

Application for Special Event

City of Twin Falls



TABLE OF CONTENTS

INTRODUCTION	1
SPECIAL EVENT LICENSING PRE-QUESTIONNAIRE	2
ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE.....	2
EXTRAORDINARY RESOURCES AGREEMENT	3
SPECIAL EVENT PERMIT INSTRUCTIONS.....	4
SUMMARY OF EVENT	5
APPLICATION FOR SPECIAL EVENT PERMIT	6
APPLICANT AND SPONSORING ORGANIZATION INFORMATION	7
APPLICATION INFORMATION	8
SITE PLAN / ROUTE MAP	9
INCIDENT ACTION PLAN.....	10
SECURITY PLAN	11, 12
TRASH PLAN.....	13
ENTERTAINMENT AND RELATED ACTIVITIES	13, 14
INSURANCE AND INDEMNIFICATION.....	14, 15
SUPPLEMENTAL PERMITS	15
ALCOHOL	15, 16
ALCOHOL BEVERAGE CATERING PERMIT APPLICATION	16
SIGNATURES	16, 17
CITIZEN USE PERMIT (STREET CLOSURES)	17
CITIZEN USE PERMIT (STREET CLOSURES) APPLICATION.....	17, 18
PARKING.....	18
PARKING PLAN	18
USE OF TWIN FALLS CITY PARKS	19
SIGN AND BANNER PERMITS.....	19
BUILDING DEPARTMENT PERMITS.....	19
ELECTRICAL PERMITS	19
AFFIDAVIT OF APPLICATION.....	19
FINAL CHECKLIST	20
AGENCY CONTACTS.....	21

INTRODUCTION

The City of Twin Falls recognizes special events as an important part of Twin Falls. Each year, the City of Twin Falls receives many requests from individuals and groups to conduct special events on property owned or controlled by the City of Twin Falls. Over the past few years, there has been an average of over 100 events held in Twin Falls varying in scope, purpose, cost and complexity. These events enhance tourism, provide an economic benefit to businesses, promote cultural diversity and provide affordable entertainment. The City of Twin Falls special event process has been designed to ensure these events are enjoyable and safe.

A special event is defined as a preplanned single gathering, event or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature that:

1. Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;
2. Impacts City streets, sidewalks, parks and common areas, or City resources;
3. Unless otherwise permitted to do so, proposes to sell or serve alcohol publicly; or,
4. Intends to broadcast amplified sound or generate unusual noise.

Examples of special events include, by way of illustration and without limitation, these types of events: concerts, dances, assemblages, processions, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (such as marathons and running events, bicycle races or tours, sports tournaments), and/or other organized activity conducted for a common or collective use.

Excluded from this requirement are venues that are permitted to hold such activities according to the property's zoning designation or through an approved Special Use Permit.

Special Event Applications must be received by the Twin Falls Police Department no later than forty-five (45) days prior to the scheduled date of the event and may be submitted as early as one (1) year before the event.

Only one (1) event per day within the City of Twin Falls will be approved. Twin Falls City Code (TFCC) Title 3, Chapter 6, Special Events, and Title 9, Chapter 13, Parades, provide the framework and guidance for issuance of Special Event Permits. The full code can be viewed online under the City of Twin Falls website or at the Twin Falls Police Department. PLEASE NOTE: Due to the varying duration limits of permits (i.e. catering, electrical, building permits, etc.), permits must be approved and submitted two (2) weeks prior to the event.

The City of Twin Falls Special Events Coordination Team consists of employees representing the Twin Falls Police Department, Fire Department, Parks and Recreation Department, Building Department, Planning and Zoning Department, Information Services, and other City entities when needed. The Special Events Coordination Team is designed to ensure that all events comply with City ordinances and is committed to working with event organizers to help them produce a successful and safe event which has minimal impact on the environment, surrounding neighborhoods and businesses. This is achieved through responsible leadership, careful planning and teamwork. The following application is designed to help special event organizers effectively navigate the planning and execution of their event.

Copies can be mailed to the Twin Falls Police Department Special Events Coordination Team, 321 2nd Ave. E, Twin Falls, ID 83301, or dropped off at the Twin Falls Police Department Records Bureau. A non-refundable administrative Special Event Application fee of Twenty-Five Dollars (\$25.00) must be paid in full to the City of Twin Falls prior to submitting the application.

This entire application needs to be completed.

SPECIAL EVENT LICENSING Pre-Questionnaire

Twin Falls Police Department, 356 3rd Avenue East, Twin Falls, Idaho 83301-3027

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 Twin Falls and comparable communities, the price of admission, and the extent of advertising and promotion contemplated.

Name of Event: _____

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

Print Name of Organizer: _____

Business Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

Organizer's Mailing Address: _____ City: _____ State: _____ Zip: _____

Good Faith Estimate for this Event: # _____

Under 500 participants Over 500 Participants

Location of Event: _____

Basis Statement for Estimate:

EXTRAORDINARY RESOURCES AGREEMENT

Special event applicants, promoters and sponsors whose special event requires 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 Team. Full cost recovery for extraordinary resources shall be required no later than sixty (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 TFCC, Title 3, Chapter 6, organizers of events which would otherwise qualify as a special event but expect less than five hundred (500) persons shall, at their choice, be entitled to file a Special Event Application and appear before the Special Events Coordination Team to seek government agency approval.

I wish to present my event to the Team:

Yes You must complete the following Special Event Application and pay the applicable fee of Twenty-Five Dollars (\$25.00) before the City of Twin Falls Special Events Coordination Team will begin its review of the request.

No

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

Name of Event Organizer

Signature of Event Organizer

SPECIAL EVENT PERMIT INSTRUCTIONS

The application must be turned in a minimum of forty-five (45) days in advance and no more than one (1) year in advance, unless approved by the City Manager.

All events using a City Park must complete the entire Application for Special Event. Additional permits may be required through the Parks and Recreation Department (see tabs on website).

Depending on the type of event, the City of Twin Falls may require the applicant to fill out permit requests in addition to this Special Event Application. Unless noted otherwise, these additional permits must be returned to the Twin Falls Police Department with the fully completed Application for Special Event.

The Special Events Coordination Team is made up of various City of Twin Falls entities and may involve other groups within the Magic Valley. You may be required to fill out additional agency permits, beyond those listed below, depending on the type, scope, and size of your event.

For each box you check yes, you must fill out the corresponding permit. Failure to fill out the necessary permits may result in the cancellation of your event.

Please check yes or no based on your event.

Yes No

Alcohol will be sold, served or consumed at your event (Alcohol Permit)

Your event will generate any type of waste (Trash Plan)

Fireworks will be displayed (Fire Permit)

Tents will be used (Fire inspection may be required)

Any portion of any road will be closed (Citizens' Use Permit)

You will provide portable toilets (South Central District Health Guidelines)

Your event will be held in Downtown Twin Falls (Parking Plan)

Your event requires emergency medical services or first aid stations (Incident Action Plan)

You will use a City Park or any portion of the City of Twin Falls walking trails for your event (Additional Parks and Recreation Permits)

Your event will utilize signs, banners, flags, etc. (Sign Permit / Planning and Zoning)

Building Department and Electrical Permits (Obtained at the Building Department)

SUMMARY OF EVENT

This section of the permit application is intended to provide us with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic and internet formats.

In order to minimize disruption to businesses and streets, all parades shall follow the standard parade route (Main Avenue between Murtaugh Street and Castleford Street) with the exception of the Western Days Parade which will be from the Falls Avenue and Blue Lakes Boulevard North intersection to the Blue Lakes Boulevard North/Addison Avenue/Shoshone Street intersection; then southeast on Shoshone Street to the intersection of 2nd Avenue West/South, the ending point.

We encourage that all running/walking events be held on City of Twin Falls walking trails or on private property with written approval/consent from the owner of the private property. Running/walking events held on City of Twin Falls streets and/or sidewalks will require detailed mapping and approval by the Special Events Coordination Team.

All cycling events will require detailed mapping and approval by the Special Events Coordination Team.



APPLICATION FOR SPECIAL EVENT PERMIT

Must be submitted no earlier than one (1) year prior to the event and no later than forty-five (45) days prior to the event. This application is in accordance with the Twin Falls City Code, Title 3, Chapter 6.

FOR INTERNAL USE ONLY
Application Fee: \$25.00 *Fees are subject to change

GENERAL INFORMATION

Event Name:	<input type="checkbox"/> Established Event (3 years or longer)
-------------	--

Event Description and Purpose (Who is this event supposed to attract; what is the purpose of the event; etc. You may attach additional pages if needed):

Is this a multi-day event?	Yes	No	If yes, how many days (dates)?
----------------------------	-----	----	--------------------------------

Set-up	Date(s):	Time(s):
Event Starts	Date(s):	Time(s):
Event Ends	Date(s):	Time(s):
Dismantle	Date(s):	Time(s):

IF THIS EVENT IS/OR INVOLVES A PARADE OR RUN/WALK, PLEASE ATTACH A ROUTE MAP

Event Category:

<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Circus	<input type="checkbox"/> Carnival/Fair
<input type="checkbox"/> Dance	<input type="checkbox"/> Exhibits/Misc.	<input type="checkbox"/> Farmer/Outdoor Market	<input type="checkbox"/> Festival/Celebration
<input type="checkbox"/> Museum Special Attraction	<input type="checkbox"/> Parade/Procession	<input type="checkbox"/> Run/Walk/Race	<input type="checkbox"/> Other

If Other, please explain:

Location:	<input type="checkbox"/> Public Property <input type="checkbox"/> Private Property
-----------	--

Location Description (i.e. Twin Falls City Park, Hansen Street between 6th Avenue and 4th Avenue):

Number of volunteers working event:	Number of staff working event:
Number of professional security personnel working event:	

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

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

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

Professional Event Organizer: The Chairperson 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 Special Events Coordination Team in implementing the plan. The professional event organizer must be available to work closely with the City's Special Events Coordination Team throughout the planning process. A letter from the Chairperson 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 at security organizations, event organizers, commercial fund-raisers, etc., should all be listed in this section.

APPLICATION INFORMATION (See previous page for definitions before completing)

Sponsoring Organization's Name:		
Applicant Name:		Applicant Title:
Organization Address:		Suite/Unit #
City:	State:	Zip:
Phone:	Cell Phone:	
Fax:	E-mail:	
On-site Contact:		Title:
Street Address:		Suite/Unit #
City:	State:	Zip:
Phone:	Cell Phone:	
Fax:	E-mail:	
Emergency Contact:		
Phone:		Cell Phone:
Fax:		E-mail:
OTHER CONTACTS		
Media Contact (if different from applicant):		
Phone:	Cell Phone:	E-mail:
Please list any professional event organizer, event service provider, or commercial fund-raiser hired for this project		
Organization Name:		Contact Name:
Street Address:		Suite/Unit #
City:	State:	Zip:
Phone:	Cell Phone:	E-mail:
Organization Name:		Contact Name:
Street Address:		Suite/Unit #
City:	State:	Zip:
Phone:	Cell Phone:	E-mail:
Organization Name:		Contact Name:
Street Address:		Suite/Unit #
City:	State:	Zip:
Phone:	Cell Phone:	E-mail:
Organization Name:		Contact Name:
Street Address:		Suite/Unit #
City:	State:	Zip:
Phone:	Cell Phone:	E-mail:

SITE PLAN/ROUTE MAP

To ensure appropriate review of your event, please submit your site plan. This must be legible. Please see the following "Site Plan/Route Map" checklist for what your site plan should include. Omission of any checklist elements constitutes an incomplete application. In addition, your site plan must be scaled to accurately represent the location of all tents, vendors, etc.

To minimize disruption to businesses and traffic, all parade routes are fixed unless otherwise approved by the Special Events Coordination Team.

For all other events that have a route, such as races, please include a route map.

Your site plan/route map should include:

- An outline of the entire event venue including:
 - Names of streets, parks or areas that are part of the venue
 - The lot lines/property boundaries
 - If the event involves a moving route of any kind, indicate the direction of travel and all street and/or lane closures
 - The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access
- The location of all:
 - Stages/platforms
 - Bleachers and grandstands, tents and all temporary structures
 - Beer gardens/locations where alcohol will be sold or served, booths, cooking areas
 - Trash containers and dumpsters/roll-offs
 - Portable toilets, hand washing facilities, drinking fountains, water stations, fire lanes
 - Other temporary structures
- The location of first aid facilities and ambulances
- Placement of vehicles and/or trailers
- Placement of all vendors and booths
- Space allotted for parking
- Lost child booth location
- A detail or close-up of the food booths and cooking area configuration, including identification of all vendors cooking with flammable gases or barbeque grills
- Generator locations and/or sources of electricity
- Access and exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures, to include exit widths
- Firework launch location(s)
- Security. Please clearly indicate each area where approved security will be deployed, including but not limited to: entrances and exits to event, beer garden entrances and exits, and placement along barricades and road closures. Please differentiate between volunteer and professional security
- The number of professional security personnel at each street closure

INCIDENT ACTION PLAN

Events that pose a significant safety risk to the community may require an in-depth Incident Action Plan. The Incident Action Plan focuses primarily on emergency response agencies and contingencies, but focus may expand depending on the event. The City of Twin Falls Police Department may assist in preparing the plan and providing event oversight. Applicants will be notified if their event will require an Incident Action Plan.

Have you hired a licensed professional emergency medical service provider to help develop and manage your event's medical plan? Yes No
 If yes, please provide the information below.

Certified EMT Name:	Type/Level of EMT Certification:
---------------------	----------------------------------

Street Address:	Suite/Unit #:
-----------------	---------------

City:	State:	Zip:
-------	--------	------

Phone:	Cell Phone:	Fax:
--------	-------------	------

E-mail:

Please describe your Emergency Medical plan below, including emergency vehicle ingress and egress, emergency medical services and the need for the presence of emergency medical services personnel at the event:

SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning by anticipating problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.

Most events require the services of approved security (either paid professionals or the Twin Falls Police Department’s Special Events Sergeant) to help develop an appropriate security plan. The City of Twin Falls Special Events Coordination Team has police officers who will work closely with you to review and analyze the security for your event. They will determine points of concern, anticipate potential problems, and recommend the type and amount of security personnel for your event. The Twin Falls Police Department may be employed for security, and their services will be billed directly to the Host Organization. Police officers may be required depending on the scope of your event.

Special Events Sergeant

Please contact the Twin Falls Police Special Events Sergeant (see Agency Contacts list on page 20 to discuss your security plan and the use of Police at your event.

Security Plan Requirements:

- All road closures must be staffed by security approved by the Twin Falls Police Special Events Sergeant
- All ingress/egress points of an inner perimeter must be staffed by security approved by the Special Events Sergeant
- All beer gardens and identification checkpoints will be staffed by security approved by the Special Events Sergeant
- Volunteer security personnel can be used at non-critical, Police-approved locations only.
- Paid professional security and volunteer security will be in event-appropriate uniforms (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 the Special Events Sergeant.

The Twin Falls Police Department has final approval on the security plan

Lost Child Protocol

- Establish an appropriate lost child protocol for the event
- Establish an easily identifiable, staffed location to report and care for lost children

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 Special Events Sergeant 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 booth?		Yes	No
Security Organization:		Private Security License #:	
Street Address:		Suite/Unit #:	
City:		State:	Zip:
Phone:	Fax:	E-mail	

TRASH PLAN

As the event organizer, you are responsible for the waste generated by your participants, spectators, and vendors, as well as the associated costs of disposal. We applaud your efforts to reduce waste, both behind the scenes and from the public. Please indicate the proposed placement of containers on the site.

Please note: All events must submit a Trash Plan. Trash dumpster services are available for a fee by trash services companies.

List what materials from your event will be discarded by vendors and attendees (i.e. cling-wrap, cardboard, flyers, plastic bags, food waste, Styrofoam or paper cups, paper napkins, plastic bottles, aluminum cans, etc.):

Have you contracted for trash dumpsters? Yes No		Company contracted with:
What size dumpster(s) (in yards)? Check all that apply: 3 6 8 20 30 40		
How many dumpsters have you contracted for?	How many staff will be managing trash?	
Name of person in charge of trash:		Phone:
E-mail:		

ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event-related activities comply with Twin Falls City Ordinance 6-2-3, Disorderly Conduct, regarding unreasonable or offensive noise. A Police Officer who determines that the level of noise from your event is offensive to others may require you to lower or discontinue the noise. The Police may order musical entertainment to end if it has the potential to incite dangerous behavior.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinances. You may need to submit a sign plan to the Twin Falls City Planning and Zoning Department. The number and location of these items must be included in your site plan and are subject to approval by the Special Events Coordination Team. In certain areas, under certain conditions, these items are prohibited.

Will there be any entertainment at your event?		Yes	No
If yes, please provide the following information or supply an attachment:			
Dance Component:		Live or Recorded Music:	
Number of Band(s):			
If amplification is used, you are required to comply with the disturbing the peace ordinance TFCC 6-2-3. Events using a park will be required to fill out an additional application.			
Type of Amplification:			
Amplification start time:		Amplification end time:	
Will there be any temporary structures in the proposed event site?		Yes	No
If yes, please provide the following below:			
Number of Stages:	Number of Tents:	Size(s) of Tents:	

Will any tents (including canopies) exceed 400 sq. feet in area?		Yes	No
If yes, a tent inspection may be required through the Twin Falls Fire Department.			
Will an existing occupied or vacant building be used?		Yes	No
If yes, you may need to request an inspection from the City of Twin Falls Building Department.			
Address:			
Does the event involve the use of fireworks, rockets, lasers or other pyrotechnics?		Yes	No
If yes, please explain:			
Will inflatables/inflatable structures (i.e. parade balloons, jump houses, etc.) be used for this event?		Yes	No
If yes, provide details, including number, size, launch location and landing location:			
Will signs and/or banners, decorations or special lighting be used as part of the event?		Yes	No
If yes, you may need to complete and submit a sign plan with the Twin Falls Planning and Zoning Department identifying all banners and signs to be used, along with locations and a set-up/removal plan for the signs and banners.			
Will you require an electrical hookup or additional wiring for the event?		Yes	No
If yes, an electrical permit and/or inspection may be required from the City of Twin Falls Building Department. Describe equipment and location:			
Will generators be used?	Yes	No	Is additional wiring needed:
			Yes
			No
Will you require access to water for the event?		Yes	No
If yes, please explain:			
Will portable toilets be available to the public?		Yes	No
If multi-day, please indicate when the toilets will be serviced:			
Vendor:		Date(s) toilets will be serviced:	
Total number:			
Delivery date and time:		Removal date and time:	
Will this event be marketed, promoted or advertised in any manner?		Yes	No
If yes, please explain the type of advertising that will be used:			
Will there be live media coverage during this event?		Yes	No
If yes, please describe:			
Are you sponsoring or allowing outside promoters/agencies to sponsor events in conjunction with your event?		Yes	No
If yes, please attach a list of each event with dates, times and locations.			

INSURANCE AND 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 \$500,000.00 combined single limit per occurrence. This insurance policy must include a rider for alcohol if alcohol is sold or provided. Insurance requirements may be increased upon demand by the Twin Falls City Attorney, City of Twin Falls Risk Manager, or other local government or state government entity that has jurisdiction. Each policy shall be written as a primary policy, not contributing to, or in excess of, any coverage which the City may carry. A certificate of insurance naming the City of Twin Falls as additional insured and certificate holder must be delivered with this application for all events. The adequacy of all insurance required by these provisions shall be subject to approval by the City of Twin Falls and other appropriate agencies, 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 Twin Falls, 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 destruction of property, including the loss of use therefrom, and (2) is not caused by any negligent act or omission or willful misconduct of the City of Twin Falls or its employees acting within the scope of their employment.

You are required to notify property owners, neighborhood associations and any other impacted parties, in writing, no less than fourteen (14) days prior to the event. The Special Event Permit will not be issued unless this requirement has been successfully completed. Written notice must include as a minimum:

- Date
- Time
- Location
- Other areas of impact other than specific location
- Type of activity
- Road closures
- Noise considerations (loud music, etc.)
- Estimated number of attendees

No permanent alterations to the street will be permitted.

The Twin Falls Police Department shall determine the number of Officers needed to appropriately staff street closures and for internal security, the number of emergency medical technicians needed, and the time when such services shall commence and end.

Agreement letters and/or letters of endorsement may be required from all service providers and impacted parties.

SUPPLEMENTAL PERMITS

The following permits may be required of event organizers. Please refer to the checklist on page three (3) to see if any of the following permits will be required for your event. Fill out each permit that you will need for your event and return them with the rest of your completed Special Event Application.

ALCOHOL

Twin Falls Police Standards for Events with Beer/Wine

Event security personnel will ensure all persons consuming alcohol within the event will be identified by a colored wristband. The wristband must be attached to the **right** wrist. The use of the right wrist allows for easy recognition due to consistent placement. A hand stamp **will not** meet this requirement. It is incumbent upon the event organizer to have sufficient quantities of wristbands to meet the demand. Alcohol sales will cease immediately if the supply of wristbands is exhausted. Verification of picture ID prior to issuing a wristband is mandatory. A single entry/exit point is highly recommended for control of alcoholic beverages. All entrances/exits must be staffed by an acceptable level of Twin Falls Police Department-approved security personnel. Event security personnel will assure that all alcohol is consumed within the confines of the beer garden. Each entry/exit will be posted with notice of “No alcohol beyond this point.” Signs will be prominently placed stating the hours of the event and the hours when alcohol will be sold. For fenced events, alcohol may not be brought in or out of the fenced perimeter. These standards may be modified depending on the size, scope, location and time of the event. Modifications can be facilitated and amended by meeting with the Special Events Sergeant.

ALCOHOL BEVERAGE CATERING PERMIT APPLICATION		
License fee: \$20.00 per day		
Does your event involve the sale, consumption or use of alcoholic beverages:		Yes No
Alcohol Licensee (corporation, partnership or individual listed on the state license):		
Address:		
City:	State:	Zip:
Type of License(s):		
Liquor License #:	Beer License #:	Wine License #
Date(s) permit to be used:	Hours - From:	To:
Location (Name, Address, Rooms):		
Is there a certificate of occupancy for the premise: If yes, what is the occupancy load?		Yes No
Name(s) of organization, group or individuals sponsoring event:		
Type of event catering for:	Indoor Event Outdoor Event	Number of Guests:
Contact Person:	Phone:	
Please include a drawing of the service area and all ingress and egress areas. Indicate the location(s) of alcohol service.		

SIGNATURES

The sponsored event will be open to the named organizations(s), group(s), or person(s) and guests for a period of _____ days, not to exceed three (3) consecutive days at a fee of Twenty Dollars (\$20.00) per day. Unless licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this Idaho liquor catering permit at the above-designated premises(s), subject to provisions of Title 23-I.C.

Alcohol Beverage Licensee: _____ Date: _____

City Clerk: _____ Date: _____

Chief of Police (or designee): _____ Date: _____

PERMIT MUST BE DISPLAYED AT EVENT	
<p style="text-align: center;">NOTICE</p> <p>If the first proposed catering date is less than fourteen (14) days from the date of application, the following must be signed:</p> <p style="text-align: center;">“Waiver of Procedural Rights”</p> <p>Acknowledging that I have filed an application with the City Clerk less than fourteen (14) days prior to the first proposed catering date, I hereby agree that if this application is not approved, no action or inaction by the Twin Falls City Clerk, Police or Council shall be appealed or contested, but I agree it shall be final and binding on me, my representatives, associates and successors in interest.</p> <p>Signature of Applicant: _____</p> <p>Date: _____</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>Permit #: _____</p> <p>Date Processed: _____</p> <p>Customer Pick-up Date: _____</p> <p>State License & Signature Verified By: _____</p> <p>Date E-mailed to Police: _____</p> <p>Date Returned from Police: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> With Conditions <input type="checkbox"/> Denied</p> <p>Date E-mailed to Fire: _____</p> <p>Date Returned from Fire: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> With Conditions <input type="checkbox"/> Denied</p>

CITIZEN USE PERMIT (STREET CLOSURES)

Please complete this permit application if any streets will be closed for your event. Any request for a road closure must be submitted on the Citizen Use Permit. The permit must be reviewed and signed by the Twin Falls Police Department's Special Events Sergeant. In addition, a copy of the approved permit must be forwarded to the Twin Falls Fire Department. The request must be submitted forty-five (45) days prior to the event, along with a site plan clearly indicating all street closures. All parades must follow the attached parade plan and route. Escort/Security Officers are required from the time the event starts until all traffic obstructions have been cleared and spectators have been safely dispersed. All traffic control devices must be collected and removed immediately after the event, unless otherwise approved by the Special Events Coordination Team.

CITIZEN USE PERMIT (STREET CLOSURES) APPLICATION

I hereby request a Citizen Use Permit for the purpose stated below, within the limits of the City of Twin Falls, Idaho.

Applicant Name:

Street Address:

Apartment/Unit #

City:

State:

Zip:

Organization Name:

Event Name and Type (parade, demonstration, etc.):

Location (provide map):

Said Use to Consist of the Approximate Number of Persons:

Number of Vehicles:

Number of Floats:

Number of Unlicensed Vehicles:

Number of Other:

Description:

INSURANCE: We hereby agree to return the premises satisfactorily to the City of Twin Falls at our own expense and hold said City, County 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.

A liability policy (attach to application) shall be provided with liability insurance therefore in the amount of \$500,000.00 per person and \$500,00.00 per each accident with the appropriate government entity as a named insured. Insurance requirements may be increased upon demand by the City of Twin Falls Attorney and Risk Manager.

ESCORT/SECURITY/TRAFFIC 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 Twin Falls Police Department for the signature of the Chief of Police.

I, _____ of (Escort/Security/Traffic Service) _____ have entered into an agreement with above-mentioned applicant for which the application was made. Said function is to occur on (Date/s): _____ (Time/s): _____.

Signed by _____ Date _____

APPLICANT ASSURANCES: I have read and understand the requirements and responsibilities set forth by the permit. Applicant Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Chief of Police:

Date:

Twin Falls County Sheriff (if applicable):

Date:

Transportation Manager, TFHD (if applicable):

Date:

District 4, ITD (if applicable):

Date:

PARKING

- 1. Parking for all patrons, vendors, service providers, and event staff must be identified
- 2. Use of parking lots and street parking must be identified
- 3. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas

Vehicles not in compliance with City of Twin Falls Ordinances and Idaho State Codes may be towed.

For Events in Downtown Twin Falls

Public parking is a priority for downtown businesses and it is important that the organizers of the event provide as much access as possible to public parking, including access to parking for event participants. This includes a plan to accommodate property owners’ access to and from their property.

PARKING PLAN			
Please explain in the space below how parking will be provided during your event:			
Applicant Name:			
Organization Name:			
Address:			
City:		State:	Zip:
Phone:		Cell Phone:	
Fax:		E-mail:	
Location of Use:			
Length of Time:			

USE OF TWIN FALLS CITY PARKS

Contact the City of Twin Falls Parks and Recreation for regulations.

SIGN AND BANNER PERMITS

Sign and Banner Permits may be required by the Twin Falls Planning and Zoning Department, pursuant to City Code 10-09-03. Please include documentation showing these permits have been obtained and approved.

BUILDING DEPARTMENT PERMITS

Building Department Permits may be required for your event from the Twin Falls Building Department. Please include documentation showing these permits have been obtained and approved.

ELECTRICAL PERMITS

Use of electricity supplied by the City of Twin Falls may require an electrical permit from the Twin Falls Building Department. Please include documentation showing these permits have been obtained and approved.

PLEASE NOTE: Due to the varying duration limits of permits (i.e. catering, electrical, building permits, etc.), permits must be approved and submitted two (2) weeks prior to the event.

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 and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Twin Falls 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 that a possessory interest subject to property taxation is created by virtue of this 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 Twin Falls.

Applicant Name:	Title:
Host Organization:	
Applicant Signature:	Date:
Professional Event Organizer:	Title:
Organization/Agency Name:	
Signature:	Date:

FINAL CHECKLIST

Thank you for completing the Special Event Application. Please review your application carefully before submitting it.

Have you ...

- Signed and dated your application and required permits, including supplemental and Park permits?
- Attached your Site Plan and/or Route Map clearly indicating **all** of the required components?
- Attached your Security Plan?
- Attached your Incident Action Plan (as may be required by the Incident Management Team)?
- Filled out all supplemental permits required by the City for your event?
 - Alcohol will be sold, served, etc., at your event (Alcohol Permit)
 - Your event will require City Parking and/or an event-provided shuttle will transport event-goers to and from a separate location (Parking Plan)
 - Your event will require the use of electricity (City Electrical Inspection Permit)
 - Your event will generate any type of waste (Trash Permit)
 - Fireworks will be used (Fire Permit/Inspection)
 - Tents will be used (Inspection may be required)

- Any portion of any road will be closed (Citizen Use Permit)
- You will provide portable toilets (South Central Public Health District Guidelines)
- Your event will be held in Downtown Twin Falls (Parking Plan)
- Your event requires emergency medical services or first aid stations (SLMVRMC Agreement)
- Your event will use a City Park or City Park Property [walking trails, etc.] (Parks Permit)
 - Amplified Sound Application for Community Event
 - Beer/Wine Sales Application for Community Event
 - Short-Term Concessions Application for Community Event
 - Utility Vehicle and Policy Application for Community Event
 - Vehicle Turf/Overnight Parking Permit Application for Community Event
- Completed Citizen Use Permit (Street Closures)
- Filled out all county, state and federal permits required for your event?
- Provided all necessary Certificates of Insurance?
- Lost child booth location

AGENCY CONTACTS

NEED HELP? PLEASE GIVE ONE OF US A CALL.

Special Events Sergeant: 735-7324 (Office) or 735-4357 (City Information Center)

Parks Department: 736-2265

Planning and Zoning Department: 735-7267

Building Department: 735-7238

Fire Department: 735-7236

Information Services (Technical): 735-7281

South Central Public Health District: 737-5900

Trash Removal: Local Yellow Pages or Online