



EVENT PERMIT APPLICATION

Applicants must submit this completed application and receive approval from the Recreation & Community Events Director, City Clerk or a designee AT LEAST 45 DAYS BEFORE conducting a public assembly, parade or park event.

FEES: \$200 Application fee. Fees are due when application is submitted and will be returned if permit is denied.

A. Event Details			
Name of Event:			
Location or Route of Event:			
Type of Event: <input type="checkbox"/> Park Event w/Vendors <input type="checkbox"/> Park Event w/No Vendors <input type="checkbox"/> Wedding* <input type="checkbox"/> Public Assembly <input type="checkbox"/> Parade <input type="checkbox"/> Other _____			
Date of Event:	Time of Event: Start _____ End _____		
Alternate Date:	Alternate Time: Start _____ End _____		
Briefly describe the event to occur:			
Number of participants expected:	Will there be outdoor music: Yes No		
If an event with vendors, how many vendors are expected?	Sound amplification devices? Yes No <i>If yes, please complete a Loudspeaker Use Request Form</i>		
B. Applicant Details			
Name of Event Sponsor:		<input type="checkbox"/> Individual <input type="checkbox"/> Organization	
Email:			
Address:	City:	Zip:	
Phone:	Fax:		
Name of Event Coordinator:			
Email:			
Address:	City:	Zip:	
Phone:	Fax:		
Responsible party for applicable City fees for this event:			
C. Previous Permit Information			
Has the applicant previously applied for a Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete the following.</i>			
Number of permit(s) previously applied for:			
Date of application(s):			
Name of event(s):			
Purpose of event(s):			
Date(s) the event(s) took place:			
Reason for denial of any prior application:			
D. Event Insurance Information (For a wedding this information is not necessary)*			
Does the applicant have insurance coverage for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete the following.</i>			
<input type="checkbox"/> Please check the box to confirm that you have met the requirement of Liability Insurance in the amount of \$500,000 <i>(a copy of the certificate of liability indemnifying the City of Hayden must be submitted at least two weeks prior to event)</i>			
Insurance Carrier's Name, Address, Phone Number:			
Insured Name, Address, Phone Number:			
Policy Number:			

E. Other Information

Do you want to serve alcohol at your event? Yes No If yes, please review Idaho Code 11.05.01 for a complete list of rules and regulations governing your event. Visit <http://adminrules.idaho.gov/rules/current/11/0501.pdf> (must be approved by City Council)

Is your event a parade, march, run, or street fair? Yes No If yes, please complete the following:

Will sidewalks be used along the route? Yes No

Number of road blocks provided by Applicant:

Number of road blocks needed from the City:

Number of animals, floats, automobiles or other vehicles in the parade or public assembly:

Applicant may be required to provide road guards and/or barricades as required by the Sheriff's Department

F. Detailed Event Plan

Attach a detailed plan for each of the following:

- Set up/Clean up
- Signage **(For weddings at Stoddard, sandwich board signage will be provided. If nicer signage is desired, applicant will need to provide their own signage)*
- Time event, wedding, public assembly or parade will begin
- If serving alcohol, how it will be controlled
- Controlling disorderly or violent conduct
- Maintaining traffic flow to commercial and other establishments
- Time the event or wedding will end or place and time the public assembly or parade will disband
- Sanitary and medical facilities (For weddings and events, portable toilets will need to be ordered by the applicant, as the only portables available are on the north end of the park)
- Scale drawing of parking facilities *(For weddings at Stoddard, approximately 35 parking spaces will be reserved)*
- ***Please note for weddings at Stoddard:** 1) *If bringing in large tents, barrels of water must be used to anchor tents—no stakes are permitted, 2) Portable toilets need to be ordered by applicant, 3) A meeting w/the parks supervisor before the wedding needs to be scheduled.*

G. Necessary Signatures

Outside Agency Approval:	Approved by	Date
Fire Department	_____	_____
Kootenai County Sheriff Office	_____	_____
Panhandle Health District (if needed)	_____	_____

Please review **Hayden City Code, Title 7, Chapter 4, Parades and Public Assemblies**, and **Title 7, Chapter 5, Public Parks and Beaches** available on our website under **City Codes and Ordinances**, for a complete list of rules and regulations governing your event.

RELEASE: APPLICANT, by signing this application, releases and discharges the City of Hayden from any liability of any nature for any property damage or personal injury suffered by the undersigned on the city of Hayden premises, including personal injury and the theft, loss, injury or destruction of property of any kind from any cause. The term APPLICANT shall include all parade participants.

INDEMNIFICATION: APPLICANT agrees to indemnify, defend, and hold harmless the city of Hayden, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of APPLICANT, APPLICANT's agents, employees, or representatives under this Agreement.

HOLD HARMLESS AGREEMENT: By signing this document, the applicant certifies that they have read, understand and will comply with the City of Hayden's Parade Rules and Regulations. The applicant further certifies that all members participating in the unit identified in the application have been advised of and are knowledgeable of said rules and regulations and have agreed to comply with them. The applicant further agrees to hold harmless, the City of Hayden and its designated representatives, volunteers and sponsors, if there is an injury associated with the parade.

I certify that this document and all attachments were prepared under my direction or supervision and that the information submitted is to the best of my knowledge and belief to be true, accurate and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

Applicant's Signature: _____ **Date:** _____

FOR STAFF REVIEW ONLY

Received by: _____ Date: _____

Approval:	Initial	Date
Recreation & Community Events Director	_____	_____
Public Works Director	_____	_____
City Administrator	_____	_____



Fee Received by: _____ Check/Receipt #: _____ Recorded on Calendar _____ Date: _____
 Exempt from Fees

Approved By: _____ Date: _____