

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 \$212.00.
 - 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.
- 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 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="checkbox"/>	<input type="checkbox"/>	Have you done a RISK ASSESSMENT and SITUATION ANALYSIS to identify crowd, alcohol and/or overall SECURITY AND SAFETY requirements? (Office of Emergency Management, p 12-13)				
<input type="checkbox"/>	<input type="checkbox"/>	Are FIRST AID STATIONS, AED MACHINES AND/OR AMBULANCES necessary at your event? (Determined by Ada County Paramedics, p. 13)	30 days			
<input type="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	Will ENTERTAINMENT, AMPLIFIED SOUND, TENTS/CANOPIES/ INFLATABLES (FIRE PERMITS) be used? Entertainment and Site Setup (p. 17-18)				
<input type="checkbox"/>	<input type="checkbox"/>	Will your event utilize DOWNTOWN BOISE, THE GROVE, OR THE 8TH STREET CORRIDOR (MAIN TO BANNOCK) ? Submit a rental agreement and/or notify all impacted parties (Downtown Boise Association and Boise Parks and Recreation, p. 20)	14 days			
<input type="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	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 Dept., p. 21)	30 days			
<input type="checkbox"/>	<input type="checkbox"/>	Will PORTABLE TOILETS with hand washing facilities be needed at your event? Submit a Notice of Event Form (Central District Health Dept., p. 21)	30 days			
<input type="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	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="checkbox"/>	<input type="checkbox"/>	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

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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 or check/credit card in person at City Hall. The Special Event fee is \$212.00.*

**Fees are subject to change.*

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 SPONSORSHIP REQUESTS

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.

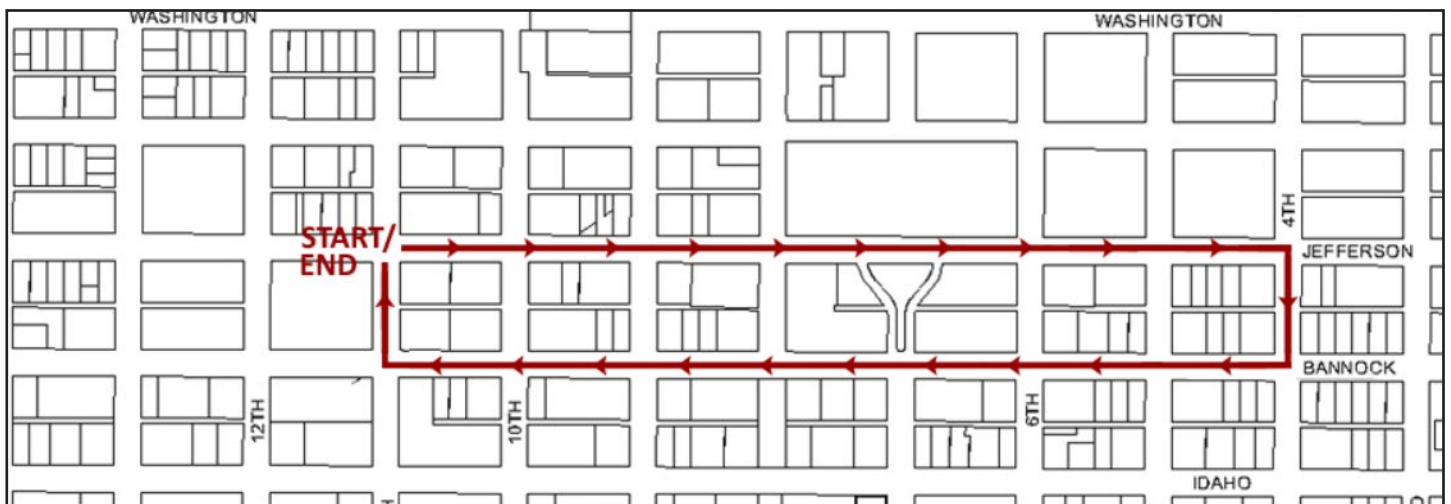
SITE PLAN

- 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



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.

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: _____