beverages must be sold/served by an alcohol licensee with an alcohol catering permit and must be consumed within the designated alcohol service area.

OTHER EVENT ACTIVITIES

Provide description of what type and location of any décor and/or signage for the event

Will the event include the use of fireworks, rockets, lasers or other pyrotechnics? Circle:

Yes No

If so, a permit will be required.

COMMUNITY OUTREACH

Has there been contact/notification with residents, businesses, and other entities that may be directly affected by noise and street closures related to your event? (Select One)

Yes or No

Documentation of this effort must be available to City representatives upon request

INSURANCE REQUIREMENTS

Large special events are required to provide the following insurance requirements, including set up and tear down dates:

GENERAL LIABILITY WITH LIMITS OF:

- \$1 million per occurrence
- \$1 million general aggregate

WORKERS' COMPENSATION: as required by Idaho statutes

The event Certificate Holder Must

Reflect:

City of Sandpoint

1123 Lake Street

Sandpoint, Idaho

83864

Endorsements:

In addition to the certificates of insurance, the City of Sandpoint requires proof of the following policy endorsements:

GENERAL LIABILITY

- The policy must be endorsed to name "The City of Sandpoint, its elected officials, representatives, employees and agents" as additionally insured.

GENERAL RELEASE OF LIABILITY

For and in consideration of my being allowed to participate in the INSERT EVENT, I do hereby release the City of Sandpoint, a political subdivision of the State of Idaho, and any and all other officers, employees, volunteers, agents, insurers and any elected or appointed officials of said City of Sandpoint, individuals or entities affiliated with such persons and/or entities, from any and all civil liability or any and all forms of injury which may arise as a result of my participation in such event.

I acknowledge that I understand that there are many known and unknown dangers and/or risks associated with me participating in this event, and I grant a general release, for myself, my heirs, executors, administrators and assigns and I waive, remise and forever discharge and release the City of Sandpoint and any and all elected or appointed officials of said City of Sandpoint, and all officers, employees, volunteers, agents, insurers and any other individuals or entities affiliated with such persons and/or entities from any and all claims, several or otherwise, past, present or future, which can or may ever be asserted as a result of any injuries or damages, physical or mental, sustained by me while I am participating in said event in any way, including my coming and going from and away from the site.

I have read the foregoing and understand that the terms of this agreement are contractually and legally binding and that no verbal statement to the contrary, by any person or entity, can void or alter the terms of this agreement.

DATED this _____ day of _____, 20__.

APPLICANT/EVENT SPONSOR

(Signature)

Printed Name: _____

PARENT OR GUARDIAN'S AUTHORIZATION AND RELEASE FOR MINOR

I, _____ (full name of parent), am the parent or lawful guardian of _____ (full name of minor), who has signed the general release of liability attached hereto. I authorize _____ (full name of minor), to participate in this program with full knowledge of the terms set forth in said release and join in said release as though I executed it myself. I understand that the terms of this agreement are contractually and legally binding upon me and the minor person who I have authorized to participate in this program and that no verbal statement to the contrary, by any person or entity, can void or alter the terms of this agreement.

DATED this _____ day of _____, 20__.

Signature of Parent or Guardian

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Sandpoint City Code and City of Sandpoint Special Event Policy and Procedures. 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 Event venue and the conduct of the Event. I further certify that I, on behalf of the Sponsor and/or Organization Name, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Sandpoint

Print Name of Applicant/Sponsor _____

Title _____

Signature _____

Date _____

ATTACHMENTS REQUIRED

- Map/Drawing: Identifying the area of the event that includes street and sidewalk closures, street barricades, fencing, barriers, vendor locations, locations for trash receptacles, location of other temporary structures, location of portable toilets, location of designated alcohol service areas, location of parked vehicles and/or trailers, exit locations for fenced events, location of power supply needed.**
- Parade/marathon/race route**
- Parking and shuttle plan**
- Traffic control plan**
- Security plan**
- List of vendors and contact information**
- Certificate of Liability: Insurance naming the City as an additional insured – required for large events**

**Please submit completed Application, all attachments and permit fee to:
Sandpoint Special Events Coordinator, 1123 Lake St., Sandpoint, ID 83864
Email or call the Special Events Coordinator if you have any questions:
cbranch@sandpointidaho.gov 208-265-1481**

Special Event Permit

- Small Event – Less than 51 participants NO FEE
 - Medium Event – 51 to 499 participants \$100
 - Large Scale Event – 500 or more participants \$300
- OR Three (3) or more factors apply:
- Includes a route that will close or alter traffic on a street arterial or connector (parade, race, bike ride)
 - Police officers or private security required to protect public safety
 - Alcohol will be served or sold
 - Structural or electrical permits required
- City electrical usage (downtown) \$25.00
 - Street Sign Replacement Fees (if lost, damaged, or not returned)
 - Cones \$50.00 each
 - Candle sticks and base \$50.00 each
 - A-Frames \$65.00 each
 - Barricades (sign and stand) \$300.00 each

Park Event Fees

- Commercial Event \$55.00 per hour
\$330.00 per 8 hour event
- Jeff Jones Town Square
 - Commercial \$25.00 per hour/\$200 day max
 - Non-commercial No fee
- Memorial Field – ticket surcharge for non-Lake Pend Oreille school events \$1.25 per person
 Memorial Field – electricity usage will be billed based on actual costs
- Farmers’ Market 10% of booth fees
- Sports Tournaments
 - Game fee \$3.00 per game
 - Team fee \$27.00 per team
 - Non-City resident \$3.00 per person
 - Maximum charge per tournament \$2,000.00

Other fees related to special events

- Alcohol Catering permit \$20.00 per day (not to exceed 5 days)
- Business license \$50.00
- Temporary business license \$20.00 (valid for only 4 days)
- Local option sales tax - no application fee 1% collected on tangible sales

A completed application must be received by the Special Events Coordinator 21 days prior to the event. If the application is received by the City:

- 20-14 days prior to event = subtotal x .05 (\$15 surcharge)
- 13-7 days prior to event = subtotal x 0.1 (\$30 surcharge)
- 6-0 days prior to event = application not accepted

TOTAL FEES ASSOCIATED WITH SPECIAL EVENT (calculated from above fees) \$ _____