

City of Driggs, Idaho
60 N Main St | PO Box 48
Driggs, ID 83422
Ph: (208) 354-2362 | Fax: (208) 354-8522
www.driggsidaho.org



Location: <input type="checkbox"/> City Property/Facility <input type="checkbox"/> Other
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SPECIAL EVENT PERMIT APPLICATION

This form is required for public and private events such as outdoor gatherings, parades, carnivals, fairs, outdoor concerts, or races that occur infrequently and occur in a facility or on a property that is beyond the scope of normal operation. Events that anticipate 50+ people, 2+ vendors, or could cause a public impact via disturbance, crowd, traffic/parking or disruption of the normal routine of the community or affected neighborhood are also subject to this permit unless exempted (Ordinance 379-17).

EVENT NAME: _____
DATE(S) AND TIME(S) OF EVENT: _____

EVENT ORGANIZATION/BUSINESS NAME: _____
APPLICANT'S NAME: _____
PHONE: _____ EMAIL: _____
MAILING ADDRESS: _____

EVENT DESCRIPTION:

1. LOCATION: _____
ALTERNATE LOCATION: _____
2. PROPERTY OWNER: _____
 Proof of property owner permission submitted if not the same as the applicant.
3. ACTIVITIES (attach additional sheets as needed): _____

4. Expected #'s: Participants _____ Spectators _____
5. Will the event be ticketed? No Yes
6. Contingency Plan: Please describe a plan for additional resources that may be called upon or used if the participation numbers are greater than expected: _____

7. Is the event requesting any street closures? No Yes
If Yes, please describe the location, activity, and date/time (attach additional sheets as needed for parade routes, etc.): _____

8. Will the event require law enforcement services beyond routine periodic patrol? No Yes
If yes, please describe in detail below and attach additional sheets if needed.

9. Is the event requesting any additional City of Driggs services? *Additional fees may apply.* No Yes
If Yes, describe below: (i.e. barricades, traffic signage, snow removal, etc.)

SITE PLAN & INFORMATION. Please attach a Site Plan that address the following items:

- _____ **Event Information:** Event schedule including set up and tear down and attach an 8 1/2" x 11" drawing detailing the event (location of tents, canopies, fencing, parking, security, vendors, toilets, seating, stage, etc.).
- _____ **Access/Parking:** Detailed parking plan that illustrates how you will handle vehicle parking and identify public or private roads used to access the site. Include transit and bicycle/pedestrian areas if applicable.
- _____ **Trash:** All events are required to have a plan for removal of waste and garbage during and after the event as well as accommodate recyclable materials. Attach a detailed Storage Container and Trash Removal Plan including recycling. *[RAD Curbside](#) is the city's authorized hauler unless self-hauling or otherwise approved.*
- _____ **Recycling:** All events are required to have a plan for the deposit and removal of recycled material. Please include a detailed recycling plan identifying the types and location of recycling bins and removal plan. *[RAD Curbside](#) is the city's authorized hauler unless self-hauling or otherwise approved.*
- _____ **Portable Toilets:** A detailed portable toilet plan for events > 200 people is required. A plan may still be required if < 200 people depending on the location and duration of the event. Show location of toilets on event map/site plan. At least one unit must meet ADA requirements.
- _____ **Signs:** If you are requesting signs to be posted in the right-of-way or oriented to the public outside of the event, you must contact the P&Z Department for temporary sign allowances. Signs that are internal to the event or incidental signs do not need review.

ADDITIONAL PERMITS

- Beer & Wine Permit or Catering Permit:** Will there be alcohol at the event? No Yes
If Yes, will alcohol be **sold** or **given away** ? If sold, who is responsible for the sales? (*Individual, organization, or business*) _____
- Contact the City Clerk for a [temporary beer & wine license](#) if being sold. State, County & Driggs City Council approval may be required (kschuehler@driggsidaho.org or 208-354-2362).
 - How will you ensure all applicable dispensing laws are abided by?

- Retail Sales:** Will anything be sold at the event? No Yes
If Yes, attach a complete list of vendors describing the sale activity (ex. food, products, services, etc.)

- If retail sales will take place, you must collect the 0.5% Driggs Sales Tax. This Sales Tax will be required to be submitted to the city after the event. Check with the State of Idaho regarding state sales tax requirements.

Food Preparation & Sales: Will food be cooked and/or sold? No Yes

If **Yes**, a Permit from the Eastern Idaho Public Health District may be required. www.phd7.idaho.gov or (208) 354-2220.

Other: Permission and/or permits may also be required from other State or local organizations, such as Idaho Department of Transportation, Teton County, and Teton County Fire District depending on the scope of the event.

REVIEW PROCESS

The application must be submitted to the Planning Department or the City Clerk if the event will occur on city property. The application and site plan will be routed to service providers and applicable agencies for review and comment. Reasonable conditions may be imposed as the city finds reasonable and necessary for the protection of persons and property and to comply with the approval criteria of the Special Event Permit Ordinance 379-17. Proof of insurance may be required and if the event occurs on city property, insurance listing the city as an additional insured may also be required.

Please contact the City of Driggs at (208) 354-2362 if you have questions about what services you may need for your event.

APPLICATION ACCEPTANCE

By signing the application below, I agree to indemnify, defend and hold harmless the city, its officers, agents and employees from any and all demands, claims or liability of any nature caused by or arising out of or connected with the permitted special event.

I further understand that I am responsible to comply with all of the terms and conditions of this Permit including the content of the application, city ordinance 379-17 and other applicable state and local laws. This permit is non-transferable and may be revoked if I refuse or fail to comply with the Permit and conditions.

Property Owner (or attach proof of authorization)

Applicant/Event Coordinator

Date: _____

Date: _____

OFFICE USE ONLY

DATE RECEIVED: _____ RECEIVED BY: _____ FEE: \$50 (\$0 if on city property) _____

Beer/wine sales license required? NO YES Date issued: _____

Retail sales require non-property sales tax (resort tax)? NO YES Date issued: _____

Public Works Approval? NO YES

Road/Sidewalk Closure Approved? NO YES Date issued: _____

Portable toilets required? NO YES Number: _____

P&Z Approval (signs, lighting, Design Standards)? NO YES

Health District Approval (Food sales) NO YES N/A

Fire Marshal Approval NO YES

Sheriff Approval NO YES

Teton County Emergency Management Notification NO YES N/A

Insurance required? NO YES

APPROVED BY: _____

_____ **Date**