



Idaho City Clerk's Office
Monday-Thursday 8:00am to 4:30pm
Friday by Appointment
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: _____
(Events over 150 people *Fee required)
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#	☐	☐
Event sponsor has read the Idaho City Park Policy and/or the Historical Foundation Policy & agrees to comply?	☐	☐
Is the event free?	☐	☐
Is this a ticketed event?	☐	☐
Will your event have food (either provided or available for purchase)? (If yes, please fill out Food Section)	☐	☐
Will your event have vendors (food, cottage industry, service provider, etc.)? (If yes, fill out Vendor Section)	☐	☐
Will there be promotional signage at your event? (If yes, please provide examples)	☐	☐
Will your event have alcohol (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?	☐	☐
Will your event be held after hours (between dusk to dawn)? *Fee required	☐	☐
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.)	☐	☐
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.) *Fee may be required	☐	☐

Any Law Enforcement services and fees will be determined by the Boise County Sheriff's Office.

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 appropriate department.

This form must be completed and then signed by both EMS & Sheriff's Office 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.

Have you scheduled security with BCSO?

Have you scheduled emergency services (EMS)?

Have you scheduled private security?

YES	NO
☐	☐
☐	☐
☐	☐

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

Has the city and/or county been contacted about road closures?

YES	NO
☐	☐

Traffic Control Company: _____

Company Contact Person: _____

Company Email: _____ Phone: _____

Traffic Control & Road Closure Description: _____

Parade Formation Location & Hours: _____

Parade Dispersal Location & Hours: _____

Alcohol

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) cases 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 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.**

YES	NO
☐	☐
☐	☐
☐	☐

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_1.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.?*

YES	NO
☐	☐
☐	☐

***Electrical inspection required for events – please contact the Public Works Department at (208) 392-4584**

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
☐	☐

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
☐	☐

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)**

Attachment Checklist

	YES	N/A
Limited Liability Insurance Plan <i>(\$1,000,000 in the name of City of Idaho City)</i>	☐	☐
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:

- ☐ **Rodeo Grounds / Amphitheatre fee schedule:**
 - Non-rodeo events, groups, & Gov. Agencies \$185.00/day plus (\$11.10) 6% use tax
 - Rodeo events \$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 the Idaho City Parks and Recreation Commission.....
 - ☐ **Alcohol Catering Permit.....\$20/day (3-day limit).....**
 - ☐ **Food Vendor Permit Fee.....\$17.00/day (3-day limit).....**
 - ☐ **Mobile Food Truck Fee.....\$27.00 application fee & \$21.50/day / \$206/year (5-day limit).....**
 - ☐ **Vendor License Daily Fee.....\$17.00 (Non-profit \$7.75).....**
 - ☐ **Vendor License Yearly Fee (Non-refundable) \$56.50 (Non-profit \$25.75)**
 - ☐ **Carnival or public entertainment with less than 10 concessions, rides, or sideshows, daily fee \$227.00.....**
 - ☐ **Carnival or public entertainment with more than 10 concessions, rides, or sideshows, daily fee shall be \$22.50 per concession, ride, or sideshow.....**
 - An additional event license fee may be required for carnivals, public entertainment, or sponsored events in an amount 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
 - A permittee for a carnival, public entertainment, or sponsored event shall establish financial responsibility in the form of an insurance policy issued jointly to the owner and the City of Idaho City in the minimum amount of one million dollars, single limit.
 - ☐ **Pass through Costs (Electricity, Safety Services, Public Notification, Other).....**
 - ☐ **Law Enforcement Services (determined by Boise County Sheriff's Office).....**
 - ☐ **Community Hall Fees**
 - Nonprofit groups \$44.00/day plus (\$2.64) 6% use tax
 - City Residents, Groups, & Local Government \$165.25 plus (\$9.92) 6% use tax
 - 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 it's entirety upon request in some cases.
- ☐ **Temporary Noise Ordinance Application / Noise Variance. \$52.50 profit, \$26.25 non-profit, \$15.75 student.....**
 - ☐ **Event Fee for events over 150 people \$150.00**
 - ☐ **Event Checklist Fee (\$52.50 profit; \$26.25 non-profit; \$15.75 student).....**

TOTAL:.....

Amount
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BCSO & EMS Use Only

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

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

YES	NO
☐	☐
☐	☐

Boise County Sherrif's Office

EMS

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?

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

NA ☐

NA ☐

YES	NO
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

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

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Friday by Appointment

511 Main St, Idaho City, ID 83631

PO Box 130, Idaho City, ID, 83631

(208) 392-4584

idahocityclerk@cityofic.org

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Mayor

City of Idaho City Seal

Contact Information:

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

Email: president@idahocityhf.org

Boise County Sheriff's Office Phone: 208-392-4411

Email: shturner@co.boise.id.us

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

Email: m.adams@ebcedems.org

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: _____