



CITY OF COEUR D'ALENE
 MUNICIPAL SERVICES DEPARTMENT
 710 EAST MULLAN AVENUE
 COEUR D'ALENE, ID 83814
 (208) 769-2229 or ksetters@cdaid.org

Date Received: _____	Rating of Event: _____
Permit Fee: _____	
Receipt No.: _____	
Security Dep.: _____	
Meeting Date: _____	
Security Deposit Return: _____	

SPECIAL EVENT PERMIT APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
Must be submitted a minimum of 21 days prior to event

(May be submitted up to one year in advance)

Name of Event _____

Date(s) of Event _____ Day of the Week _____

REQUIRED DOCUMENTS (MUST BE SUBMITTED WITH APPLICATION):

- INSURANCE** - Please provide a Certificate of Insurance in an amount of not less than \$500,000 naming the City of Coeur d'Alene as additional insured.
- MAP (site plan)** - A complete map must be included indicating start location, entire route, road closures, restrooms, location of vendors and finish area.
- FEE/DEPOSIT** – Fees based on Resolution 17-032 & 18-043 for deposits included in this application.
- NEIGHBOR NOTIFICATION** – **(see attached)** needs to be signed by the property owner/tenant and submitted if a road closure affects access to properties.

SPONSOR:

Event Sponsor _____

Mailing Address _____

Contact Person _____

Phone _____ E-Mail _____

Return security deposit to: **(Name and mailing address)** _____

TIME AND LOCATION:

Setup Time _____ Start Time _____ End Time _____

Location _____ Event ends (where?) _____

Number of Participants _____ Number of Spectators _____ Max. Number of Participants _____

STREET AND/OR SIDEWALK CLOSURES:

What streets will be partially closed to traffic? _____

What streets will be fully closed to traffic? _____

Will event stop for and obey traffic signals at intersections?

How will you maintain traffic access to businesses, commercial establishments and homeowners?

Did you notify businesses and property owners affected by closures?

Does this event require "no street parking" signs?

RESOURCES REQUIRED:

***NOTE:** Certified traffic flaggers at organizer's expense will be required for an arterial street crossing.*

Name of Certified Flagging Company: _____

Contact Person: _____ Phone Number: _____

E-Mail: _____

Do you remain on sidewalks only? _____ Trail only? _____

***NOTE:** Barricades/cones provided by the City require pick-up and drop off by appt. Mon – Thurs. before 2:00 p.m. Please contact the Streets Department at 208-769-2235. A separate deposit fee for use of city equipment is payable at the time of application.*

Do you need any barricades from City? _____ If yes, how many? _____

Do you need cones from the City? _____ If yes, how many? _____

Do you need "No Parking" signs from the City? _____

Do you wish to have Police at your event? _____ ***NOTE:** If yes, cost will be paid for off duty police by event sponsor. Officer availability is not guaranteed. Contact the Deputy Clerk at 208-769-2229 for more information and cost.*

RESTROOM FACILITIES:

***NOTE:** Event organizer is responsible to supply portable toilets if necessary. Indicate location on the route/site plan map, the type (ADA), and number.*

What restroom facilities will be used? _____ How many are ADA accessible? _____

What company is supplying the restrooms: _____ Contact: _____

TENT PERMITS/SELLER PERMITS:

- **NOTE:** Fire Department tent permit required for all portable tents, canopies, etc. with any food, heat or over 200 square feet. Fire Department application and fee may be submitted with this application.
- **NOTE:** The State of Idaho requires a sellers permit for all vendors. Contact Idaho State Tax Commission at 208-334-7660

VENDORS

NOTE: Please indicate location of all vendors on the site plan map.

How many vendors will you have at the event? _____

Please specify number and type: Food _____ Beverages _____ Alcohol _____ Retail _____ Other _____

Will any cooking/warming be performed at event? _____ **NOTE:** If yes, will any propane/gas appliances be used? _____ Are any gas/propane appliances used for heating or lighting? _____ **NOTE:** If yes, please specify items and show location on site plan map.

Any other flammable or combustible items on site? _____ Specify _____

Service of alcohol must be monitored to ensure no service or possession of permits under 21 years old and watch for overservice of alcohol. Large events or those serving alcohol may require security, a public safety plan, or both. For an event requiring security, one security officer is needed for every 250 people in attendance. Contact the City Clerk’s office has alcohol or requires security.

FIRST AID

Where will the First Aid Station be located? _____

Who will man the station? _____

How are participants notified of the location? _____
(For serious medical issues, please instruct all participants to call 911 for assistance)

LOST CHILDREN OR PETS

Where will lost children or pets be located? _____

CLEAN-UP PLAN

Who is responsible for clean-up during/after event? _____

Contact Name _____ Phone _____ Email _____

How many people are assigned to your clean-up committee? _____ Date/Time completed? _____

What arrangements have been made for garbage removal? _____

What garbage receptacles will be used? _____

CERTIFICATION

I, _____ certify that I am a citizen of the United States, over eighteen (18) years of age, and that the information listed on this application is complete and true to the best of my knowledge, and I agree to comply with the ordinances regarding parades and special events contained in the City of Coeur d’Alene Municipal Code, of which I have received a copy.

Applicant

Title

.....

Office Use Only

City Clerk or Designee Approval _____

Date _____

LOW/MEDIUM IMPACT EVENTS

Street Department Approval _____

Date _____

Police Department Approval _____

Fire Department Approval _____

HIGH IMPACT EVENTS

Street Department Approval _____

Date _____

Fire Department Approval _____

Police Department Approval _____

Date _____

Parks Department Approval _____

Conditions/Comments:

Issues that occurred for review next year:

SPECIAL EVENTS OTHER PERMITS MAY BE REQUIRED

Centennial Trail along Coeur d'Alene Drive or any part of Idaho State Highway including intersections

If your event starts or continues on any portion of the Centennial Trail along Coeur d'Alene Drive, or any part of a state highway including intersections of CDA Drive, a permit is required.

Idaho Transportation Department – (208) 772-1297

Centennial Trail Use

If your event uses any portion of the Centennial Trail, please contact the following agencies if appropriate as a permit is required:

Idaho State Park

Post Falls Recreation

City of Coeur d'Alene Parks Department – (208) 769-2252

Idaho Transportation Department – (208) 772-1297

All City Parks

If your event uses any portion of the above-mentioned, a permit is required.

Coeur d'Alene Parks Department – (208) 769-2252

City Ballfields

If your event starts, continues, or ends using any of the City's ballfields, a separate permit may be required. Recreation Department (208) 769-2250.

Serving Alcohol

If you plan on having alcohol at your event, a permit may be required contact (208) 769-2229.

Fireworks

If you plan to have any fireworks displays associated with your event, a permit is required.

Fire Department – (208) 769-2340.

Tents/Canopies/Food Vendors

If you plan to put up tents, canopies, or will have food vendors, please contact the Fire Department as a tent permit may be required. ***(An application is provided in this packet for your convenience – permit fee paid at City Hall)***

****Any gas, propane appliances, heaters, etc. will require a special fire inspection.**

Fire Department – (208) 769-2340.

Traffic Control Plan

If your event is expected to have more than 1,000 people, you are required to submit a public safety and traffic control plan.

Musical Assembly/Concert

If your event is expected to have more than 500 people, a special permit, bond, and special fire inspection is required.

Ticket Sales or Vendors

If you plan to have vendors and/or sell tickets, a State of Idaho Temporary Sellers Permit is required. (208) 334-7660.

**SPECIAL EVENT FEE SCHEDULE
RESOLUTION 17-032
RESOLUTION 18-043 DEPOSITS**

Meeting Required? Yes or No

Participants Including Spectators	Use Hours	Route Length		Category	Permit Fee	Security Deposit
Over 500	More than 6	21 or more blocks		HIGH	\$750	\$1,000
201-500	3-6 Hours	12-20 blocks		MEDIUM	\$300	\$500
0-200	Under 3 Hours	Less than 12 blocks or no street closure		LOW	\$150	\$100

To determine fees, please circle the proper number in the first three columns for your event. Your event category and pricing will be determined anytime you reach two circles in the same row.

For events that are more than one day, you will be charged an event fee per each day. The permit fee and security deposit must be remitted in two separate checks.

Additional security deposit for use of city equipment based on (high \$1000 med \$500 or low \$100) impact.

For questions, please contact Kelley Setters at (208) 769-2229 or email at ksetters@cdaid.org

Example: Event is set up at 8 am, starts and 9 am, and lasts until 12 pm with 550 participants/spectators, and length will equate to 13 blocks

