



SPECIAL EVENTS

2023 APPLICATION + PROCESS OVERVIEW



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WHAT IS A SPECIAL EVENT?

A special event is any organized activity that involves an impact upon public property, sidewalks, parks or streets in a manner that varies from its current land use or requires a permit.

INTRODUCTION

The City of Boise recognizes that special events are an important part of Boise's livability and quality of life. They enhance tourism, provide an economic benefit to businesses, promote cultural diversity and provide affordable entertainment.

Each year, the city receives requests to conduct special events on property owned or controlled by the City of Boise, Ada County Highway District or the Capital City Development Corporation. Over 150 community events are held in Boise each year, varying in scope, purpose, cost and complexity.

The **CITY OF BOISE SPECIAL EVENTS TEAM** works with event organizers to help produce a successful and safe event with minimal impact on the environment and the surrounding neighborhoods and businesses. We believe this is achieved through responsible leadership, careful planning, good organization and teamwork.

This application is designed to help special event organizers effectively navigate the planning and execution of their event.

SPECIAL EVENT LICENSING PRE-QUESTIONNAIRE

OFFICE OF THE CITY CLERK, 150 N. CAPITOL 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: _____

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

Location of Event: _____

Print Name of Organizer: _____

Email: _____ Business Phone: _____

Cell: _____ Fax: _____

Organizer's Mailing Address (include City State Zip): _____

New events/organizers, attendance estimates, use of extraordinary resources (emergency services), etc. will determine if permit fee is applicable and presentation to the Special Events Team is required. Check all that apply:

New Event New Event Organizer Alcohol Sales/Service Road Closures

Estimated Attendance: # _____

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 Team. 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 Boise City Code, organizers of events which would otherwise qualify as a special event but expect less than one thousand (1,000) persons or are held on private property shall, at their choice, be entitled to file a Special Event Application, and may be required to appear before the Special Events Team to seek government agency approvals and to pay the application fee.

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

Date



SPECIAL EVENT PERMIT INSTRUCTIONS

COMPLETING THE APPLICATION

Please download or save file to desktop before filling out application or all data will be lost.

Use application on desktop when entering data

- All application and processing fees are due at time of submission via our online portal, check by mail or check/credit card in person at City Hall. The Special Event fee is \$224.75.
 - If you are returning the form electronically, please submit it to specialevents@cityofboise.org.
 - If you wish to turn in a hard copy, please detach the completed forms from this packet and return them with the payment to the Boise City Clerk's office at 150 N. Capitol Blvd., Boise, Idaho 83702.
 - Pay online at cityofboise.org/special-events
- Depending on the type of event, the City of Boise or other Special Events Team members may require the applicant to submit Supplemental Permit requests. These permit forms, along with the Special Event Application, must be completed, signed and returned to the City Clerk's Office by the specified due dates.
- Timeline: Please submit your Special Events Application with payment to the Boise City Clerk's Office no later than forty-five (45) days prior to the scheduled date of the event. You may submit the application as early as one year before the event.
- Boise City Code provides the framework and guidance for issuing Special Events Permits. The full code can be viewed online or in the Boise City Clerk's office.

PLANNING CHECKLIST

Yes	No	IF "YES" THE FORM OR PERMIT LISTED IS REQUIRED.	Submit Within	Completed/ Attached	In Progress	No Action Taken
<input type="radio"/>	<input type="radio"/>	Have you done a RISK ASSESSMENT and SITUATION ANALYSIS to identify crowd, alcohol and/or overall SECURITY AND SAFETY requirements? (Boise Police Department, p 12-13)				
<input type="radio"/>	<input type="radio"/>	Have you developed an EVENT ACTION PLAN (EAP) with the following elements (as needed for your event): event footprint/route map(s), communication plan, onsite resources, emergency ingress/egress routes, and/or contingency plans (weather, evacuation, etc.)? (Boise Office of Emergency Preparedness, p 12-13)				
<input type="radio"/>	<input type="radio"/>	Are FIRST AID STATIONS, AED MACHINES AND/OR AMBULANCES necessary at your event? (Determined by Boise Fire Department, p. 13)	30 days			
<input type="radio"/>	<input type="radio"/>	Will your event generate WASTE (LANDFILL/RECYCLABLE) ? Submit a trash/recycling plan and provide necessary containers (Boise Public Works and/or Republic Services, p. 15-16)	45 days			
<input type="radio"/>	<input type="radio"/>	Will ENTERTAINMENT, AMPLIFIED SOUND, TENTS/CANOPIES/ INFLATABLES/STAGES/FIREWORKS be used? Entertainment and Site Setup and Fire Permits (Boise Fire Department, p. 17-18)				
<input type="radio"/>	<input type="radio"/>	Have you worked with Downtown Boise Association to discuss how ROAD CLOSURES, AMPLIFIED SOUND, INCREASED TRAFFIC , etc. will impact and be communicated to businesses and residents? (p. 20)	14 days			
<input type="radio"/>	<input type="radio"/>	Will ALCOHOL be sold, served or consumed at your event? Your licensed alcohol provider must apply for an Alcohol Beverage Catering Permit (City Clerk's Office and Boise Police Department, p. 21)	45 days			
<input type="radio"/>	<input type="radio"/>	Will FOOD BE PREPARED, SERVED, SOLD OR CONSUMED at your event? Vendors must have an Eating and Drinking Mobile License (City Clerk's Office) and submit a Vendor's Packet (Central District Health, p. 21)	30 days			
<input type="radio"/>	<input type="radio"/>	Will PORTABLE TOILETS with hand washing facilities be needed at your event? Submit a Notice of Event Form (Central District Health, p. 21)	30 days			
<input type="radio"/>	<input type="radio"/>	Will ANY PORTION OF ANY ROAD BE CLOSED FOR YOUR EVENT ? A route map, escort/security and traffic control plan are required, as well as a Citizens' Use Permit (Boise Police Department) and an ACHD Special Events Permit (Ada County Highway District) (p. 22-23)	45 days			
<input type="radio"/>	<input type="radio"/>	Will ON-STREET PARKING SPACES BE USED for your event? Submit On-Street Parking Rental Form (City Parking Services, p. 24)	14 days			
<input type="radio"/>	<input type="radio"/>	Any event using a CITY PARK must complete a separate Special Events Park Use Application. Additional permits may be required. (Boise Parks and Recreation Department, p. 25).	30-90 days			
<input type="radio"/>	<input type="radio"/>	Will a DRONE will be used as part of your event? If yes, visit: http://www.iflyboise.com/airport-guide/rules-regulations/uas-operators/ for regulations and required licenses and submit necessary insurance, p. 19				

APPLICATION FOR SPECIAL EVENTS PERMIT

OFFICE OF THE CITY CLERK, 150 N. CAPITOL BLVD. BOISE, IDAHO 83702

Must be submitted no earlier than 1 (one) year prior to the event and no later than 45 days prior to the event. Application is in accordance with Boise City Code.

GENERAL INFORMATION

Event Name: _____

Event Description and Purpose

Who is this event supposed to attract, what is the purpose of the event, etc. (may attach additional pages):

Yes No Is this an established event? (3 years or longer)

Event Dates:

Set-up Date: _____ Time: _____

Start Date: _____ Time: _____

End Date: _____ Time: _____

Dismantle Date: _____ Time: _____

Yes No Does this event involve a parade or run/walk? If yes, attach a route map.

Event Category:

- Athletic/Recreation Concert/Performance Circus Carnival/Fair Dance
- Exhibits/Misc. Farmer/Outdoor Market Festival/Celebration
- Museum Special Attraction Parade/Procession/March Run/Walk/Race
- Other (If other, please explain): _____

Location: _____ Public Property Private Property

Location Description (i.e. Julia Davis Bandshell, Capitol Boulevard between Main and Idaho Streets):

Staffing

Number of volunteers working event: _____ Number of staff working event: _____

Number of professional security personnel working event: _____

All fees are due at time of submission via check by mail, check/credit card in person at City Hall or online at permits.cityofboise.org/CitizenAccess/Account/RegisterDisclaimer.aspx. The Special Event fee is \$224.75.*

**Fees are subject to change.*



APPLICANT + SPONSORING ORGANIZATION INFORMATION

CHIEF OFFICER OF HOST ORGANIZATION

This is the person who has the overall authority of the Host Organization.

APPLICANT

This must be the Chief Officer or a representative of the Host Organization who has been authorized by the Chief Officer to apply on behalf of the organization and plan the event. This person must be available to work closely with the Special Event Team throughout the permitting process.

PROFESSIONAL EVENT ORGANIZER

The Chief Officer of the Host Organization may contract with a professional event organizer or service provider to represent the sponsoring organization.

- This person or entity may be authorized to plan the event and work with the city's event planning staff in implementing the plan. The professional event organizer must be available to work closely with the city's event planners throughout the planning process.
- A letter from the Chief Officer of the Host Organization authorizing the applicant or professional event organizer to apply for a Special Event Permit on their behalf is required and must be attached to the submitted application.

OTHER CONTACTS

If your event has more than one contact, in addition to the applicant, please list their information. Contacts such as security organizations, event organizers, commercial fund-raisers, etc. should all be listed in this section.

NON-PROFIT VS. FOR PROFIT

A tax exempt, non-profit refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to the event date and is in good standing with the IRS.

- The event organizers must include the non-profit or for-profit status of their event.
- Non-profit events who have received contributions from benefactors must include an itemized list of all funds received. Please contact the City Clerk's Office for clarification.

CITY PRODUCED OR CITY SPONSORED

- If the event is produced by a City Department or obtaining a sponsorship, in-kind donation and/or funding from one, specify this information in the section provided.

APPLICANT INFORMATION

(SEE THE PREVIOUS PAGE FOR DEFINITIONS BEFORE COMPLETING APPLICATION)

Host Organization Name: _____

Yes No Are you a non-profit corporation? If yes: 501c(3) 501c(6) Tax ID #: _____

Applicant Name: _____ Title: _____

Organization Address: _____ Suite #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Cell: _____

On-Site Contact: _____ Title: _____

Phone: _____ E-mail: _____

Cell: _____

Event Emergency Contact: _____ Title: _____

Phone: _____ E-mail: _____

Cell: _____

OTHER CONTACTS

Media/Professional event organizer or commercial fund-raiser involved in this event.

Organization Name: _____ Contact Name: _____

Street Address: _____ Suite/Unit: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

CITY PRODUCED OR CITY SPONSORED EVENTS

Request(s) have been made to the following City of Boise departments for in-kind gifts (contributions of goods or services) or sponsorship support.

City Department: _____ Contact Name: _____

Phone: _____ E-mail: _____

City Department: _____ Contact Name: _____

Phone: _____ E-mail: _____



EVENT NARRATIVE + DETAILS

COMMUNITY ENRICHMENT

How does your event complement the Boise community experience?

SCHEDULE/TIMELINE

Attach a detailed day-by-day event schedule and timeline (similar to a Run of Show) that includes (at least) the following:

- Road closing and opening dates/times
- Concert and/or other entertainment start and end dates/times
- Vendor setup and dismantle dates/times
- Alcohol service start and end dates/times
- Peak attendance dates/times
- Firework and/or pyrotechnic start and end dates/times
- Parade participant staging dates/times

EVENT LAYOUT

Site Plans and Route Maps must be submitted with application; see p 11 for detailed checklist.

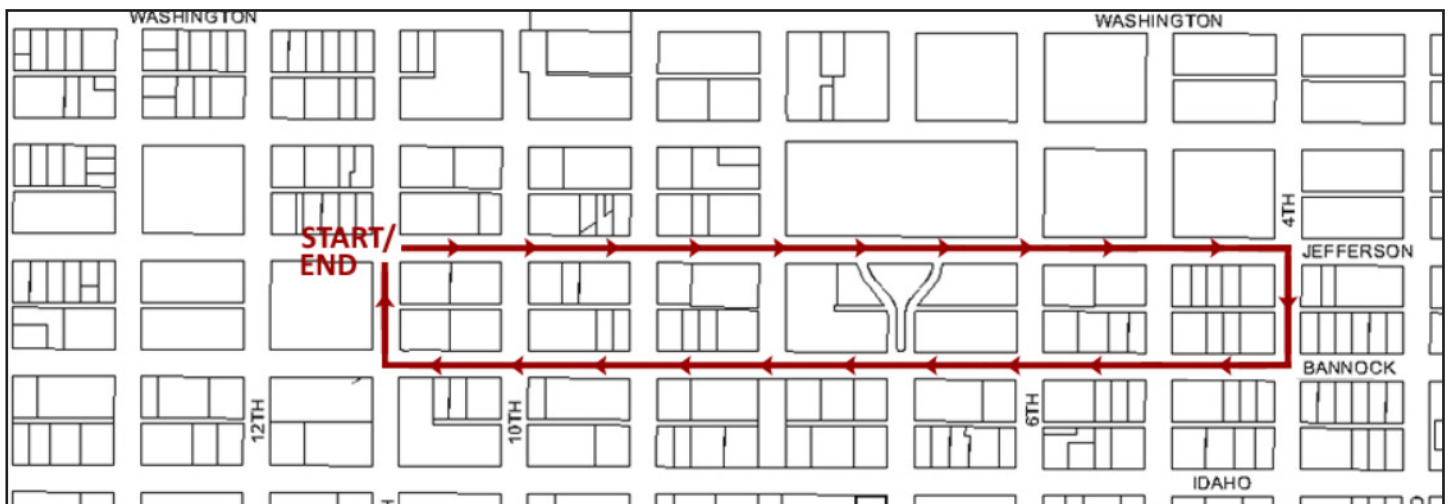
SITE PLAN

- Site plans do not need to be professionally drawn, they must be legible, close to scale and provide sufficient detail (entrance/exit, alcohol service area, stage, water station, tent, vendor booth, portable toilet, etc. locations) of what your event will look like.

ROUTE MAP

- Parade - To minimize disruption to property owners, neighborhood associations, businesses and traffic, all parade routes are fixed unless otherwise approved by the Special Events Team. Please see the Parade Route Map located below.
- Races/Walks - Course description/length, start and finish line locations, mile markers, aid stations, turn-around points, relay exchange, traffic control, etc. should be noted on your route map.

PARADE ROUTE MAP



SITE PLAN + ROUTE MAP CHECKLIST

Your detailed site plan and route map must comply with ADA regulations and should be an outline of the entire event venue and include:

Property overview

- Structures, fire lanes, street names, alleys, sidewalks, pathways and fencing
- Fencing must show entrances, exits, gates and barricades
- Street and/or lane closures with emergency vehicle access
- City-enforced street parking spaces

Event layout specifying the location of:

- Tents, canopies, platforms, stages, bleachers and other temporary structures, with dimensions
- Food trucks/trailers, vendors and merchandise areas
- Generators and/or sources of electricity
- Enclosed areas/beer gardens where alcohol will be sold, served and consumed
- Trash/recycle containers (T, R) and dumpster/roll-offs (D)
- Portable toilets, hand washing facilities, drinking fountains and water stations
- First aid, AED machines and/or ambulances
- Lost child booth
- Firework launch location(s)
- Security – differentiate between volunteer and professional and indicate quantities and where each will be deployed (venue/beer garden/road closure entrances and exits)

Route (Parade, March, Races, Walks, etc.)

- Direction of travel
- Starting and finishing points
- Assembly and dispersal area
- Street closure points and barricades
- Traffic control officers and monitors
- Water station or other stops

EMERGENCY ACTION PLAN

All events are required to submit an Emergency Action Plan (EAP) during the application process.

This plan should identify emergency access routes, crowd management tactics, emergency notification methods, and how organizers will manage emergencies. City personnel will review each plan and make recommendations, as deemed necessary.

Boise City Office of Emergency Preparedness can assist you in developing and finalizing your EAP to ensure all elements are accounted for and coordinated between the first responder entities that will be supporting your event and those that may need to respond during an emergency.

SECURITY PLAN + EMERGENCY PREPAREDNESS

As an event organizer you are required to provide a safe and secure environment for your event.

The Boise Police Department (BPD) and/or paid professionals can assist in developing an appropriate security plan. They will determine points of concern, anticipate potential problems and recommend the type and amount of security personnel for your event.

Boise Police Officers can be contracted (and may be required) for security; the Boise Police Department will determine the need and send a staffing agreement to be signed and paid for by the event organizer/ sponsor.

SECURITY PLAN REQUIREMENTS

- All road closures must be staffed by security approved by BPD.
- All ingress/egress points of an inner perimeter must be staffed by security approved by BPD.
- All beer gardens and identification checkpoints will be staffed by security approved by BPD.
- Volunteer security personnel can be used at non-critical police approved locations only.
- Paid professional security and volunteer security will be in event appropriate uniform (such as bright safety orange, red or yellow shirts with "Security" clearly visible).
- Requirements may be modified depending on the size, scope, location and time of the event with approval from BPD.
- Boise Police Department has final approval on the security plan.

LOST CHILD/VULNERABLE PERSON PROTOCOL

- Establish an appropriate lost child/vulnerable person protocol for the event that is an easily identifiable, staffed location to report and care for lost children and/or vulnerable person(s).

EVENT ACTION PLAN REQUIREMENTS

- Final footprint/routes(s) maps with key locations: First Aid/Medical stations, Lost/found child/vulnerable adult(s) booth, entry/exit points, emergency ingress/egress routes, fencing/containment areas.
- Final approved map(s) of road closures and who is staffing them.
- Onsite resources and capabilities, i.e. First Aid tent staffed by volunteers with first aid training.
- Confirmation from any first responder entity contracted by the event the number of staff and role(s).
- Communication plan for event staff, event to the attendees, and event to first responder services.
- Contingency plans; i.e. weather impacts, evacuation of the event area, event staffing shortage day of.
- Boise Office of Emergency Preparedness will sign off once all impacted safety and security entities have approved the plan.

SECURITY PLAN FORM

Yes No Have you hired a licensed professional security company to help develop and manage your event's security plan? If yes, complete the Security Organization contact information below.

Yes No Have you met with the Boise Police Department to determine the necessity and number of police officers dedicated to your event?

Yes No Does your Security Plan include provisions for a lost child and/or vulnerable person(s) booth?

SECURITY ORGANIZATION

Name: _____

Street Address: _____ Suite/Unit #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Private Patrol License #: _____

SECURITY PLAN

Please describe your security plan below, or attach the plan to this application. Include the number and role of each security person, the hours they will be working and each location, including patrols:

MEDICAL PLAN

When planning a special event there are important questions you should answer to determine the required level of medical service.

- How many people are attending? _____
- Is your event being held during daylight hours or is it at night? _____
- What are the demographics of your anticipated crowd? _____
- Will hot weather, cold weather or wet conditions be an issue? _____
- Is alcohol being served? _____
- What is the location and size of the venue? _____
- Does it include extended or multiple routes? _____
- Is there an extended distance or enclosed space that could delay contact to attendees? _____

Based on the answers to these questions, Boise Fire Department (BFD) (and any applicable medical partners) will work with you to decide the appropriate level of medical services required for your event. Requirements for re-occurring events could change based on any changes to the event itself or area of impact. BFD will provide you with a list of available medical standby providers based on the requirements for your event. Volunteers may be utilized, as approved, based on their level of aid and the aid required to support the event.

All events are required to submit a medical plan. The plan should include the event's medical communication plan, number of, certification levels and types of resources that will be at the event, description of how resources will be managed, and location of medical aid stations. Refer to the [Special Events Medical Service Matrix](#) to identify medical services are required

It is recommended that every special event have a first aid kit with compresses, ice packs, bandages and antiseptic, AED, etc. easily accessible on site. If utilizing a volunteer group or private contractor, confirm they will provide the necessary equipment.

ACCESSIBILITY PLAN

As an event organizer you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area should be provided with the same activities that are in the inaccessible areas. The amenities cannot be offered only to patrons with disabilities.

Disability access may include, but is not limited to: parking, restrooms, portable toilets, telephones, clear paths of travel, transportation, signage, vendor/booth accessibility, drinking fountains, building entrances, etc. If all areas are not accessible, a map or program must be provided identifying the accessible restrooms, parking, telephones, drinking fountains, etc.

This “accessibility plan” checklist (below) is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal disability access requirements. More information can be found on the ADA website.

ACCESSIBILITY PLAN CHECKLIST

Yes No Will there be ADA accessible restroom facilities?

If they are placed in a difficult to access area (i.e. on street, steps), describe how users will navigate to them:

Yes No Have you developed a Disabled Parking and/or Transportation Plan (public transportation/shuttles) for your event?

Please describe: _____

Yes No Will all food, beverage and vending areas be accessible?

Please describe: _____

Yes No If an information center is provided, will customer service representatives be able to assist disabled individuals?

Please describe: _____



TRASH + RECYCLING

The event organizer is responsible for the waste generated by participants, spectators and vendors, as well as the associated costs of disposal.

All events must have a Trash/Recycling Plan and your site plan must indicate the placement of all receptacles.

Various waste management solutions such as dumpsters and roll-offs are available for a fee through Republic Services via email at csidaho@republicservices.com or phone at (208) 345-1266.

Trash and recycling containers may be borrowed, free of charge, from Boise Public Works on a first-come, first-served basis by submitting their agreement (below).

It is your duty to collect the containers from City Hall and **return them in good condition and ready for the next user, completely empty and clean from trash, debris, liquid, etc..**

Event organizers need to purchase the necessary liners for the bins.

- Recycling: 40x46x1 mm thick/clear
- Trash: 50x50x1-3 mm thick/black

KEEP BOISE BEAUTIFUL

Special events draw large crowds that can produce a lot of waste so it is important that our streets, parks and communities stay clean! For resources and helpful information to improve waste diversion and reduction, visit curbitboise.org.

BOISE PUBLIC WORKS EQUIPMENT AGREEMENT

Name of Event: _____ Date(s) of Event: _____

Event Representative: _____ Phone: _____

Email: _____

Pick-Up Date/Time: _____ Return Date/Time: _____

EQUIPMENT CHECK OUT

Trash boxes # _____ Yellow recycling bins # _____

As the event representative, I accept the responsibility for the equipment borrowed from Public Works. I agree to return all borrowed equipment to the Boise City Public Works Department on the date indicated above. I agree that the equipment and signage shall be returned clean, intact and on time so that it is available for use at the next event. I agree that I am responsible and will pay all costs associated with the replacement of equipment that is lost, damaged or not returned within 7 days after the event.

Event Representative Signature: _____ Date: _____

For questions, please call 208-608-7136 or visit curbitboise.org.

TRASH + RECYCLING PLAN

List materials from your event that will be landfilled (e.g., cling-wrap, plastic bags/cups/utensils/bottles/compostable and biodegradable dishes/serveware, food waste, Styrofoam or paper cups, napkins):

List materials from your event that will be recycled (e.g. cardboard, flyers, rigid plastic bottles, aluminum cans):

WASTE REDUCTION

What can and will be done to reduce waste at your event?

- As part of reducing waste at my event, I will electronically distribute the [Event Vendor Low Waste Guide](#) to all vendors participating in my event.
- Printable Container Signs - [TRASH signs](#) and [RECYCLE signs](#)

DUMPSTERS & EQUIPMENT

Yes No Have you contracted for trash dumpsters?*

How many of each size standard trash dumpsters? 3 yard _____ 6 yard _____ 8 yard _____

How many of each size roll-off trash dumpsters? 20 yard _____ 30 yard _____ 40 yard _____

Yes No Have you contracted for recycling dumpsters?*

How many of each size recycling dumpster? 3 yard _____ 6 yard _____ 8 yard _____

How many of each size roll-off recycling dumpsters? 20 yard _____ 30 yard _____ 40 yard _____

* Dumpsters placed in the road may require parking meter hoods (p. 24) or a permit from ACHD (208-387-6280 or permits@achdidaho.org).

If you marked "NO" on trash and/or recycling dumpsters, describe how you will deal with the waste:

Self Haul: _____

Current On Site Setup (Attach proof of permission from building owners/businesses/property managers etc. to use.)

SOLID WASTE STAFFING

Name of person supervising trash and recycling: _____

Phone: _____ Email: _____

How many staff and volunteers will be managing trash and recycling? # _____

How will staff and volunteers manage trash and recycling during and after the event? (e.g., 2 staff dedicated to monitoring containers, all staff and volunteers making a sweep through premises after event ends)

ENTERTAINMENT, SITE SETUP + FIRE PERMITS



ENTERTAINMENT

Entertainment for special events, including bands, musicians, special effects artists, magicians, live animals, and speakers, etc. provides a chance for neighbors and strangers, big communities and small groups to interact and have common experiences. You play a strong role in bringing the community together safely on its streets and in its parks; describe the details of your event on the following page.

AMPLIFIED SOUND

Amplified sound for events such as early morning run/walk announcements or late evening concerts or block parties must adhere to volume levels established in Boise's City Code. It is the responsibility of the event organizer to ensure that all related activities comply. If a police officer determines the noise is offensive or has the potential to incite dangerous behavior it will need to be lowered and/or discontinued at his/her discretion.

ELECTRICAL AND POWER SUPPLY

All wiring, equipment and devices must be maintained in a safe working condition for the duration of your event including set-up and dismantle. Extension cords must be properly grounded, secured and covered to avoid creating a trip hazard. Generators must be separated from temporary structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means.

ADVERTISING AND MEDIA COVERAGE

The methods you use to promote your event will depend on its purpose, the likely audience and the best ways to reach that audience. Advertising via television, print, radio, social media, Internet and mailers, etc. may be necessary so consumers and other interested parties have all the information they need to attend.

FIRE PREVENTION PERMITS

Fire permits are required for food trucks, stages, some tents/canopies, open flame cooking (with propane, charcoal or wood), pyrotechnics (fireworks, etc.), fire performances, buildings, inflatables, jump houses etc. View the fee schedule and apply for fire operational permits online at fire.cityofboise.org/permits.

- **Exhibit, Trade Show or Special Event**
The Exhibit, Trade Show or Special Event permit is associated with assembly of the public for events indoors or outdoors.
- **Tents, Canopies and Temporary Membrane Structures Permit**
Temporary erection of structures that are air-inflated, air-supported, cable or frame-covered, enclosures, shelters, constructed of fabric or pliable materials with or without sidewalls. Permits are required for tents with sides, membrane structures and temporary stage canopies that exceed 400 square feet. This permit also applies to tents without sides that are more than 700 square feet.
- **Mobile Food Preparation Vehicle Permit**
For the use of a vehicles that contain cooking equipment that produce smoke or grease-laden vapors for the purpose of preparing and serving food to the public.
- **Public Fireworks Display**
Applies to the use of fireworks for a public display conducted by licensed and qualified operators.

ENTERTAINMENT, SITE SETUP + FIRE PERMITS PLAN

- Yes No Will there be entertainment at your event?
Dance component/open floor: _____ Live or Recorded music: _____
Number of Band(s): _____
- Yes No Will there be amplified sound? If so, you are required to comply with Boise's noise ordinance.
Amplification: _____ Start time: _____ End time: _____
- Yes No Will you require an electrical hookup and/or additional wiring?
Describe equipment and location: _____
- Yes No Will this event be marketed, promoted or advertised in any manner, including live media coverage? Explain and indicate the type of advertising that will be used:

- Yes No Are you sponsoring or allowing outside promoters/agencies to sponsor events in conjunction with your event? Please attach a list of each event with dates, times and locations.

FIRE PERMITS

- Yes No Will there be any temporary structures (i.e. tents, canopies, stages, etc.) in the proposed event site?*
- Provide details including number, size and location(s): _____

- Yes No Will an existing occupied or vacant building be used?* Address: _____
- Yes No Does the event involve the use of fireworks, rockets, lasers or other pyrotechnics?*
- Explain: _____
- Yes No Will inflatables/inflatable structures (i.e. parade balloons, jump houses, etc.) be used?*
- Provide details including number, size, land location(s): _____

- Yes No Will signs and/or banners, decorations or special lighting be used?
- Explain: _____
- Yes No Will generators be used?
- Describe use(s) and location(s): _____

* If yes, event may require a Fire Permit.



INSURANCE + INDEMNIFICATION

It is the responsibility of the Special Event organizer(s) to maintain a **COMMERCIAL GENERAL LIABILITY** insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Insurance requirements may be increased upon demand by the Boise City Legal Department, City of Boise Risk Manager or the Ada County Highway District.

DRONE – UNMANNED AERIAL SYSTEMS (UAS) INSURANCE

If a drone is being used as part of the event, the Special Event Organizer is responsible for making sure the drone operator has the required insurance coverage outlined in this application and provide it to the City of Boise if requested. Drone operator must follow all FAA regulations.

Owner/Operator shall procure and maintain for the duration of the event insurance against claims for injuries to persons or damage to property which may arise from or in connection with the ownership, maintenance, or use of the Unmanned Aerial System.

Aviation Liability Insurance: On an “occurrence” basis, including products and completed operations, property damage, bodily injury with limits no less than \$1,000,000 per occurrence, and \$1,000,000 aggregate. This coverage may also be provided by endorsement to a Commercial General Liability policy.

If the owner/operator maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the owner/operator.

The Aviation Liability or General Liability policy must provide an additional insured endorsement naming the City of Boise, its officers, officials, employees, and volunteers with respect to liability arising out of work or operations of the UAS owner/operator. For any claims related to this event, the owner’s/operator’s insurance coverage shall be primary.

INFLATABLES OR BOUNCE HOUSES

Event organizer is responsible for ensuring that any inflatable/bounce house vendor can provide the required coverage.

- Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the city may carry.
- A certificate of insurance naming City of Boise as additional insured and certificate holder must be delivered with this application for all events.
- A certificate naming Ada County Highway District as additional insured and certificate holder shall be delivered to Ada County Highway District with this application in the event of street closure.
- The adequacy of all insurance required by these provisions shall be subject to approval by the City of Boise Risk Manager and Ada County Highway District, when applicable.
- Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

The applicant shall indemnify and hold harmless the City of Boise, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys’ fees, arising out of the permitted activity or the conduct of applicant’s operation of the event if such claim (1) is attributed to personal injury, bodily injury, disease or death, or to injury or to destruction of property, including the loss of use there from, and (2) is not caused by any negligent act or omission or willful misconduct of the City of Boise or its employees acting within the scope of their employment.



COMMUNITY NOTIFICATION

Many of Boise's neighborhoods play host to a variety of events throughout the year and as a result, absorb the impact of extra visitors. Downtown Boise Association works to keep the City of Boise, downtown businesses, and residents connected on all incoming events by requiring that all residents and businesses near your event be notified during your planning process. Upon submission of your event's application, the Community Engagement Manager at DBA will reach out to begin this process.

WRITTEN NOTIFICATION

All communication, such as emails or paper handouts, distributed in the community must include:

- Event Name
- Date(s), time(s), location
- Parking and traffic impacts and detours - including hours
- Details on any amplified sound - highlighting any off-hours, duration
- Detailed map - with street names, landmarks, etc.
- Event organizer's contact details

DOWNTOWN CORE

If your event is located within the applicable downtown parameters (5th to 13th and State to Myrtle, marked in black on the map), you must notify all residents, businesses, property managers, etc. in writing by completing the Neighborhood Notification Form.

- This Form, as well as any pamphlets or flyers about your event, should be distributed at least one week prior to your event. If you are applying from out of state, please communicate that with the DBA's Community Engagement Manager.
- If you are in-state, please do your best to stop by in-person, call or email impacted businesses and residents. This includes anyone impacted within 300 feet of your event's area. If you cannot collect signatures for any reason, please note the form of attempted contact in the signature box such as "left voicemail".

Contact Downtown Boise Association at 208-385-7300 for a copy of the Neighborhood Notification Form or if you have any questions.

SUPPLEMENTAL PERMITS

Refer to the checklist on p. 6 to see if any of the following permits will be required for your event.

Fill out each applicable supplemental permit form and return them with the rest of your completed Special Events Application.

ALCOHOL

BOISE CITY ALCOHOL BEVERAGE CATERING PERMIT

If alcohol will be sold, served or consumed, your licensed alcohol provider must apply for a Boise City Alcohol Beverage Catering Permit.

- Apply online at cityclerk.cityofboise.org/licensing

Boise Police Department will work with the event organizer to establish ID checks, wristband issuances, entrance/exit points, start/stop serving times, etc.

FOOD + BEVERAGE

MOBILE EATING & DRINKING LICENSE

Food and beverage vendors must obtain annual Boise City Mobile Eating and Drinking Licenses for each booth, stall, space, trailer or location serving consumables. Send your vendor list (with current license numbers) to specialevents@cityofboise.org at least 30 days prior to your event.

- Apply online at cityclerk.cityofboise.org/licensing

TEMPORARY FOOD ESTABLISHMENT LICENSE

Central District Health (CDH) requires a Notification of Event Form and a list of food/beverage vendors within 30 days of the event. Each vendor must apply for a Temporary Event Food Establishment License and submit it with CDHD's Vendor Packet at least 30 days before the event. All forms can be found here:

- cdh.idaho.gov/eh-food-forms.php

PORTABLE TOILETS + SINKS

Portable toilets with hand washing stations shall be provided by the event organizer via a licensed contractor. The number of units to be available is based on event duration and attendance and shall include sufficient ADA compliant facilities. The required Notification of Event and the Portable Toilet guide from CDH's Environmental Health and Preparedness division is available here:

- cdh.idaho.gov/eh-food-forms.php

PORTABLE TOILET & SINK PLAN

Vendor: _____

Date(s) units will be serviced: _____

Total Number Toilets: _____

Number of ADA Accessible: _____

Total Number Sinks/Sanitizer Stations: _____

Number of ADA Accessible: _____

Delivery Date & Time: _____

Removal Date & Time: _____



ROAD CLOSURES

Any event involving the temporary closing of roads will be reviewed to determine the impact it may have on the safety of participants, spectators and the citizens of the city. Emergency access into the area shall be maintained at all times. A street closure does not include sidewalk areas; sidewalks must remain open and accessible.

Citizens Use Permit: A completed Citizens Use Permit application (p. 23) needs submitted a minimum of 45 days out for any type of event (block parties, markets, parades, etc.).

Escort/Security Officers: Officers are tasked with ensuring the safe movement of pedestrians, vehicles, and bicycles and are required from the beginning of the event until all traffic obstructions have been cleared. The Boise Police Department offers input into each event to ensure adequate security coverage is provided if needed and also manages large groups, VIP escorts and parade commencements. A police staffing agreement is required to book these officers.

Traffic Control: Event organizers are responsible for contacting traffic control companies to obtain and purchase a detailed traffic plan that shows what devices (barricades, signs, cones, etc.) will be used to safely close roads.

Time Frames: Clarification on the following time frames is required to ensure roads are shutdown and product is removed in a timely manner for the safety of our community:

- Traffic control product staging date(s)/time(s): _____
- Road(s) closing/product deploying date(s)/time(s): _____
- Road(s) opening/product set aside date(s)/time(s): _____
- Product completely removed from the area date(s)/time(s): _____

ACHD SPECIAL EVENT PERMIT

Ada County Highway District must receive a completed and signed copy of their **Special Event Permit Application** (Type A-Non-Profit or Type B-Commercial) and fees 45 days prior to your event. Questions can be directed to specialevents@achdidaho.org and the applications are available here:

- achdidaho.org/Departments/FormsPage/Default.aspx

CITIZENS USE PERMIT

Due at least 45-days prior to event setup date to: citizenuse@cityofboise.org. I hereby request a Citizens Use Permit for the purpose stated below, within the limits of Ada County, Idaho:

Organization Name: _____ Applicant Name: _____

Street Address: _____ Apartment/Unit #: _____

City: _____ State: _____ ZIP: _____

Phone 1: _____ Phone 2: _____ Email: _____

Event Name and Type (Parade, Demonstration, etc.): _____

Event Description/Details: _____

Location (Provide Map): _____

Said use to consist of approximately the following number of: Persons #: _____ Vehicles #: _____

Floats #: _____ Unlicensed Vehicles #: _____ Other #: _____

Setup Date/Time: _____ Road Close Date/Time: _____ Event Start Date/Time: _____

Dismantle Date/Time: _____ Road Open Date/Time: _____ End Date/Time: _____

INSURANCE

We hereby agree to replace the premises satisfactorily to the Ada County Highway District at our own expense and hold said District and County and City and State harmless from all damages or expenses caused by or in connection with the use of said property or of restoring the same to its original condition.

It is the responsibility of the event organizer(s) to maintain a commercial general liability insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence with the appropriate government entity as a named insured. Insurance requirements may be increased up on demand by the Boise City Legal Department, Risk Manager or the Ada County Highway District.

ESCORT SERVICE

The following declaration of intent to furnish escort must be signed by a representative of the licensed escort or security service before the application is returned to the Boise Police Department for the signature of the Chief of Police.

I, _____ of (Escort/Security Service) _____ have entered into an agreement with (Applicant) _____ to furnish the _____ Escort/Security personnel and/or _____ vehicles to the above mentioned applicant on the specified dates/times for which this application was made.

Signed by _____ Date: _____

APPLICANT ASSURANCES:

Emergency access into the area shall be maintained at all times. A street closure does not include sidewalk areas; sidewalks must remain open and accessible. The area must be returned to a clean condition immediately upon conclusion of your event. Should you fail to perform adequate clean up or damage occurs to property or facilities, you may be billed accordingly.

I have read and understand the requirements and responsibilities set forth by this permit.

Applicant Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Chief of Police: _____ Date: _____

Ada County Sheriff: _____ Date: _____

Transportation Manager, ACHD: _____ Date: _____

District 3, Idaho Transportation Dept.: _____ Date: _____

PARKING

Public parking is a priority for downtown businesses and it is important that the event planner provide as much access as possible for both public parking and event participants. All parking needs to be identified and oblige by ADA standards.

STREET PARKING RESERVATIONS

If you are closing a road that has on-street parking spaces or you need to reserve them for various uses during your event, they must be rented and/or marked "no parking" using the form below.

Spaces are reserved the night before the event takes place by an enforcement officer that will also remove the reserved meter hoods and signage the next business morning following the conclusion of the event.

PARKING METER/SPACE RENTAL FORM

Yes No Are there metered or timed parking spaces within your footprint, road closure, route, etc.?

If yes, what area(s): _____

Specify activity - i.e. food truck parking, dumpster* or storage POD* placement, shuttle lane, load in/load out, portable toilets: _____

**Dumpsters and/or storage PODS require an additional permit through ACHD; see p. 16 for details.*

DAILY RATE RENTAL REQUEST: Dates: _____
_____ spaces X _____ days X \$15.00 = \$ _____

WEEKLY RATE RENTAL REQUEST: Dates: _____
_____ spaces X _____ weeks X \$75.00 = \$ _____

MONTHLY RATE RENTAL REQUEST: Dates: _____
_____ spaces X _____ months X \$227.50 = \$ _____

Event Name: _____ Event Parking Contact: _____

Cell: _____ Email: _____

TO SECURE YOUR RESERVATION, YOU MUST COMPLETE THESE STEPS AT LEAST 14 DAYS PRIOR TO EVENT SETUP:

- Confirm space availability with parking compliance*
- Ensure traffic control plan is approved by ACHD
- Pay in person or by mail with this form**

* Parking fees are subject to change and parking is subject to availability. Please check with parking compliance about current rates by calling 208-972-8150 or visiting cityofboise.org/parking.

** A copy of this form must accompany payment by mail to Boise City Parking Compliance, Attn Special Event Parking, PO Box 500, Boise ID 83701 or in person at Boise City Hall, 150 N. Capitol Blvd, Boise.

FOR INTERNAL USE ONLY

Amount Paid: _____ Date Paid: _____ Received By: _____



BOISE PARKS AND RECREATION

Special events that take place in Boise’s park system require additional coordination through the Boise Parks and Recreation Department. The information below provides the necessary resources to schedule an event.

REQUIREMENTS

Applications for Parks Special Events must be submitted no earlier than one (1) year prior to the event date and no later than ninety (90) days prior to the event date if beer/wine will be sold or forty-five (45) days prior to the event date otherwise.

The permit process for using a park for your special event starts with scheduling your event’s location, date and time. Submit applications to the Park Special Event Coordinator or City Clerk’s Office for processing. Fees vary according to facilities and event needs. For more information, please contact the Park Special Event Coordinator at (208) 608-7600.

Parks available to schedule for a special event include 8th Street, Ann Morrison Park, Julia Davis Park, Cecil D. Andrus Park, Archery Range, Veterans Memorial Park and the Greenbelt. Any event open to the general public and advertised is required to apply for a Special Event Permit with the City of Boise and applicable park use permits.

More information can be found online: cityofboise.org/departments/parks-and-recreation/reservations/special-events.

AFFIDAVIT OF APPLICATION

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, understood and agree to abide by the rules and regulations governing the proposed Special Event under the City of Boise Ordinance and violations of such are penalized as outlined in 3-17-10.

I understand that this application is made subject to the rules and regulations established by the City Council and/or the Mayor or the Mayor's designee.

I agree 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 Special Event venue and the conduct of the Special Event.

In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes.

I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event to the City of Boise.

Applicant Name: _____ Title: _____

Host Organization: _____

Applicant Signature: _____ Date: _____

Professional Event Organizer: _____ Title: _____

Organization/Agency Name: _____

Signature: _____ Date: _____



SPECIAL EVENTS TEAM

The Special Events Team oversees the permitting and planning for special events and festivals in the City of Boise and hosts bi-monthly meetings to discuss event proposals between the event organizer and city departments and other agencies. If requested to attend a Special Event Team meeting, the event organizer will be responsible for presenting an event overview and for providing sufficient copies of any route, site plan or other documents requested.

CONTACTS

A list of representatives from city departments and local agencies is available. Please contact specialevents@cityofboise.org.

THANK YOU

On behalf of the City of Boise, thank you for contributing to the spirit and vitality of our community through the production of your event!



SUBMITTAL CHECKLIST

Please ensure the following information is accurate and included with this submittal in order for the packet to be considered completed and in compliance with Boise City Code.

- Special Events Licensing Pre-Questionnaire (p. [4](#))
- Application Fee of \$218.25 (p. [5](#))
- Planning Checklist (p. [6](#))
- Application for Special Events Permit (p. [7](#))
- Narrative/Timeline and Event Layout (p. [10](#))
- Insurance + Indemnification (p. [19](#))
- Signed Affidavit of Application (p. [26](#))





CITY OF BOISE
150 N. Capitol Blvd
Boise, ID 83702

CITYOFBOISE.ORG