



# Application for Special Events Permit

Must be submitted no earlier than 1 (one) year prior to the event and no later than 45 days prior to the event. Application is in accordance with Boise City Code, Title 5, Chapter 10

|                               |                           |                        |
|-------------------------------|---------------------------|------------------------|
| <b>FOR INTERNAL USE ONLY:</b> | Application Fee: \$160.00 | Processing Fee: \$1.35 |
| Application: _____            | Date Received: _____      | Date Approved: _____   |
|                               |                           | Date Denied: _____     |

## 1. GENERAL INFORMATION

Event Name: See Sign of Walk  Established Event (3 Year)

Event Date(s)/Time(s): 10/2/10 9:30-1:00

Location: Julia Davis Park Bandshell  Public Property  Private Property

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

Set-up: Date: 10/2/2010 Start Time: 7:00 am End Time: 9:30 am

Dismantle: Date: 10/2/2010 Start Time: 12:30 pm End Time: 2:00 pm

Estimated attendance (per day): 6,000

Basis on which this estimate is made: 3,000 humans + 3,000 dogs

## 2. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring organization name: Idaho Humane Society

Are you a non profit corporation?  yes  no If yes:  501c(3)  501c(6) Place of Worship \_\_\_\_\_

Applicant Name: Christine Moore Title: Donor Communication & Events

Address: 4775 Dorman St City: Boise State: ID Zip: 83705

Phone: 208 387-2760 Fax#: 208 348-3515 Email: cmoore@idahohumanesociety.org

On-site Contact: As Above Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell#: 866-2212 Email: \_\_\_\_\_

Emergency Contact: Melanie Larson

Phone: 31-9553 Cell#: 612-8731 Email: volunteer@idahohumanesociety.org

## 3. BRIEF DESCRIPTION AND PURPOSE OF EVENT (attach additional page if necessary)

Community participation and fundraising event. A one mile walk through downtown Boise preceded and followed by activities, entertainment, vendors and contests in the park.

## 4. STREET CLOSURE REQUEST

(INDICATE ON SITE MAP- YOU WILL NEED A PERMIT FROM ADA COUNTY HIGHWAY DISTRICT)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

- Capital Blvd between Idaho & Battery - rolling closure: 11:00am -
- N. Idaho between Capital & 9th - rolling closure approx 11:15am
- 9th St between Idaho & Battery - rolling closure approx 11:30am
- Battery between 9th & Capital approx 11:45

Boise Escort Service and Boise City Police Service will be utilized. Permits will be obtained.

## 5. EVENT DETAILS

YES NO

- Does the event involve the sale or use of alcoholic beverages?  
If yes, you may need a Alcohol Beverage Catering Permit (City Clerk)
- Does the event involve the sale of food?  
If yes, you may need a Temporary Food Establishment Permit (Central District Health Department) and a Eating & Drinking permit (City Clerk)
- Does the event involve the sale of non-food items?  
If yes, you will need to apply for an Event Vendors license. (City Clerk)
- Will there be entertainment at your event? IF "YES" provide the following information:  
Dance component/open floor: \_\_\_\_\_  
Live or recorded music: Yes - provided by DJ - TBD  
Number of Band(s): \_\_\_\_\_  
Amplification? Yes  
If amplification is used, you will be required to comply with the noise ordinance. (BCC 6-20)  
Amplification Start Time: 9:30am Amplification End Time: 1:00pm
- Will an existing occupied or a vacant building be used? Address: \_\_\_\_\_
- Will there be any temporary structures in the proposed event site? Please provide the following below:  
Approx. Number of Stages: \_\_\_\_\_ Size of Stages: \_\_\_\_\_  
Approx. Number of Tents: \_\_\_\_\_ Will any tent exceed 400 sq. feet in area?  NO  YES  
A tent permit may be required through City of Boise Fire Department.
- Does the event involve the use of fireworks, rockets, or other pyrotechnics?  
Explain: \_\_\_\_\_  
A dangerous fireworks permit may be required through City of Boise Fire Department.
- Will you provide portable toilets for the public attending your event?  
If yes, how many? \_\_\_\_\_ ADA Accessible: \_\_\_\_\_
- Will you require electrical hookup for the event?  
Explain: Provided at bandshell - for amplification
- Will generators be used?
- Will there need to be additional wiring?
- Will you require access to water for the event?  
Explain: To provide dog water
- Will signs and/or banners be displayed as part of the event?  
If yes, you may need a sign permit from the Planning and Zoning Department  
If yes, you may need to submit a signage plan indicating any route/course markings, all banners and signs that will be displayed, all parking signs, and the set-up/removal plan of the signs and banners.
- Will inflatable parade balloons be used for the event?  
Provide details \_\_\_\_\_
- Will this event be marketed, promoted, or advertised in any manner?  
If yes, explain and indicate type of advertising that will be used radio and print - TBD
- Will there be live media coverage during the event? Possibly  
If yes, please describe TBD
- Are you sponsoring or allowing outside promoters/agencies to sponsor events in conjunction with your event?  
If yes, please attach a list of each event with dates, times, and locations.

## 6. ADDITIONAL QUESTIONS

How will parking be accommodated for this event? (please explain below)

Julia Davis park, street parking and BSU parking structure

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

How will trash be contained and removed during and after the event? (please explain below)

Base Parks will provide dumpster. Additional portable (cardboard) receptacles used, recycling bins will be used

## 7. INSURANCE AND INDEMNIFICATION

It is the responsibility of the Special Event organizer(s) to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. A certificate naming the City of Boise and Ada County Highway District as additional insured shall be delivered to Boise City with this application. The adequacy of all insurance required by these provisions shall be subject to approval by the City's Risk Manager. 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 Boise, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use there from, and (2) is not caused by any negligent act or omission of willful misconduct of the City of Boise or its employees acting within the scope of their employment.

## 8. SITE PLAN A Site Plan must be attached that identifies the following (if applicable):

- An outline of the entire event venue including the names of streets or areas that are part of the venue. If the event involves a moving route of any kind, indicate the direction of travel and all streets or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, cooking areas, trash/recycling containers, dumpster/roll-offs, drinking water fountains or water stations in park, waste grease containers, gray water containers and other temporary structures
- The location of first aid facilities and ambulances
- Placement of vehicles and/or trailers
- Space allotted for parking
- Identification of all event components that meet accessibility standards
- Other related event components not listed above
- A detail or close-up of the food booths and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills Will be available 10-14 days prior to event
- Generator locations and/or sources of electricity
- Exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures
- Firework launch location

**9. SPECIAL INFORMATION FOR APPLICANTS**

- You will be required to notify property owners affected by the event before a special events permit is issued.
- No permanent alterations to the street will be permitted.
- The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- The City Clerk, in consultation with the Boise Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and 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.

The following agencies may have to be contacted for permission or permitting:

1. Boise Police Department.....570-6000
2. Boise Fire Department.....570-6567
3. Boise Parks and Recreation Department.....384-4060
4. Boise Public Works Department.....384-3901
5. Central District Health Department.....327-7499
6. Ada County Highway District.....387-6100
7. Downtown Boise Association.....385-7300
8. Capital City Development Corporation (CCDC).....319-1209
9. Planning and Zoning Division.....384-3830
10. City Clerk's Office.....384-3710
11. Parking Control Office.....384-3770
12. Ada County Emergency Medical Service.....287-2950
13. Boise City Risk Manager.....384-3784
14. Boise City Building Division.....384-3800
15. Allied Waste.....685-7739

**10. SPONSORSHIP FEE**

Are you requesting a waiver of the fee based upon Boise City direct or indirect sponsorship?  Yes  No.  
 If yes, please attach a statement that demonstrates the economic benefit and fiscal cost of the event to the region. The economic benefit statement should include the purpose of the event; number of participants and the percent of participants that are local; whether the focus is on youth; and how the event is benefitted from City sponsorship (per resolution 19031).

**11. AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Boise Ordinance, and 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. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use 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 Boise.

(Please Print)

Applicant Name: Christine Moore Title: Donor Communication & Events Director  
 Host Organization: Idaho Humane Society  
 Signature: [Signature] Date: 2/12/2010  
 Professional Event Organizer: as above Title: \_\_\_\_\_  
 Organization/Agency Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SPECIAL EVENTS LICENSING Pre-Questionnaire

Office of the City Clerk, 150 North Capital Blvd. Boise, Idaho 83702

## 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 Boise and comparable communities, the price of admission and the extent of advertising and promotion contemplated.

Name of the Event: See Spot Walk

Date of the Event: 10/2/2010 Start and Finish Times of Event: 4:30<sup>am</sup>/11:00<sup>pm</sup>

PRINT Name of Organizer: Christine Moore

cmoore@idahohumansociety.org 387-2760 866-2212 342-3515  
Email Business Phone Cell Fax

4775 Dorman St. Boise ID 83705  
Organizer's Mailing Address City State Zip

Good Faith Estimate for this Event: #6000\*  Under 1000 participants  Over 1000 Participants

Location of Event: Julia Davis Park Bandshell

*Must appear before committee & must complete special events application process.*

Basis Statement for Estimate:

3,000 humans + 3,000 dogs

## EXTRAORDINARY RESOURCES AGREEMENT

Special event applicants, promoters and sponsors whose special events require 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 Committee. Full cost recovery for extraordinary resources shall be required no later than 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 BCC 5-10-3B, organizers of events which would otherwise qualify as a special event but expect less than one thousand (1,000) persons shall, at their choice, be entitled to file a Special Event Application, and appear before the Special Events Coordination Committee to seek government agency approvals.

I wish to present my event to the Committee:

Yes If yes, you must complete the following Special Event Application and pay the applicable fee.  
 No

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

**This entire application needs to be completed.**

Christine Moore  
Name of Event Organizer

[Signature]  
Signature of Event Organizer

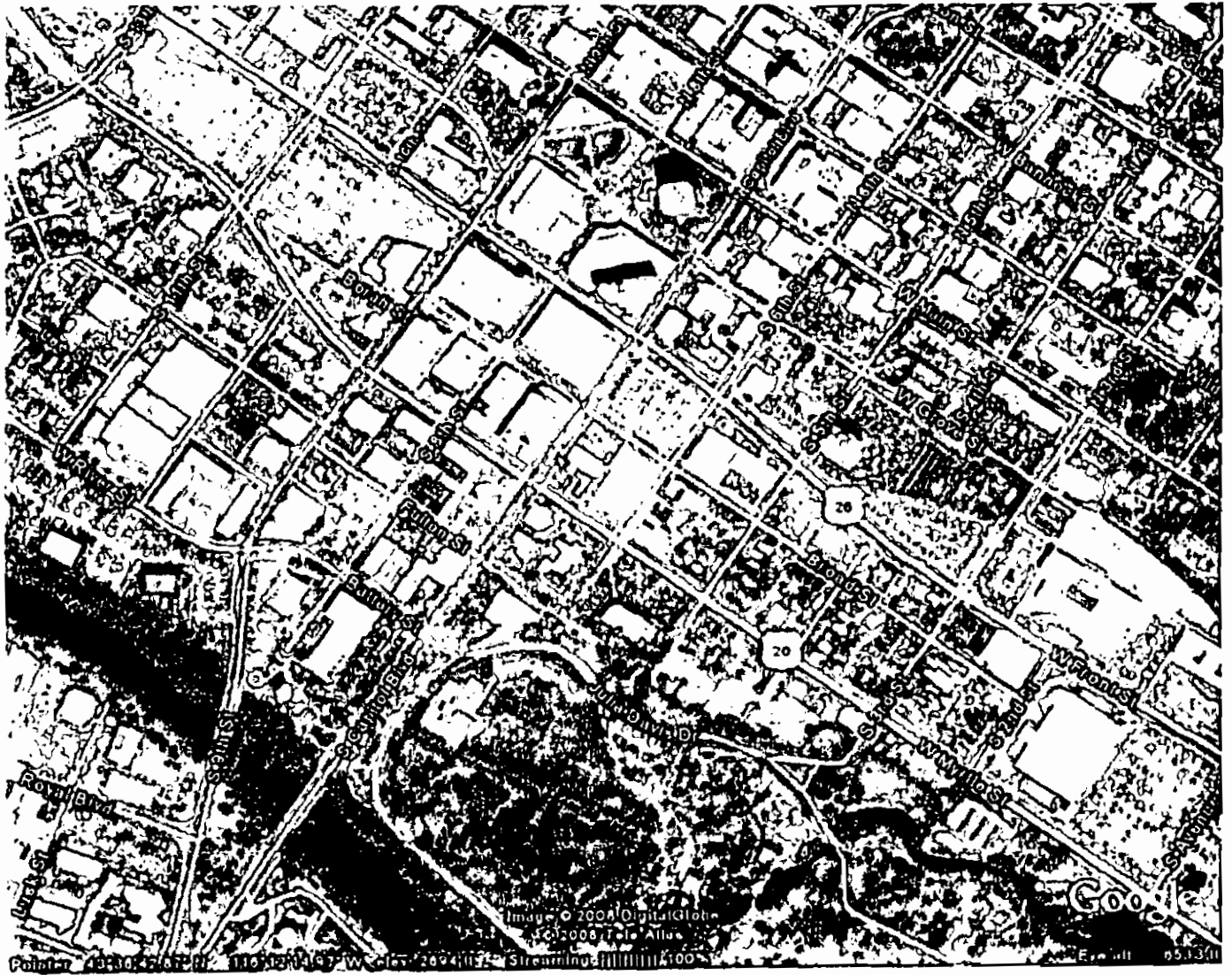


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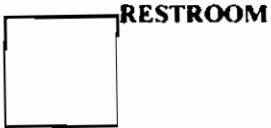
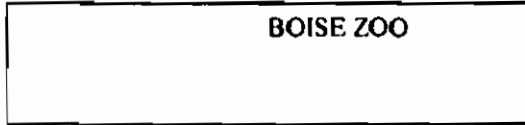
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# SEE SPOT WALK 2010

## ~~Proposed~~ Changes

### JULIA DAVIS PARK



- Tree
- Light Pole
- Garbage can
- Vendor Table
- Picnic Table
- Canopy

ROSE GARDEN

SERVICE ROAD

SERVICE ROAD - delivery only, LOADING

MUSEUM  
BATTERY ST.  
WALK START

104-105 Water/Route

PARK PERIMETER RD. 285 ft (west side)

CAPITOL BOULEVARD

Handicapped  
RESERVED LOADING  
RESERVED LOADING

