



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

Event Checklist Application

*Must be submitted at a minimum of 20 days prior to event.

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 be charged (if applicable) or N/A: _____

General Questions	YES	NO
Is your event charitable / nonprofit? 501c3#	<input type="checkbox"/>	<input type="checkbox"/>
Event sponsor has read the Idaho City Park Policy and/or the Historical Foundation Policy & agrees to comply?	<input type="checkbox"/>	<input type="checkbox"/>
Is the event free?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a ticketed event?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event have food (either provided or available for purchase)? <i>(If yes, please fill out Food Section)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event have vendors (food, cottage industry, service provider, etc.)? <i>(If yes, fill out Vendor Section)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be promotional signage at your event? <i>(If yes, please provide examples)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event have alcohol (either provided or available for purchase)? <i>(If yes, fill out Alcohol Section) *Fee required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event require a park reservation (John Brogan Memorial, Naylor Park, Rodeo Grounds, etc.)? <i>*Fee may be required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event have road closure or parade?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event be held after hours (between dusk to dawn)? <i>*Fee required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Attached? (site plan showing exact locations of all the different function of the event (I.E. show performance spaces; vendor areas; alcohol serving area; emergency services; first aid stations; trash receptacles; porta potties; proposed parking uses, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Are you proposing to use electrical generators or amplified sound systems? (If yes, show their locations on your site plan and describe below what they will be used for & what precautions will be taken to see they are used properly and safely. If amplified sound will take place after 11pm a noise variance will be required.) <i>*Fee may be required</i>	<input type="checkbox"/>	<input type="checkbox"/>

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
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Have you scheduled security with ICPD?

Have you scheduled emergency services (EMS)?

Have you scheduled private security?

Based on expected attendance, how many security staff will be staffed at all times? _____

Security Company: _____

Company Contact Person: _____

Company Email: _____ Phone: _____

EMS Company: _____ Phone: _____

Dates & Times of service: _____ Onsite Contact Name: _____ Phone: _____

Detailed Security Plan:

Detailed security plan for dealing with lost child(ren):

Detailed EMS Plan:

First Aid/Information Table

Location(s) of First-Aid Station: _____

Type(s) of First-Aid Provided: _____

Location(s) of Information Table: _____

Parking

Primary Parking Location: _____ Overflow Parking Location: _____

List parking fees that will be charged (if applicable): _____

Parking Plan Description: _____

Traffic Control

	YES	NO
Has the city and/or county been contacted about road closures?	<input type="checkbox"/>	<input type="checkbox"/>

Traffic Control Company: _____

Company Contact Person: _____

Company Email: _____ Phone: _____

Traffic Control & Road Closure Description: _____

Parade Formation Location & Hours: _____

Parade Dispersal Location & Hours: _____

Alcohol

	YES	NO
Will alcohol be a part of your event? (If so an alcohol variance will be required.)	<input type="checkbox"/>	<input type="checkbox"/>
Will alcohol be consumed or possessed at the event, but not offered for sale? (If so, if more than a keg or three (3) cases are possessed but not offered for sale, a permit must be secured from the city.)	<input type="checkbox"/>	<input type="checkbox"/>
Will alcohol be offered for sale? (If yes, proper permits must be secured from the State of Idaho and the City of Idaho City, and a designated area for sale and consumption is required. Show the location of this designated area on your site plan.) Alcohol catering permits must be obtained and presented with this event checklist for approval.	<input type="checkbox"/>	<input type="checkbox"/>

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 Public Purpose Events from Idaho State Police (ISP)*

Detailed plan for age verification (wristbands, ID check, etc.):

Detailed alcohol security plan:

- 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 Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP)

Food/Vendors

How many vendors will need electricity? _____

List vendor fees that will be charged (if applicable) or N/A: _____

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) 392-4584**

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If you will have vendors at event:

Provide a complete list of participating vendors prior to your event.

Restrooms

Will you be bringing in additional Porto-Potties?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Number of Restrooms: _____

Number of ADA Restrooms: _____

Location of Restrooms: _____

Porto-Potty Company: _____ Phone: _____

Refuse

Have you contacted Idaho City Public Works (208) 392-4584?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Describe below your plans for trash disposal. What are your plans for trash collection and containment, receptacle locations and after-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 happening and how street closures, noise, etc. might affect them)**

ICPD & EMS Use Only

Number of daytime officer hours needed @\$25/hr _____
 Number of After-Hours officer hours needed @\$37.5/hr _____

Is this Event Checklist Security & EMS Plan approved by ICPD?

Is this Event Checklist Security & EMS Plan approved by EMS?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Chief of Police, City of Idaho City

EMS

Boise County Sheriff's Office (if applicable)

Idaho City Fire Protection District (if applicable)

Office Use Only

Event Checklist application fee collected? Card Cash Check Receipt #

All applicable fees collected?

Have all applicable attachments been received and reviewed?

Is this Special Event Plan approved?

Alcohol variance approved?

NA

Noise variance approved, & fee collected? Card Cash Check Receipt #

NA

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

EC Application #: _____ **Date of Approval:** _____

Special Comments/Instructions

City Clerk

You must keep a copy of your approved event checklist on hand at your event.

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
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idahocityclerk@cityofic.org
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Parks Director (if applicable)

City of Idaho City Seal

Contact Information:

Idaho City Historical Foundation: Phone: (208)-392-4550

Email: president@idahocityhf.org

Idaho City Police Department: Chief Brent Watson Phone: 208-392-4596

Email: idahocitypd.194@cityofic.org

East Boise County Ambulance District: Phone: (208) 392-6644

Email: ebcaddirector@co.boise.id.us

OFFICE USE ONLY

Rodeo Grounds Walk Through:

Initial walk through performed with public works? YES NO

Comments: _____

Final walk through performed with Public Works? YES NO

Comments: _____

After event comments:

Was the site cleaned up properly in a timely fashion? YES NO

Comments: _____

Did the event sponsor meet all of their obligations and responsibilities? YES NO

Comments: _____

Should this party be allowed to use the city property again? YES NO

Comments: _____

Signed: _____