



# CITY OF HAYDEN LAKE

## SPECIAL EVENT PERMIT APPLICATION

(May be submitted up to one year in advance)  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

PLEASE SUBMIT TO:  
deputyclerk@cityofhaydenlake.us  
9393 North Strahorn Road  
Hayden Lake, ID 83835  
208 772-2161

### SUBMITTALS

An application for approval of a Special Event permit is made by submitting the following information to the City Clerk's Office:

1. The completed attached forms and checklist;
2. Copy of all documents required by the city including an accurate site plan drawing of the event showing:  
a) all existing locations, driveways, pathways, and parking areas, b) the location of the proposed event,  
c) the location of all signage in the city limits.
3. A description of any signage and scale drawing of signs showing size, height and width of the sign area and the support structure as defined in the sign regulations of the city. Type and location of any intended illumination must also be shown on the drawing.
4. The permit is valid only for the dates specified in the application. The Applicant may apply in writing to the City Clerk for an extension of the permit, and for good cause appearing, the City Clerk's Office may grant a 60-day extension.

### DEADLINE FOR SUBMITTALS

The completed forms and site plan must be submitted to the City Clerk's Office not later than thirty (60) days prior to the date that the activity is expected to begin. The completed application shall be deemed accepted for the sixty (60) day processing period as of the date when all plans and information have been filed, checked and accepted as complete by the City Clerk's Office, as noted below.

Date Application and Fee Received: \_\_\_\_\_, 20\_\_\_\_,

by City Clerk/Deputy Clerk: \_\_\_\_\_

Date Application Accepted as Completed: \_\_\_\_\_, 20\_\_\_\_,

by City Engineer

#### ***FOR OFFICE USE ONLY***

Special Event Permit # \_\_\_\_\_ Total Amount Paid \$ \_\_\_\_\_

Cash/Money Order/Check # \_\_\_\_\_ Date: \_\_\_\_\_

Permit Issuance Date \_\_\_\_\_

Permit Expiration Date \_\_\_\_\_

Employee: \_\_\_\_\_



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Name of Event:

Date(s) of Event:

Day of the Week:

### **REQUIRED DOCUMENTS (MUST BE SUBMITTED WITH APPLICATION):**

- ☐ **INSURANCE** - Please provide a Certificate of Insurance in an amount of not less than \$500,000 naming the City of Hayden Lake as additional insured.
- ☐ **MAP (site plan)** - A complete map must be included, indicating start location, entire route, road closures, restrooms, parking, signage, location of vendors, and finish area.
- ☐ **NEIGHBOR NOTIFICATION** – (see attached) needs to be signed by the property owner/tenant and submitted if a road closure affects access to properties.
- ☐ **TRAFFIC CONTROL PLAN**- A detailed TCP indicating flagger locations, detours, routes and signage.
- ☐ **MASTER PLAN (Including Event Schedule)**- Master Plan should include the event schedule, marathon course, TCP, parking, course signage and markings, safety/medical treatment areas and rest area/ porta potty locations.

### **SPONSOR:**

Event Sponsor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **RETURN SECURITY DEPOSIT TO:**

Event Sponsor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **TIME AND LOCATION:**

Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Event ends (where?): \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Number of Spectators (Max.): \_\_\_\_\_ Number of Participants: \_\_\_\_\_

**Please note that any event signage or markings, (including pathway) must be removable and the applicant is responsible for removal and clean up immediately following event. Signage must be free-standing and markings must be in chalk only. Painted markings are strictly prohibited.**



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**STREET AND/OR SIDEWALK CLOSURES:**

What streets will be partially closed to traffic?

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What streets will be fully closed to traffic?

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Will event stop for and obey traffic signals at intersections?

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How will you maintain traffic access to businesses, commercial establishments, and homeowners?

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Did you notify businesses and property owners affected by closures?

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Does this event require “no street parking” signs?

\_\_\_\_\_ YES \_\_\_\_\_ NO

**FIRST AID:**

*(For serious medical issues, please instruct all participants to call 911 for assistance)*

Where will the First Aid Station(s) be located?

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Who will work the First Aid Station(s)?

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How are participants notified of the location(s)?

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### RESOURCES REQUIRED:

**NOTE:** *Certified traffic flaggers at organizer's expense will be required for an arterial street crossing.*

Name of Certified Flagging Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Do you remain on sidewalks only? \_\_\_\_\_ YES \_\_\_\_\_ NO

Trail only? \_\_\_\_\_ YES \_\_\_\_\_ NO

### RESTROOM FACILITIES:

**NOTE:** *Event organizer is responsible to supply portable toilets if necessary. Indicate location on the route/site plan map, the type (ADA), and number.*

What restroom facilities will be used? \_\_\_\_\_ How many are ADA accessible? \_\_\_\_\_

What company is supplying the restrooms: \_\_\_\_\_ Contact Person: \_\_\_\_\_

### FOOD VENDORS/SELLER PERMITS:

**NOTE:** *ALL food vendors MUST contact Northern Lakes Fire District at 208-772-5711 for required inspection and approval of mobile food service.*

**NOTE:** *The State of Idaho requires a sellers permit for all vendors. Contact Idaho State Tax Commission at 208-334-7660*

### VENDORS:

**NOTE:** *Please indicate location of all vendors on the site plan map.*

How many **Food** vendors will you have at the event? \_\_\_\_\_

Vendor Business Names: \_\_\_\_\_

How many **Beverage** vendors will you have at the event? \_\_\_\_\_

Vendor Business Names: \_\_\_\_\_

How many **Alcohol** vendors will you have at the event? \_\_\_\_\_

Vendor Business Names: \_\_\_\_\_

How many **Retail** vendors will you have at the event? \_\_\_\_\_

Vendor Business Names: \_\_\_\_\_

How many **Other** vendors will you have at the event? \_\_\_\_\_

Vendor Business Names: \_\_\_\_\_



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**Northern Lakes Fire District Inspection Completion (food vendors ONLY):** *(Required)*

Inspection completed by: \_\_\_\_\_

Date: \_\_\_\_\_ Passed: \_\_\_\_\_ YES \_\_\_\_\_ NO

Are any gas/propane appliances used for heating or lighting? \_\_\_\_\_ YES \_\_\_\_\_ NO

**NOTE:** *If yes, please specify items and show location on site plan map.*

Will any propane/gas appliances be used for cooking/warming at event? \_\_\_\_\_ YES \_\_\_\_\_ NO

Any other flammable or combustible items present at event? \_\_\_\_\_ YES \_\_\_\_\_ NO

Please Specify: \_\_\_\_\_

*Service of alcohol must be monitored to ensure no service or possession of persons under 21 years of age and watch for overservice of alcohol. Large events or those serving alcohol may require security, a public safety plan, or both. For an event requiring security, one security officer is needed for every 250 people in attendance.*

**LOST CHILDREN OR PETS:**

Please specify location of Lost and Found area/tent: \_\_\_\_\_

**NOTE:** *(location on site plan)* *Required*

**CLEAN-UP PLAN:**

Who is responsible for clean-up during/after event? \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

How many people are assigned to your clean-up committee? \_\_\_\_\_

Date/Time completed? \_\_\_\_\_

What arrangements have been made for garbage removal?

\_\_\_\_\_

What garbage receptacles will be used? \_\_\_\_\_

**Please note that any event signage or markings, (including pathway) must be removable and the applicant is responsible for removal and clean up immediately following event. Signage must be free-standing and markings must be in chalk only. Painted markings are strictly prohibited.**



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**CERTIFICATION**

I, \_\_\_\_\_ certify that I am a citizen of the United States, over eighteen (18) years of age, and that the information listed on this application is complete and true to the best of my knowledge, and I agree to comply with the ordinances regarding parades, marathons, and special events contained in the City of Hayden Lake City Code, for which I acknowledge and agree to.

Signed: \_\_\_\_\_

SUBSCRIBED and SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Idaho

Residing at: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

.....  
***Office Use Only***

City Clerk or Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**LOW/MEDIUM IMPACT EVENTS**

Street Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Police Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**HIGH IMPACT EVENTS**

Street Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Fire Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Parks Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions/Comments:

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Issues that occurred for review next year:

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***If you plan to have any fireworks displays during your event, please contact Northern Lakes Fire Department at 208-772-5711.***



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