



CITY OF VICTOR

SPECIAL EVENTS & MASS GATHERING PERMIT APPLICATION

Submit Completed Documents To:

Michelle Smith, City Clerk
City of Victor- Special Events
10 S Main Street, Unit 101
PO Box 122
Victor, ID 83455
michelles@victorcityidaho.com
(208)787-2940 ext.13- Phone
(208)787-2357 Fax

A completed application must be submitted 30 days prior to event.

**Special Event Application Fee: \$75.00
Mass Gathering Application Fee: \$0**

Victor code requires that any person or group planning to hold a “Special Event” or “Mass Gathering” must first obtain a permit, available on the City’s website, www.victorcityidaho.com. **A special event is a preplanned single gathering, event or series of related gathering of events temporary in nature held in or upon property owned by the City of Victor. A special event is any event which meets any one of the following criteria:**

- Any special event that requests or is determined to require services of City personnel or equipment and/or medical or security presence, or
- Any special event that requests exception from City of Victor Municipal Code, or
- Any special event that includes the erection of structures that may or may not need to be secured to the ground including but not limited to tents, inflatables, or displays, excluding tables and chairs, or
- Any special event that consists of 250 or more people.

Mass Gathering is a preplanned single gathering, event or series of related gatherings or events temporary in nature held on privately owned property not otherwise in compliance with such property’s zoning in association with a larger community event when declared by Resolution of the City Council.

The City of Victor is responsible for receiving and approving all Special Event & Mass Gathering Permit applications. The Teton County Local Emergency Planning Committee will make recommendations to the City regarding possible safety issues. Please note that other applications, related fees, and approvals may be required from other organization such as Teton County Sheriff’s Office, the Fire District, START, Idaho Transportation Department, and Eastern Idaho Public Health.

1. Please complete the Special Event & Mass Gathering Application including all additional documentation and submit it to the City Clerk for review at least 14 days prior to the event.
2. The City Clerk will then review the application to determine what other documents and/or permits, if any, may be required for your event. These additional documents and/or permits must also be obtained no later than 14 days prior to the event.
3. Keep your approved Special Event Permit, and any other required permits, at your event.

APPLICANT INFORMATION

Name of Event: _____

Name of Organization: _____

Type of organization: Non-Profit Public Agency For-Profit Business

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Name of Person Completing Application: _____

Email Address: _____

Work Phone: _____ Cell Phone: _____

EVENT INFORMATION

Type of Event: Run/Walk Concert Filming Parade Festival
 Biking Education Fundraiser
 Other: _____

Event Set Up Begins Date: _____ Time: _____

Event Clean UP Ends Date: _____ Time: _____

Estimated Event Attendance (Spectators and Participants) Per Day: _____ Total Event: _____

Special Considerations (Check all that apply):

Alcohol Beverages Cooking/Grilling Electricity Requested
 Food Sales Merchandise Sales Recurring Event
 Ticketed Admission Sound Amplification Pets or Animals
 Tents Street Closure Sidewalk Closure

Event Co-Sponsor(s): _____

Will you be charging admission or a fee for your event? YES NO

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for City personnel or Police to contact during the event):

Name: _____ Cell Phone: _____

EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include Maps or Diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding areas. The plan should include the following (if applicable): THIS MUST BE SUBMITTED WITH APPLICATION

- Tents (X)
- Beverage Vendors (BV)
- Portable Toilets (T)
- Stages or Amplified Sound (SO)
- Recycling Receptacles (RR)
- Security (P)
- Fire Extinguishers (EX)
- Barricades (B)
- Trailer/Vehicles/Storage (TP)
- Food Vendors (FV)
- Alcohol Vendors (A)
- Hand Washing Sink (HWS)
- Garbage Receptacles (G)
- Retail Merchants (RM)
- Fire Lane (FL)
- First Aid/ EMS (FA)
- Electricity/Generators (EL)

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

STREET/SIDEWALK/PUBLIC PARKING LOT- CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? YES NO

Area of Closure Request	Date(s)	Start Time	End Time

All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will this event restrict/close access to any public parking spaces? YES NO

If "Yes", how many parking spaces will be unavailable due to the event: _____ parking spaces.

Will the event closure requests impact Hwy 33 or Hwy 31? YES NO

If "Yes", has Idaho Transportation Department been contacted for a permit? YES NO

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, sidewalk closures or may cause disruption for the City of Victor residents, businesses, churches, etc. may be required to mail or hand deliver notifications to the affected parties within a two-block radius at least one week prior to the event's City

Council consideration meeting or prior to an administrative approval Notices must reflect the date(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the City Council meeting.

Have you provided a sample of the notice and a proposed list of recipients? YES NO

CITY EQUIPMENT REQUEST

Indicate the type and quantity of items that you are requesting:

_____ Large Street Barricades	_____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	_____ " Local Traffic Only" Street Signs
_____ Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ Burn Barrels

- The equipment above can be arranged through the Public Works Department. A \$500 deposit may be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick-up of the equipment as well as returning equipment immediately following the event.

CITY SERVICES REQUESTED

Indicate the City services that you are requesting. **Please note: You will need to coordinate services with the individual departments and a fee may be associated with your request.**

Teton County Sheriff's Office (208)-354-2323

Traffic Control Race Lead Vehicle Parade Lead Vehicle Assistance with Street Closures.

Please describe in detail your request: _____

Fire/EMS Department (208) 715-5201

Ambulance Fire Engine

Please describe in detail your request: _____

City of Victor Public Works (208) 787-2940

Irrigation locates- any events placing stakes in turf must obtain irrigation locations Back-hoe assistance Snow Removal Other

Please describe in detail your request: _____

VOICE/MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound? YES NO

If "Yes", please indicate times: Start Time: _____ Finish Time: _____

Will your event feature any musical entertainment? YES NO

If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.

SIGN or BANNER REQUESTS

Section 11.3.4 of the City of Victor zoning code relates to Temporary signs and states: The following temporary signs do not require a sign permit but must follow applicable standards. Temporary signs must be located on private property with the property owners consent. Temporary signs cannot be located within the public right-of-way. Temporary signs cannot be illuminated and no premises may display more than 4 temporary signs per year. All temporary signs shall have the first date of display affixed to the sign at the beginning of each 14-day period.

Specific Requirements for Temporary Signs:

District	Duration	Size (max)
RC-, RS, RM-	Allowed 14 days	16 sf per allowed sign
NX, CX, DX, CC, CH, IX	Allowed 14 days	24 sf per allowed sign
CIV, REC	Allowed 14 days	24 sf per allowed sign
CON	Not Allowed	Not Allowed

Are you requesting to hang signs or banners? YES NO

How many signs will you have? _____

Locations of signs: _____

Dates signs will be placed: _____ Date when signs will be picked up: _____

INSURANCE REQUIREMENTS

The City may, in its sole discretion, require an application at its sole cost and expense, to obtain and maintain in full force and effect throughout the entire term of the permitted Special Event or Mass Gathering, general liability and or other insurance coverages in amounts deemed satisfactory to the City for events including but not limited to the (i) sale of alcoholic beverages, (ii) activities where participants use motor vehicles or other dangerous equipment and (iii) where public property may be at risk of damage. Such certificates shall be subject to the approval of the City Attorney and shall contain an endorsement stating that the City of Victor is name as an additional insured and that such insurance will not be canceled or altered by the insurance company or applicant without ten (10) days' prior written notice of such intended alteration of cancellation to the City. Current Certificates of such insurance shall be kept on file at all times during the term of the Special Event or Mass Gathering.

Have you reached out to obtain an insurance quote? YES NO

PORTABLE RESTROOMS AND SINKS

You are required to provide portable restroom facilities at your event for attendance exceeding 75 people or more. The City of Victor may determine the total amount of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The City may determine any additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities? YES NO

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: _____ Number of ADA Accessible Portable Toilets: _____

If "No", please explain: _____

Portable Restrooms may not be located within 50 feet of any food vendor.

Restroom Company: _____

Restroom Drop off/Pick UP Date for Drop Off: _____ Date for Pick Up: _____

ALCOHOL

Will there be alcohol beverages at the event? YES NO

Will you be offering alcohol beverages besides beer? YES NO

If "Yes", what will be offered in addition to beer? _____

If you are planning on serving alcoholic beverages at your event, then either a State issued license must be obtained or a City of Victor Catering Permit must be obtained and submitted.

Has a Catering Permit been obtained? YES NO

Business catering your event: _____

Business Contact: _____ Phone Number: _____

Catering Permit Number: _____

VENDORS/MERCHANTS/SALES

Will anything be sold at your event? YES NO

If you are planning on selling items at your event, the applicant must submit a complete list of vendors to the City of Victor. Your vendors will need to complete a Temporary Business License Application, obtain a food handlers permit if they are selling food, through Eastern Idaho Public Health, and provide a copy of their current business license. All food vendor trucks must have an inspection completed through the Teton County Fire Marshal.

Please describe any sales at your event: _____

TRASH/RECYCLING REMOVAL

All events are required to have a plan for the collection and removal of trash during and after the event.

Will you be using a waste company for you waste removal plan? YES NO

If "Yes", which company will you be using? _____

How many trash receptacles will be supplied for your event? _____

Will recycling containers be provided? YES NO

How many recycling containers will be supplied for your event? _____

Trash/Recycle Bin drop off date: _____ Pick-up date: _____

Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event. The cost of employee overtime incurred because of an applicant's failure to clean/restore the site following the event will be borne by the applicant and will be considered in future application requests.

SIGNIFICANT EVENT CHANGES

Has this event been approved in the City of Victor in previous years? Yes NO

If "Yes", please indicate any significant changes to the event request since its last approval: _____

STANDARD CONDITIONS OF APPROVAL

PLEASE REVIEW THE FOLLOWING STANDARD LIST OF CONDITIONS AND RESTRICTIONS FOR EVENTS. INITIAL THE BOTTOM OF EACH PAGE INDICATING THAT YOU HAVE READ, UNDERSTAND AND AGREE TO THESE CONDITIONS AND RESTRICTIONS.

GENERAL

The event shall be conducted in a timely, safe and professional matter.

All City ordinance shall apply to all events except where specifically granted relief by the City Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants, and spectators on event conditions, restrictions, prohibitions and responsibilities.

TRASH/CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all trash generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

Initials: _____

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

STREETS

Emergency Service access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less the 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets. Booths and tents may be erected on either side of the street; however, a 20-foot straight path must be provided.

SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, entrances and ADA ramps must be kept open and unobstructed at all times.

POWER/ELECTRICAL

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the National Electric Code and subject to inspection.

ADDITIONAL PERMIT & LICENSE FEES & FEES

The applicant shall apply and pay for all licenses and/or permits prior to the event.

The applicant needs to coordinate with local services such as Teton County Sheriff, EMS/FIRE, East Idaho Health Department, Idaho Transportation Department, or BLM for any permits and services they wish to have. The applicant will also be responsible to pay any fees associated with local services.

The applicant is responsible to pay the non-property sales tax to the City of Victor on all sales made at this event.

CITY EQUIPMENT

Barricades, road signs, cones and burn barrels shall be coordinated through the Public Works Department. The applicant shall be responsible for pick up, setup, and disassembly and return. All equipment use may require a refundable \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department. These items must be removed immediately following the event.

If applicant requests services to use back-hoe or other City equipment, fees will apply per hour of use.

PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

INSURANCE

The applicant and all participating organizations are required to maintain insurance in the amount deemed necessary by the City. Prior to the event, each organization shall provide a certificate of

Initials: _____

insurance naming the City of Victor as an addition insured. The City Attorney shall approve all certificates of insurance.

FOOD/VENDING

The vendors shall obtain the necessary food services permits from Eastern Idaho Public Health Department.

The applicant shall provide additional trash receptacles in the food services area.

The applicant shall provide a list of all food vendors prior to the event. All food vendors will be required to submit a temporary business license, have a food handlers permit and have an inspection done on the food truck prior to the event. If vendors do not comply, they will be asked to leave the event.

ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumptions off the authorized premises. All ID's must be checked.

The applicant must submit a detailed plan of how alcohol sales will be monitored, through wrist bands, tokens etc.

Only 16oz or smaller plastic or soft cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to alert and report any instances of underage drinking to the Teton County Sheriff's Office.

It is recommended that the volunteers/servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

CITY PARKS

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand.

Vehicles are prohibited on all turf areas of any park.

No trees or other forestry may be moved, modified, damaged, or destroyed to set up booths, tents, or exhibits. No ropes, signs, banners or booths may be secured to any live forestry.

Irrigation locates are required if stakes are placed in the ground.

TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park. The applicant shall coordinate all water locates with Public Works at least three (3) business days prior to the event.

Initials: _____

A detailed site map will need to be obtained for all tents that hold over 50 or more occupants, this should include a floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment.

Generators, open flame devices and any other combustion power sources must be listed in a site plan, and shall be kept separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.

CAMPING

Camping is not prohibited in any parks without a special event or mass gathering permit.

VOLUNTEERS

The applicant will need to provide all volunteers with shirts or other visible identification and adequate training prior to the event.

SECURITY

Security will be required for an event that will have 100 or more attendees. The applicant shall have two security guards per 100 attendees.

ROAD CLOSURES/PUBLIC PARKING CLOSURES

The applicant may be required to notify all businesses, residences, churches, etc. affected by the street closures and public parking closures.

The applicant shall coordinate all road closures with the Sheriff's Office, Fire/EMS, Public Works prior to the event. The applicant may be asked to provide adequate number of volunteers to assist with traffic control and barricade set up/removal during each event.

The applicant will need to coordinate with Idaho Transportation Department if a road closure will affect any state Highway. A copy of the approved permit will need to be provided in to the City Clerk.

FIREWORKS

All fireworks display must be approved by the Fire Marshal prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations and will give final approval.

Please note, that the conditions and restrictions listed above are standard for special events and mass gatherings held in the City of Victor, additional conditions or restrictions may be required by the City Council and/or staff upon further review of the application.

Initials: _____

I hereby certify that the following statements to be true and correct. I agree to indemnify and hold harmless Teton County, and the City of Victor, its Council, officers, employees and volunteers from and against and all loss, damages, liability, claims, suits, costs, and expenses, whatsoever, including attorney's fees regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity.

I also agree, if approved, to comply with all permit coordination's, and understand that failure to comply with any condition, or any violation of law may result in the immediate cancellation of the event, denial of future events, and/or criminal prosecution. I understand that the City has the right at any time to

revoke permission for an event and no rebates or refunds of fees will be made because of such termination.

I understand that no advanced promotional activities for a requested event may be made before a Special Event Permit and Mass Gathering Permit has been issued. I further understand that I or my organization must pay all costs associated with the permitted event. I understand that I or my organization may be billed for cleanup costs, incurred by the County or City if cleanup is not performed adequately, and/or future applications for a Special Event and Mass Gathering permits may be denied.

APPLICANT: _____ APPLICANT: _____
Signature Printed Name

Date: _____ Title: _____

Staff Use Only

Application fee of \$75.00: Paid Not Paid
Check #: _____ Credit Card: _____ Date Paid: _____

Additional Costs associated with the assistance of Public Works:

Additional Permit Costs:

Catering Permit: \$20.00 _____

Temporary Business License: \$25.00 per day (14 days): _____

Park Reservation Fee: 1-4 hours \$35.00/day: _____ over 4 hours \$70.00/day: _____

Approval:

City Clerk: _____ City Administrator: _____

Date: _____ Date: _____