

Special Event Application



Application Submission

Completed Special Event Applications may be dropped off at City Hall 375 1st Ave East Wendell, ID. 83355

Applications can also be mailed to:

375 1st Ave East Wendell, ID. 83355

Questions: Contact

City Clerk at (208) 536-5161

City of Wendell Special Event Application

The City of Wendell recognizes the importance of hosting special events in our community. This application sets forth the minimum requirements for holding a special event inside the city, however additional items may be required by the Wendell City Special Events Coordinator (as assigned by the Mayor) or other Wendell City departments.

*All Special Event Applications must be completed and submitted to the City of Wendell no less than forty-five (45) days prior to hosting an event.

*A non-refundable application fee of twenty-five dollars (\$25) is required at the time of application submission. Applications with unpaid fees will not be reviewed for approval.

Questionnaire and Good Faith Estimate

Name of Event: _____

Date of Event: _____ Start and Finish time(s): _____

Location of Event: _____

Print Name of Organizer: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Mailing Address: _____

State: _____ Zip: _____

Estimated Attendance: ☐ Under 500 attendees ☐ Over 500 attendees

Basis for Attendance Estimate:

Please answer the following questions:

Will Alcohol be sold, served or consumed at your event? (Alcohol permits and/or catering permits may apply)	Yes	No
Will you use a City Park or City Facilities? (Additional permits required by the Department of Parks and Recreation)	Yes	No
Will there be tents or temporary structures utilized at your event? (A fire inspection may be required from the Fire Department)	Yes	No
Will your event include pyrotechnics or fireworks? (Fire Permit required from the Fire Department)	Yes	No
Will there be amplified sound at your event?	Yes	No
Will your event require any street closures?	Yes	No
Will there be any inflatables such as bounce houses at your event?	Yes	No
Will your event generate any type of waste (trash plan)?	Yes	No
Will your event utilize signs, banners, flags, etc.? (Sign Permit may be required from Planning and Zoning)	Yes	No

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 Special Events Coordinator. An estimated payment for said extraordinary resources shall be required thirty (30) days prior to the event. All outstanding extraordinary costs shall be due within ten (10) days after the event.

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 (printed)

Signature of Event Organizer

Summary of Event

Event Category:

- ☐ Athletic/Recreation

☐ Concert/Performance

☐ Carnival/Fair

☐ Dance

☐ Exhibits/Misc.

☐ Farmers/Outdoor Market

☐ Parade

☐ Festival

☐ Run/Walk/Race

☐ Special Attraction

☐ Other

Location: ☐ Public Property ☐ Private Property

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

Summary: (Please provide a detailed overview of the event; attach additional pages if needed)

Entertainment

Will there be entertainment at your event?

If yes, please provide the following information:

☐ Yes

☐ No

Live or recorded music:

Number of Bands:

Type of Amplification:

Amplification start time:

Amplification end time:

As an event organizer, you must be certain that all event-related activities comply with Wendell City Code. A Police Officer who determines the level of noise from your event is offensive to others may require you to lower or discontinue the noise.

Trash Plan

As an event organizer, you are responsible for the waste generated by your participants, spectators and vendors, as well as the costs associated with proper disposal.

List what materials from your event will be discarded by vendors and attendees (i.e. cardboard, plastic bags, food waste, Styrofoam, plastic bottles, aluminum cans etc.):

Have you contracted for additional trash receptacles and/or dumpsters?

☐ Yes

☐ No

Have you arranged for portable toilets?

☐ Yes

☐ No

Name of company contracted with:

How many trash receptacles?

Size?

Name of person in charge of trash:

Phone:

Number of staff handling trash:

Any cleanup required by City Personnel following an event will be at the expense of the event organizers.

Security/Event Services

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning and anticipation of problems or concerns related to event activities.

Most major events require the services of approved security (either paid professional security or a law enforcement agency). The Special Events Coordinator will evaluate each event application and determine the necessity of and type of security. Police Officers may be required depending on the scope of event.

The organizer may also be required to provide additional services (lost child booth, trained medical personnel, etc.) at the discretion of the Special Events Coordinator.

Have you spoken with the Special Events Coordinator regarding security?	Yes	No
Have you contracted with any private security or law enforcement agency to provide your security? If so, name:	Yes	No
Does your plan involve a lost child booth?	Yes	No
Does your plan involve a first aid station staffed with trained personnel?	Yes	No
Number of Staff working the event:	Number of Volunteers working the event:	

Event Map

Event organizers are required to submit a detailed aerial map of the proposed event location. This map must include, but is not limited to, the locations of all of the following:

- 1.) Stages or platforms
- 2.) All temporary structures (tents, booths, cooking areas, etc.)
- 3.) Beer gardens and/or locations where alcohol will be dispensed
- 4.) Additional trash receptacles, dumpsters and portable toilets
- 5.) Emergency services (lost child booth, security, first aid, etc.)
- 6.) Fences/Barricades used to block any street or entrance access
- 7.) Firework launch locations (if applicable)
- 8.) All vehicles and trailers
- 9.) Parking for the event (may require an additional parking plan)
- 10.) Generators

Alcohol

Does your event involve the service, sale or consumption of alcoholic beverages?

(If no, applicant may skip this section of the application)

☐ Yes

☐ No

Alcohol sold or dispensed at special events must be done so by an established business with a current Alcohol License issued by the State of Idaho in accordance with Title 3, Chapters 3, 4 and 5 of the City of Wendell Municipal Code.

Name of business dispensing alcohol:		
Address:		
City:	State:	Zip:
Business contact person:		Phone:

The provisions and standards provided in this section may be modified depending on size, scope, location and time of the event. Modifications must be requested through the Special Events Coordinator and approved by the Special Events Committee.

Insurance and Indemnification

It is the responsibility of the special event organizer(s) to secure and provide a **COMMERCIAL GENERAL LIABILITY** insurance policy that covers the planned special event. **This policy must provide coverage of no less than \$500,000 combined single limit per occurrence for events involving 500 people or less or no less than \$1,000,000 combined single limit per occurrence for events involving more than 500 people.** This insurance policy must include a rider for alcohol if it is to be sold, provided or consumed. Insurance requirements may be increased upon demand of the Wendell City Attorney, Wendell City Risk Manager and/or other local government entities with 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 Wendell as additionally insured and as the certificate holder must be provided with this application. Failure to provide insurance coverage will immediately terminate special event application or approval.

I hereby agree to indemnify, save and hold harmless, and defend the City of Wendell from the expenses of and against any and all suits, actions, claims, and/or losses of every kind, nature, and description, including costs, expenses, and attorney fees that may be incurred by reason of any act, omission, neglect, or misconduct of myself, the organizers or operators of, and/or any and all participants in the use(s), activities, or events described or depicted in this application, except where such loss is attributable to the tortious conduct of the City of Wendell or its employees.

I hereby certify that damage to the properties, locations, and/or routes at or upon which the use(s), activities, or events described or depicted in this application is not foreseeable, and agree that, if damage occurs, I alone shall incur any and all costs of restoring such properties, locations, and/or routes to their original condition.

Print applicant name: _____

Applicant signature: _____

Date: _____

Notification Requirement

Event organizers are required to notify any nearby property owners who may be impacted by the holding of their special event. This notification must be made in writing and be given to said property owners no less than fourteen (14) days prior to the planned event. The special event permit will not be issued unless this requirement has been met. The written notice must include the following information:

- Date and time of special event
- Location of the event
- Additional areas affected by the event
- Type of event
- Planned road or parking lot closures
- Noise considerations (loud music, etc.)
- Estimated number of attendees

Additional Information

The following items may be required at the discretion of the City of Wendell and/or the Special Events Coordinator. Additional fees may pertain to these items.

Use of Wendell City Parks

Contact Wendell City Parks and Recreation for park and facilities reservation. Wendell City Parks and Recreation: (208) _____.

Sign and Banner Permits

The Wendell Planning and Zoning Department, pursuant to City Code Title 8, Chapter 12 may require sign and banner permits. Wendell P&Z: (208) _____.

Building Department Permits/Electrical Permits

Building Department permits may be required for your event from the Wendell Building Department. Use of electricity supplied by the City of Wendell may require an electrical permit. Wendell Building Department: (208) _____.

PLEASE NOTE: Due to the varying duration limits of permits (i.e. catering, electrical, building, etc.), all permits must be approved and submitted no less than two (2) weeks prior to the special event.

Affidavit of Application

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I understand that this application is made subject to the rules and regulations established by the Wendell City Council. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be uncured by, or on behalf of, the Special Event to the City of Wendell.

Application Signature: _____ Date: _____