



SPECIAL EVENT PERMIT APPLICATION

Must be completed when hosting an event at any city park or facility where more than 50 people are expected, OR the event will include vendors with food, alcohol, or other items for sale. Must be submitted at least 30 days prior to the event.

Event Name: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Location of Event: _____

Dates/Hours of Event: _____ Expected Attendance: _____

Brief Description & Purpose of Event: _____

EVENT DETAILS: Please check the box next to the item if it WILL be a part of your event.

	Yes	No
Does the event involve the sale or use of alcoholic beverages? If yes, all vendors serving alcohol at the event will need to complete an alcohol catering permit.	<input type="checkbox"/>	<input type="checkbox"/>
Does the event involve the sale of food prepared on site or by vendors? If yes, provide copy of the appropriate District Health Department's written approval or waiver.	<input type="checkbox"/>	<input type="checkbox"/>
Will there be amplified entertainment at the event? If yes, the volume of sound must be kept low enough not to disturb other area users and adjacent residential neighborhoods. All music must conclude by ten o'clock (10:00) P.M.	<input type="checkbox"/>	<input type="checkbox"/>
Will you require access to water or electrical outlets for the event? Event sponsor is required to supply hoses and extension cords as needed.	<input type="checkbox"/>	<input type="checkbox"/>
Will inflatable bounce houses or games be at the event? If yes, a copy of the provider's insurance must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
Will you provide private security services for your event? If yes, please provide company, name contact name, and phone number.	<input type="checkbox"/>	<input type="checkbox"/>
Based on expected attendance, will you be providing additional portable toilets for your event. If yes, please provide the number of ADA units _____ & Non-ADA units _____	<input type="checkbox"/>	<input type="checkbox"/>
Will you be shutting down or blocking any streets? If yes, please attach approval from the appropriate roadway district (ITD, ACHD, or CHD4)	<input type="checkbox"/>	<input type="checkbox"/>

FEES:

	Resident	Non-Resident
All Day Use	\$150.00	\$255.00
First 4 hours	\$ 75.00	\$120.00
Second 4 hours	\$ 50.00	\$ 85.00
Third 4 hours	\$ 25.00	\$ 50.00



1. **CHARITABLE ORGANIZATIONS:** The City Clerk's office may waive the use fees associated with any vendor at a charitable event. Proof of 501(c)(3) status is required.
2. **SITE PLAN:** A Site Plan must be attached that identifies the following: (maps can be printed from an online map provider like Google Maps)
 - An outline of the entire event venue including the names of streets or areas that are part of the venue.
 - The location of any 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, waste grease containers, gray water containers and other temporary structures.
 - The location of first aid facilities and ambulances.
 - Identification of all event components that meet accessibility standards.
 - The food booths or cooking areas configuration including booth identification of all vendors cooking with flammable gases or barbeque grills, and whether food vendors will be located in mobile units or set up in open air. Generator locations and/or sources of electricity. Generators must be located a minimum of twelve feet (12') from all tents or structures. Fuel must be kept in an approved safety container and kept in a secure area away from the generator. Generators must be shut off before being refueled.
 - Exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures.
 - Parking for all patrons, vendors, service providers, and event staff. Use of all parking lots, driveways, and street parking must be identified on your Site Plan. Parking may be examined for ADA compliance.
 - All fire lanes and fire hydrants must be kept clear of any parked vehicles and any other obstructions for the entire course of the event, including set-up and take-down time.
3. **INSURANCE REQUIREMENT:** Application shall be accompanied by a certificate of public liability and property-casualty insurance. Insurance Requirements: Every Event Permit holder shall provide to the City a certificate of insurance evidencing insurance coverage of the following types (as required) and amounts before any permits will be issued. On each policy, applicant will name the City of Star as an additional insured. Comprehensive General Liability Insurance Requirements:
 - Personal injury and bodily injury insurance with a limit of \$1,000,000 each occurrence and \$2,000,000 aggregate, where insurance aggregates apply;
 - Property damage liability insurance with limits of \$250,000 each occurrence and \$500,000 aggregate, where insurance aggregates apply;
 - In the case of Mobile concessionaires, Automobile Liability Insurance;
 - Bodily injury liability with limits of \$1,000,000 each person and \$1,000,000 each accident;
 - Property damage liability with a limit of \$50,000 each accident;
 - Worker's Compensation Insurance. Vendor shall comply with the requirements and benefits established by the State of Idaho for the provision of Worker's Compensation Insurance. If your organization/business has opted out of this requirement, the applicant is required to provide documentation of such.



4. **AMERICANS WITH DISABILITIES ACT (ADA):** ADA legislation directs the City of Star to provide equal access for people with disabilities. Event organizers must make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This includes maintaining access for sidewalks and curb cuts and maintaining designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. ADA compliant restrooms must be made available.
5. **OVERNIGHT RV CAMPING:** Staying overnight will be allowed with written permission. Overnight stays will be permitted only in recreational vehicles or campers in the parking lot. Tent camping is not permitted. All City of Star parks are open from dawn until dusk. Events may not operate outside these times without written permission.
6. **PARK SCHEDULING:** The City of Star is a public agency and, therefore, exclusive use of a park facility cannot be granted. Public access to non-reservable park amenities such as playgrounds must be maintained at all times. An event organizer may choose to restrict public access to an event, but may only restrict access to reserved facilities, such as picnic shelters.
7. **PARKING & SECURITY:** Parking is limited to designated areas and is available on a first come, first served basis. All roadways and parking lot drive aisles are fire lanes and cannot be blocked. Depending on the size and scope of the event, the event organizers may be required to submit written traffic control, security, off-site parking and/or shuttle service plans at least thirty (30) days prior to the event start date (60 days for large-scale events).
8. **RESTROOMS:** If there are not enough on-site restrooms to accommodate the size of the event, Idaho District Health Departments require that portable restrooms and hand washing stations be provided and removed at the expense of the event organizer. Refer to your Health Districts website for number of units required. If additional restrooms are needed, at least one ADA restroom must be included in each group. All portable restrooms must be placed on hard surfaces and be accessible from the roadway. Location(s) of portable restroom must be approved by the City of Star. All portable restrooms must be removed from the park at the end of the event.
9. **SMOKE-FREE PARKS:** All City of Star parks are smoke-free zones. The event organizer will be expected to help uphold this policy by notifying event patrons as necessary.
10. **VEHICLE RESTRICTIONS:** Due to possible concrete, turf, and sprinkler head damage, vehicles are limited to paved roads or parking areas.
11. **VENDORS AND CONCESSIONAIRES:** Event organizers may engage food, craft and other service and product vendors as part of their special event. A list of all event vendors must be submitted with the Special Event Permit Application. All vendor vehicles and trailers are subject to the same restrictions as other vehicles as detailed in the "Vehicle Restrictions" section. For any vendor selling or giving away food or drink, the following conditions will apply:
 - Each food vendor must be listed on the application to the Central District Health Department. A copy of Central District Health Department's written approval or statement saying no approval is required must be included with the Special Event Permit Application.
 - If a food vendor is operating in an enclosed concession vehicle or trailer, they must have completed a fire inspection prior to the event. Contact the Star Fire Department to schedule an inspection.
12. Vendors must carry out used water, grease, charcoal, and garbage.
13. Cooking equipment must be located a minimum of twelve feet (12') from any tent or combustible material.



14. AFTER YOUR EVENT: All trash must be contained and removed after the event. PLEASE NOTE THAT ANY CLEAN-UP THAT HAS TO BE PERFORMED BY CITY OF STAR EMPLOYEES TO RETURN THE SITE OF THE SPECIAL EVENT TO ITS NORMAL STATUS WILL BE CHARGED TO THE SPONSOR OF THE SPECIAL EVENT.
15. INDEMNIFICATION: The applicant shall indemnify and hold harmless the City of Star, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expense, including attorney 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 Star or its employees acting within the scope of their employment.
16. AFFIDAVIT OF APPLICANT: I certify that the information contained in the foregoing application, as well as all submitted attachments and/or maps and site plans, are 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 Star, 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. I further agree to abide by these rules, and further certify that I, on behalf of the Event Sponsor, am also authorized to commit that organization, and thereby 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 Star. Further, I hereby agree to replace the premises satisfactorily to the original condition prior to the event at my expense. I shall not hold the City of Star responsible for any damages or expenses caused by, or in connection with the use of said property. Cost of returning premises to original condition will be mine and not the City of Star’s. I have read and do fully understand the requirements and responsibilities set forth by this permit. I agree to comply with all requirements listed upon issuance of my Special Events Permit.

Event Representative Signature: _____ Date: _____

Applicant	Requirement Checklist	Staff Notes
	Fully Complete Special Event Permit Application	
	Site Plan	
	Star Fire Department Review Initials (If applicable)	
	Star Police Department Review Initials (If applicable)	
	FOOD SALES ONLY: Central District Health approval	
	ALCOHOL SALES ONLY: Alcohol Catering Permit for every alcohol vendor	
	PRIVATE PROPERTY OWNERS Permit Letter (if applicable)	
	Bounce House Proof of Insurance (if applicable)	
	Proof of General Liability Insurance naming City of Star as additionally insured	
	Confirm additional restrooms provided per CDH guidelines	
	Approval from ITD, ACHD or CHD4 (if applicable)	
	Fee Amount: Check # OR Credit Card Payment Date:	
	City Staff Review & Approval	



List the names of all food and alcohol vendors planning to be at the event:

FOOD VENDORS	ALCOHOL VENDORS