



Ada County Highway District
Special Event Permit (SEP) – Type A (Non-Profit)
ACHD Code Section 5105.2

I, _____, hereby request a Special Event Permit for the purpose stated below, within the limits of Ada County, Idaho:

Event Name: _____
(non-profit parade, block party, walk, run, bike race, parking, street dance, theatrical play or event, marketing booth, etc.)

Location (provide map as a separate attachment): _____

Date of Event: _____ Time (From): _____ (To): _____
(set up and tear down included)

Approx. Number of Participants: _____ Vehicles: _____ Floats: _____ Other: _____

Contact Person (at event): _____ Organization: _____

Business Phone: _____ Other Phone: _____

Email: _____

Insurance:

We agree to indemnify, defend, and hold harmless, ACHD, its officers, agents, and employees from and against any and all claims for damages to property and or bodily injury which may result from or in connection with any of the operations carried on by us under the permit. We hereby agree to satisfactorily replace the premises to the original condition after our event. We shall not hold the Ada County Highway District, the City, the County or the State of Idaho responsible for any damages or expenses caused by, or in connection with, the use of said property. We also acknowledge that the cost of returning premises to the original condition will be ours, the event organizer, and not the Ada County Highway District, the City, Ada County or the State of Idaho.

A liability policy (block parties excepted) shall be in effect prior to permit approval and cannot be less than \$500,000 per claim and \$1,000,000 aggregate per occurrence and each naming the Ada County Highway District as a certificate holder and as an additional insured. Insurance requirements may be increased upon demand by the District’s Legal Department or designated Risk Manager.

Application Fee:

The application permit and fee shall be submitted to the District a minimum of thirty (30) days prior to the event to allow for sufficient staff review time. The application shall also include a diagram, map or similar site sketch depicting the site location and the rights of way involved in addition to a temporary traffic control plan (in conformance with Section 6007.11 of ACHD Code).

Type A (Non-Profit) Permit Application Fee: \$25 (include with application)

Applicant Assurances:

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

Applicant Signature: _____ Date: _____