



SPECIAL EVENTS LICENSING

Pre-Questionnaire

Office of the City Clerk, 150 North Capital Blvd. Boise, Idaho 83702

ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE

The attendance and participant good faith estimate provided by the applicant, promoter, or sponsor shall accompany the special event application. **The applicant shall provide a short written statement explaining the basis upon which the estimate is made.** The statement shall include all the relevant factors known at the time, including, without limitation, past attendance at similar functions having the same and similar performers, both in Boise and comparable communities, the price of admission and the extent of advertising and promotion contemplated.

Name of the Event: _____

Date of the Event: _____ Start and Finish Times of Event: _____

PRINT Name of Organizer: _____

Email Business Phone Cell Fax

Organizer's Mailing Address City State Zip

Good Faith Estimate for this Event: # _____ Under 1000 participants Over 1000 Participants

Location of Event: _____ *Must appear before committee & must complete special events application process.*

Basis Statement for Estimate:

EXTRAORDINARY RESOURCES AGREEMENT

Special event applicants, promoters and sponsors whose special events require the use of extraordinary City resources as a result of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources, as determined by the City's department or division designee to the Special Events Coordination Committee. Full cost recovery for extraordinary resources shall be required no later than 60 days following the conclusion of the special event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event.

Pursuant to BCC 5-10-3B, organizers of events which would otherwise qualify as a special event but expect less than one thousand (1,000) persons shall, **at their choice**, be entitled to file a Special Event Application, and appear before the Special Events Coordination Committee to seek government agency approvals.

I wish to present my event to the Committee:
____ Yes If yes, you must complete the following Special Event Application and pay the applicable fee.
____ No

By my signature, I hereby acknowledge my understanding of the aforementioned requirement concerning the payment for extraordinary resources and application fee.

This entire application needs to be completed.

Name of Event Organizer

Signature of Event Organizer

<u>Organization Contact Person</u>	<u>Phone#/Fax#</u>	<u>E-mail</u>	<u>Document/Permit</u>
City Clerk's Office Susan Churchman	384-3710 384-3711	schurchman@cityofboise.org	Alcohol Catering Permit Eating & Drinking License
City Parking Services Stuart Prince	384-3773 433-5657	spince@cityofboise.org	Parking Permits
Boise City Parks & Recreation Mike Enschede	608-7618 608-7648	mensch@cityofboise.org	Community Event Parks Use Permits
Boise City Risk Management Corey Pence Maegan Mjelde	384-3787 388-4743	cpence@cityofboise.org mmjelde@cityofboise.org	Insurance Indemnification
Boise City Police Department Sgt. Kyle Christensen Sgt. Cole Farmer Mandy Pomeroy	570-6321 570-6148 570-6425 570-6148	kchristensen@cityofboise.org cfarmer@cityofboise.org mpomeroy@cityofboise.org	Security Personnel Plan Noise Ordinance Compliance Citizens Use Permit Security Plan Parks, Greenbelt Downtown Core
Boise City Fire Department Steve Keuter Perry Oldenburg – AHIMT	570-6572 570-6568	skeuter@cityofboise.org poldenburg@cityofboise.org	Tent Permit Fire Safety Plan Fireworks Permits Incident Management Plan Incident Action Plan Fire/Medical Response Plan
Boise City Public Works Pam Williams	384-3901 433-5650	pwilliams@cityofboise.org	Trash/Recycling Plan Recycling Equipment Agreement
Allied Waste Rachel Klein	685-7739 375-9822	rklein@republicservices.com	Trash & Recycling
Ada Co. Emergency Services Harry Eccard	287-2950 287-2999	heccard@adaweb.net	Emergency Medical Plan

Ada County Highway District 387-6151
John Wasson 387-6219
Wendi Tillman

jwasson@achdidaho.org
wtilman@achdidaho.org

ACHD Street Closure & Right-of-Way Use Permit
Parade Citizens Use Permit

Capital City Development Corp. 384-4264
Max Clark 384-4267

mclark@ccdcoise.com

CCDC Area Permission

Central District Health Dept. 327-7499
Tom Schmalz 377-8553

tschmalz@cdhd.idaho.gov

Food Establishment Permit
Sanitation/Portable Toilet

Downtown Boise Association 472-5252
Geoffrey Hundt 385-7301

ghundt@downtownboise.org

DBA Area Permission