



City of Cascade, 105 S. Main St., PO Box 649, Cascade, ID 83611
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GUIDELINES for APPLICATION for SPECIAL EVENT PERMIT

A. DEFINITION OF A SPECIAL EVENT

An event with more than (75) people in attendance (participants and spectators) that may impact or affect the health, safety and welfare of neighboring property owners, residents, businesses, and guests and which may require more parking spaces than the sponsor's property can accommodate, and which may require adherence to multiple city codes and ordinances.

B. TIMELINE FOR APPLICATION

The Application and non-refundable _____ fee for such an event must be submitted to and received by the City Clerk not less than sixty (60) days before the date proposed for holding a Special Event. Once received, a pre-application review meeting will be scheduled to outline requirements that the applicant must meet to move forward in the approval process prior to the issuance of a permit.

Applicant Initials _____

What to Expect During the Application Process

1. Submit the Summary Special Event Application, statement of understanding regarding cancelation, the comprehensive plan, and non-refundable fee to the City Clerk.
2. A pre-application meeting date will be scheduled.
3. The applicant will be notified of the pre-application meeting date where questions will be answered and guidance given. The Applicant will be required to attend (in person or digitally).
4. The applicant will be given an outline of further requirements that must be met relating to the event type.
5. The applicant will finalize their application and submit completed list of outlined requirements for review.
6. The final application will be reviewed by City Staff where any additional requirements will be identified.
7. If approved, a permit will be issued.

C. SUMMARY - CONDITIONS FOR A PERMIT, **No. C1 - C4 are required** by all Applicants.

Applicant Initials _____

1. Completion of the application process.
2. The applicant shall be aware that they are required to compensate the City for its actual costs incurred for increased fire, law enforcement protection, street or path cleaning or other extraordinary City services.
3. A liability insurance policy in an amount not less than one million dollars (\$1,000,000) in the aggregate naming the City, its employees, volunteers, officers, agents, assigns, and/or officials **as an additional named insured** and providing for adequate notice of cancellation if the policy is canceled prior to the Event.
4. A signed, and notarized "Reimbursement and Hold Harmless Agreement" provided to you by the City.

Certificate of Insurance and Hold Harmless Agreement are due no later than (10) business days prior to event.

D. SUMMARY – CONDITIONS FOR A PERMIT, No. D1 – D5 may be applicable to your event. Applicant Initials _____

If applicable, and depending on the proposed Special Event, the Applicant shall also be responsible for:

1. Applicant must consult with Central District Health regarding adherence to CDC guidelines regarding COVID-19, and other applicable health orders by the Idaho Department of Health and Welfare.
2. Certification by Central District Health District relating to food preparation and/or handling.
3. A Sign permit. All signs, as defined by City of Cascade Municipal Code Title 2, Chapter 2, Section 4, are Subject to review by the City of Cascade Staff.
4. A Liquor License or Temporary Catering Permit.
5. When charging an admission fee for the Special Event, the applicant shall pay the City of Cascade four percent (4%) of the admission price charged to attendees. *

ALL required certificates, exemptions and permits are due no later than ten (10) business days before commencement of the Special Event.

* Record of admissions shall be submitted to the city no later than 5 business after the event on _____.

E. SUMMARY – CONDITIONS FOR A PERMIT, No. E1 may be applicable to your event. Applicant Initials _____

1. Based upon the Applicant’s Special Event information, the City of Cascade may condition the Application approval to ensure that planning, management, and production of the Special Event sufficiently provides for vehicular traffic, parking and transit, security, fire safeguards, sanitation and/or neighborhood and City impacts on and off site.

SPECIAL EVENT COMPREHENSIVE PLAN

The application form is a summary of your Special Event. In addition to the application form, all Applicants are required to provide a written, comprehensive plan detailing the planning, management, and production of the Special Event. The Applicant shall address each of the items below on separate sheets(s) of paper. If an item is not applicable to the Special Event, title the page and note “not applicable”.

A. GENERAL INFORMATION

1. Purpose of the Special Event.
2. Description of the Special Event. Include all activities.
3. Location of the Special Event.
4. Date(s) of the Special Event. Include setup/breakdown dates.
5. Hour(s) of operation of the Special Event. Include setup/breakdown hours.
6. List of primary, onsite event staff, their duties and contact numbers.
7. Estimated number of participants by day.
8. Estimated number of spectators by day.
9. Will there be an Admission or participation fee? Outline the fee schedule(s).
10. Will there be vendors at this event? If yes, describe type of vendor and number of each type.
11. Will there be food sales at this event? If yes, describe type of food vendor and number of each type.
12. Will there be alcoholic beverages served or sold at this event? If yes, describe type.
13. Outline the emergency medical plans.

14. Will there be musical group performances? If so, state type and time of performance(s).
15. Do you plan to have amplified sound? If yes, state hours of use and the location of the amplifiers on site.
16. Will there be banner or street signage? If yes, describe including dimensions, location, and duration.
17. Will there be live animal exhibits or presentations planned? If yes, include a plan for cleanup.
18. Will there be a parade? If yes, provide plan for route.
19. Will there be pyrotechnics? *Note that additional indemnification and insurance may be required.*

B. DETAILED SCHEMATIC SHOWING ON-SITE AND OFF-SITE USE

Please provide a site map for your Special Event clearly labeling the following:

1. Event staging area
2. Number and location of temporary structures for food, beverage, retail sales or other use.
3. Number and location of portable restrooms.
4. Number and location of trash receptacles.
5. Number and location of recycling containers.
6. Emergency lanes for 1st responders; ingress and egress.
7. Public, pedestrian entrances and exits.
8. Emergency lighting locations.
9. Fire extinguisher locations.
10. Emergency medical service locations.
11. Signage location(s).
12. Load and unload areas.
13. Parking area(s) designated for cars, trailers, and bus turnouts.
14. Other uses.

C. VEHICULAR TRAFFIC, PARKING AND TRANSIT MANAGEMENT PLAN

Develop a parking and transit plan which reduces the number of spectators going to and from the event. Transportation and parking options should be resolved early in the event planning process. For public health and safety, the City may deem it necessary to limit or prohibit parking on City streets and roads.

1. Plans for use of shuttle types, routes, and schedules with drop off and pickup location(s).
2. Written agreement with contracted shuttle services.
3. Describe parking locations, both on-site and off-site for event staff, volunteers, participants, and spectators. Include an estimate the number of parking spaces required.
4. On-street activity that will close or reduce traffic flow in any way.
5. Use of paths/roads/streets that will reduce use by the Public in any way.
6. Placement of traffic control and/or parking personnel.
7. Ingress and egress routes for vehicles and pedestrians at all event locations.

D. SECURITY PLAN

Plans for the public health and safety of residents, visitors, participants, and spectators.

1. Professional and volunteer security with contact numbers. Include number, type, shift, and duties.
2. Signage and personnel plan to control ingress and egress to event.
3. Emergency vehicle access routes.
4. A plan for the control and service of alcoholic beverages.
5. Other plans for public health and safety that may be unique to this event.

E. STATEMENT OF UNDERSTANDING REGARDING EVENT CANCELATION

By signing this Special Event Permit Application below, the Applicant affirms that the information is true and correct and agrees to comply with all the laws and ordinances of the City of Cascade, Idaho. This Special Event Permit is valid only for the undersigned and only for the dates and locations set forth in the Special Event Permit Application. The Special Event Permit is not transferrable. The City of Cascade reserves the right to cancel the Special Event Permit at any time due to inclement weather or other events which, in the City’s sole discretion, materially and adversely affect the health, safety and welfare of the public.

Signature of authorized representative

Printed name of authorized representative

Title

Dated this ____ day of _____, 20__

FOR OFFICE USE ONLY

Date Application and Plan submitted	_____	Receipt of Application Fee	_____
Date of Pre-Application meeting	_____	Applicant notified of mtng.	_____
Date of 1 st Staff Review	_____		
Date final plan submitted	_____		
Date of 2 nd Staff Review	_____		
Date permit issued	_____	Admissions records due	_____