



CITY OF VICTOR
EVENTS OUTSIDE OF CITY LIMITS

Submit Completed Documents To:

City Hall
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
30 days prior to event.

To receive City of Victor services outside of city limits, the applicant must demonstrate the following criteria:

1. Demonstration that requests for equipment and/or City staff support have first been made to and processed by the applicable jurisdiction in which the event is occurring.
2. Demonstration of the creation of short-term lodging stays within Victor City limits.
3. Demonstration made that the event cannot be held within city limits

The next steps once the above criteria are met:

1. Applicant must present the event for Council approval at the next available City Council Meeting.
2. All associated fee's to be paid prior to the 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: _____

Detailed Description & Purpose of Event (attach additional sheets if necessary): _____

Location of Event: _____ Alternative Location: _____

Date(s) of Event: _____ Event Operating Hours: _____

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

Special Considerations (Check all that apply):

Alcohol Beverages Merchandise Sales Food Sales Recurring Event
 Ticketed Admission

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: _____

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

If "Yes", has ITD been contacted for a permit? 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

- Use of the equipment above can be arranged through the Public Works Department. A \$500 deposit will 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. **Public Works (208) 787-2940**

Back-hoe or other large equipment assistance Snow Removal

Please describe in detail your request: _____

Addition costs will be added for Public Works assistance.

INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "City of Victor as an additional insured including its Officials, Employees, and Volunteers" and must also state the coverage is primary and non-contributory is required for every event. Insurance limits must be \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include limitations or exclusions. Insurance certificates are subject to the review and approval of the City Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

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

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 Catering Permit must be obtained and submitted.

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, this can be obtained through Eastern Idaho Public Health, and provide a copy of their current business license. All food vendor trucks must have an inspection done with the Teton County Fire Marshal.

Please describe any sales at your event: _____

STANDARD CONDITIONS OF APPROVAL

PLEASE REVIEW THE FOLLOWING STANDARD LIST OF CONDITIONS AND RESTRICTS 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.

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

CITY EQUIPMENT

Barricade, 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 requires a \$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. This deposit is refundable.

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

The full list of fees is available on the City of Victor's Website at www.victorcityidaho.com.

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 insurance naming the City of Victor as an addition insured. The City Attorney shall approve all certificates of insurance. Events involving alcoholic or malt beverages are required to obtain additional liquor liability coverage.

Initials: _____

Please note, that the conditions and restrictions listed above are standard for events outside of Victor City Limits that are supported by the City of Victor through the use of city resources and equipment, additional conditions or restrictions may be required by the City Council and/or staff upon further review of the application.

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 required coordination's, and understand that failure to comply with any condition, or any violation of law may result in the immediate withdrawal of city support and/or equipment, denial of future support and/or equipment, and/or criminal prosecution. I understand that the City has the right at any time to revoke support and/or equipment for an event and no rebates or refunds of fees will be made because of such termination.

APPLICANT: _____ APPLICANT: _____
Signature Printed Name
Date: _____ Title: _____

Staff Use Only

Check #: _____ Credit Card: _____ Date Paid: _____
Additional Costs associated with the assistance of Public Works: (Paid in advance)

Approval:
City Clerk: _____ City Administrator: _____
Date: _____ Date: _____