

Event Checklist Application
\*Must be submitted at a minimum of 20 days prior to event.

Idaho City Clerk's Office Monday-Thursday 8:00am to 4:30pm Friday 9:00am to 3:00pm 511 Main St. Idaho City, ID 83631 PO Box 130 Idaho City, ID, 83631 (208) 392-4584

> idahocityclerk@cityofic.org idahocityoffice@cityofic.org

There is a \$52.50 (\$26.25 for nonprofit,\$15.75 for student) Application Fee for each Event Checklist

	Event Overview		
Event Name:			
Event Sponsor:			
Address of Event:			
Time(s) and Date(s) of Event:			
Person in charge:	Contact Number:		
Number of Attendees:	Email:		
Event Set-Up and Take Down Times and Dates:			
Type of Event (what event encompasses):			
List any entrance or participation fees that will b	be charged (if applicable) or N/A		
General Questions	e charged (if applicable) of 1971.	YES	NO
Is your event charitable / nonprofit?	501c3#		П
•	cy and/or the Historical Foundation Policy & agrees to comply?		
Is the event free?	cy and/or the Historical Foundation Foncy & agrees to comply?		
Is this a ticketed event?			
	vailable for purchase)? (If yes, please fill out Food Section)		
	ustry, service provider, etc.)? (If yes, fill out Vendor Section)		
Will your quart have clocked (either provided or			
	available for purchase)? (If yes, fill out Alcohol Section) *Fee required		
Will your event require a park reservation (John Brogan Memorial, Naylor Park, Rodeo Grounds, etc.)? *Fee may be required			
Will your event have road closure or parade?	als to down 19 th		
Will your event be held after hours (between durative Plan Attached? (site plan showing exact log	cations of all the different function of the event (I.E. show performance		
spaces; vendor areas; alcohol serving area; emer proposed parking uses, etc.)	gency services; first aid stations; trash receptacles; porta potties;		
plan and describe below what they will be used	r amplified sound systems? (If yes, show their locations on your site for & what precautions will be taken to see they are used properly and 1pm a noise variance will be required.) *Fee may be required		
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A fee for council approved events will be set at \$25.00 an hour per officer to cover the additional coverage of law enforcement if deemed necessary. The number of hours for events will be determined by the Idaho City Chief of Police. If after-hours work is required the fee shall be \$37.50 an hour per officer for those times. Those hours will be determined by the Idaho City Chief of Police.

## **Emergency Service, Security, and Lost Child Plans**

All Events are required to provide security, and emergency service plans to ensure the safety of event attendees. Some events may be allowed to provide private security. Plans must include location of services during the event, signature from security and emergency service provider, date(s), and times the services will be provided, and contact information for the security and emergency services). All emergency service and security plans must receive approval by the Idaho City Police Department.

This form must be completed and then signed by both EMS & ICPD prior to submitting to the city.

The number of required private security staff is based on the number of event attendees:

- For 0-1,000 attendees at least two (2) security staff are required at all times.
- For each additional 1,000 attendees one (1) additional security staff is required at all times.

			YES	NO
Have you scheduled security with ICPD?				
Have you scheduled emergency services (E	EMS)?			
Have you scheduled private security?				
Based on expected attendance, how many s	security staff will be staffed at all times?			
Security Company:				
Company Contact Person:				
Company Email:		Phone:		
		Phone:		
Dates & Times of service:	Onsite Contact Name:	Phone:		
Detailed Security Plan:				
Detailed security plan for dealin	ng with lost child(ren):			
Detailed EMS Plan:				
Detaneu ENIS Flan:				
	First Aid/Information Ta	hle		
I continued of Pinut Air 184 di		in the second se		
Type(s) of First-Aid Provided: Location(s) of Information Table:				
Location(s) of information Table.				

Parking			
Primary Parking Location: Overflow Parking Location:			
List parking fees that will be charged (if applicable):			
Parking Plan Description:			
T 6° - C41			
Traffic Control	YES		NO
Heathe site and/on county been contested shout good cleanage?			П
Has the city and/or county been contacted about road closures?			
Traffic Control Company:			
Company Contact Person:  Company Email:  Phone:			
Traffic Control & Road Closure Description:			
Traine Control & Road Closure Description.			
Parade Formation Location & Hours:			
Tarade Formation Education & Hours.			
Parade Dispersal Location & Hours:			
1 mude Disposal Escution & Hours.			
Alcohol		YES	NO
Will alcohol be a part of your event? (If so an alcohol variance will be required.)  Will alcohol be consumed or possessed at the event, but not offered for sale? (If so, if more than a keg or three (3 are possessed but not offered for sale, a permit must be secured from the city.)  Will alcohol be offered for sale? (If yes, proper permits must be secured from the State of Idaho and the City of IcCity, and a designated area for sale and consumption is required. Show the location of this designated area on you plan.) Alcohol catering permits must be obtained and presented with this event checklist for approval.  Catering OR Benevolent, Charitable, and Public Purpose Events Permit Holder:  Type(s) of alcohol to be served at event:  Serving times for alcohol (to/from):  Type(s) of serving containers:  *Alcohol catering permit required from the Idaho City Clerk OR Alcohol Permit for Benevolent, Charitable, and from Idaho State Police (ISP)  Detailed plan for age verification (wristbands, ID check, etc.):  Detailed alcohol security plan:	daho ır site	Purpose	Events
Attach photos of alcohol area signage that will be displayed at event.  Attach detailed map of serving location (including entrances and exits).			
Attach photo of wrist band.  Attach completed/approved Alcohol Catering Permit -  https://idahocity.municipalimpact.com/documents/170/Alcohol_Catering_Application.pdf OR Approved  Benevolent Charitable and Public Purpose Events from Idaho State Police (ISP)	d Alcohol ]	Permit f	or

Food/Vendors				
How many vendors will need electricity?				
List vendor fees that will be charged (if applicable) or N/A:				
255 vendor rees that will be charged in approache) of 1 1/11.	YES	NO		
If food is being served, the proper permits from Central District Health (CDH) & Idaho City Clerk must be secured & submitted. *Required				
Has the Public Works Department been contacted to schedule vendor electrical inspections, etc.?*  *Electrical inspection required for events – please contact the Public Works Department at (208) 392				
Electrical hispection required for events – please contact the rabble works Department at (200) 372	-4504			
If you will have vendors at event:				
Provide a complete list of participating vendors prior to your event.				
Dagtuagna				
Restrooms	XITT C	NO		
	YES	NO		
Will you be bringing in additional Porto-Potties?				
Number of Restrooms:				
Number of ADA Restrooms:				
Location of Destrooms				
Porto-Potty Company: Phone:				
Refuse				
	YES	NO		
Have you contacted Idaho City Public Works (208) 392-4584?				
Describe below your plans for trash disposal. What are your plans for trash collection and containment, receptacle location	ns and aft	er-event		
cleanup?				
Location of trash carts:				
Detailed refuse plan for collection, containment, and after event clean-up:				
Event and Promotional Signage				
Attach photos of signage as well as dimensions of each sign (required at least 10 days prior to event).				
Miscellaneous				
*Required for all events: Detailed public notification plan (how will you be letting the public know your event is h	appening	and how		
street closures, noise, etc. might affect them)				

Attachment Checklist		
	YES	N/A
Limited Liability Insurance Plan (\$1,000,000 in the name of City of Idaho City)		
Event Location Map – Site Plan (all areas identified)		
Schedule of Events		
Detailed Security Plan Requiring Approval by the Idaho City Police Department		
Detailed Emergency Services Plan Approval by the Idaho City Police Department		
Traffic Control & Parking Plan		
Complete List of Participating Vendors.		
Vendor Permits & Fees.		
Confirmation of Event Registration with Central District Health (CDH).		
Photos of Event and Promotional Signage with Dimensions.		
Approved Alcohol Catering Permit/Permit for Benevolent, Charitable, and Public Purpose Events		
Photos of Alcohol Area Signage		
Map of Alcohol Serving Area (including entrances and exits)		
Photo of alcohol wristbands (if applicable).		
Public Notification Letter		
Park Reservation Receipt		
Other Pass-Through Cost Receipt(s)		
Refuse Plan		
Community Hall and/or Rodeo Grounds Reservation Information		
Noise Variance Application		
Event Fees: https://idahocity.municipalimpact.com/documents/170/2024-25 Fee Chart.pdf		Amount
□ Rodeo Grounds / Amphitheatre fee schedule: • Non-profit groups \$82.50/day plus (\$4.95) 6% use tax	\$	
• City Residents, Groups, & Local Government \$185.00/day plus (\$11.10) 6% use tax		
• Non-City Residents, & Groups \$370.00/day plus (\$22.20) 6% use tax		
• The following security deposit is required, refundable if rental requirements are completed: \$150.00	\$	
Cleaning deposit will be forfeited if the grounds/ Amphitheatre / parking area are not in same condition as found or better, and the key (if used) is not returned. Exceptions may be set by the City Council based on recommendation from	n	
the Idaho City Parks and Recreation Commission		
□ Alcohol Catering Permit\$20/day (3-day limit)		
□ Food Vendor Permit Fee\$16.50/day (3-day limit)	\$ \$	
□ Wobile Food Truck Fee\$26.25 application fee & \$21.00/day / \$200/year (5-day limit)		
□ Vendor License Yearly Fee (Non-refundable) \$55.00 (Non-profit \$25.00)		
□ Carnival or public entertainment with less than 10 concessions, rides, or sideshows, daily fee	\$	
\$220.50  Carnival or public entertainment with more than 10 concessions, rides, or sideshows, daily fee shall be \$22.00 p	••••	
□ Carnival or public entertainment with more than 10 concessions, rides, or sideshows, daily fee shall be \$22.00 p concession, ride, or sideshow		
• An additional event license fee may be required for carnivals, public entertainment, or sponsored events in an amount	nt	
approved by the City Council as meeting the city's expenses related to the activity, including but not limited to the provision of Public Works and Police	ie	
• A permittee for a carnival, public entertainment, or sponsored event shall establish financial responsibility in the form	n	
of an insurance policy issued jointly to the owner and the City of Idaho City in the minimum amount of one milli		
dollars, single limit.	\$	
<ul> <li>□ Pass through Costs (Electricity, Safety Services, Public Notification, Other)</li> <li>□ Law Enforcement Fee \$25/hr. per officer (determined by Chief of Police)</li> </ul>	••••	
• After Hours Fee \$37.50/hr. per officer (determined by chief of Police)		
□ Community Hall Fees	•	
<ul> <li>Nonprofit groups \$44.00/day plus (\$2.64) 6% use tax</li> <li>City Residents, Groups, &amp; Local Government \$165.25 plus (\$9.92) 6% use tax</li> </ul>		
Non-City Residents, & Groups \$330.50 plus (\$19.83) 6% use tax	_	
A \$150.00 deposit required; refundable if rental agreement requirements are completed		
The council can waive a portion of the fee or set a monthly use fee for groups desiring to use the hall and a set schedule for class or multi-day event	ra \$	
□ Temporary Noise Ordinance Application / Noise Variance. \$52.50 profit, \$26.25 non-profit, \$15.75 student	\$	
□ Event Checklist Fee (\$52.50 profit; \$26.25 non-profit; \$15.75 student)	\$	
	\$	

ICPD & EN	MS Use Only			
Number of daytime officer hours needed @\$25/hr				
Number of After-Hours officer hours needed @\$37.5/hr				
			YES	NO
Is this Event Checklist Security & EMS Plan approved by ICPD?				
Is this Event Checklist Security & EMS Plan approved by EMS?				
Chief of Police, City of Idaho City	EMS			
Boise County Sheriff's Office (if applicable)	Idaho City Fire Pro	tection District (if a	pplicable)	
Office l	Use Only	_	-	-
Office	osc Omy		YES	NO
Event Checklist application fee collected? Card Cash Check	Receipt #			
All applicable fees collected?	. □ Receipt #			
Have all applicable attachments been received and reviewed?				
Is this Special Event Plan approved?				
Alcohol variance approved?		NA □		
Noise variance approved, & fee collected? Card \( \subseteq \text{Cash} \subseteq \text{Check}	Z Doggint #	NA 🗆		
Noise variance approved, & ree conected? Card Cash Creek	Receipt #	1411		
EC Application #:	Date of Approval:			
Special Comments/Instructions	<u> </u>			
City Clerk	Parks Director (if appli	cable)		
You must keep a copy of your approved event	Turns Burelet (g appu			
checklist on hand at your event.	City of Idaho City Se	eal		
For Questions or to Submit:				
Contact the Idaho City Clerk's Office				
Monday-Thursday 8:00am to 5:00pm Friday 9:00am to 3:00pm				
511 Main St, Idaho City, ID 83631				
PO Box 130, Idaho City, ID, 83631				
(208) 392-4584				
idahocityclerk@cityofic.org idahocityoffice@cityofic.org				
<u>ramonijomeo e drijometorg</u>				
<b>Contact Information:</b>				
Idaho City Historical Foundation: Phone: (208)-392-4550	F	Email: president@	idahocityh	f.org

Idaho City Police Department: Chief Brent Watson Phone: 208-392-4596 Email: <u>idahocitypd.194@cityofic.org</u>

East Boise County Ambulance District: Phone: (208) 392-6644 Email: <a href="mailto:ebcaddirector@co.boise.id.us">ebcaddirector@co.boise.id.us</a>

## **OFFICE USE ONLY**

Rodeo Grounds Walk T	Through:	
Initial walk through performed with public works?  Comments:	□ YES	□ NO
Final walk through performed with Public Works?  Comments:	□ YES	□ NO
After event comm	nents:	
Was the site cleaned up properly in a timely fashion?  Comments:	□ YES	□ NO
		-110
Did the event sponsor meet all of their obligations and responsibilities?  Comments:	□ YES	□ NO
	□ VEC	
Should this party be allowed to use the city property again?  Comments:	□ YES	□ NO
Signed:		