



1007 McKinley Avenue
Kellogg, ID 83837
Phone (208) 786-9131
Fax (208) 784-1100

EVENT PERMIT REQUEST FORM

Activity Request and Questions must be sent to: kelloggcity@kellogg.id.gov

NOTE: Events Require City Council Approval, City Council Meets 6:00 PM on the 2nd Wednesday of Each Month.

General Information:

Event Name: _____ Today's Date _____

Event Coordinator Name: _____ Phone Number: _____

Mailing Address: _____

Date of Event: _____ Start Time: _____ End Time: _____

make sure to include time for setup and clean up

Event Information:

Good Faith Estimated # of Attendees: _____

Facility Requested (*Please Circle All That Apply*):

Scout House is for Day Use only and event needs to conclude by 9:00 pm

ODDFELLOWS GAZEBO SCOUT HOUSE TEETERS FIELD POOL
Maximum Occupancy: 49

OTHER: _____

Type of Event (Please Circle One):

PICNIC WEDDING FAMILY REUNION CLASS REUNION CONCERT

FUN RUN/5K PARADE OTHER: _____

Description of Activity: _____

City Support Requested:

Public Works Department: _____

Police Department: _____

Shoshone Fire District #2: Applicant needs to contact Shoshone Fire District 2 at (208)784-1188

Applicant & Sponsoring Organization Information:

Sponsoring Organization Name: _____

Event Coordinator Name: _____ Title: _____

Address: _____

Phone #: _____ Email: _____

Day of Event Setup Manager Name: _____

Phone #: _____ Email: _____

24hr Emergency Contact Person: _____

Phone #: _____ Email: _____

Event Details: Please answer all questions below

Does the event involve vendors? _____ # of vendor booths _____

Does the event involve the sale of alcoholic beverages? _____ For how many days? _____

If yes, who will be serving alcohol? _____

Each vendor serving alcohol will need to contact the City Clerk’s office regarding an alcohol catering permit.

Who will be checking IDs? _____

Does the event involve the sale of food? _____

You will need to coordinate with Panhandle Health District regarding food requirements/permits

Will there be entertainment at the event? _____ Music **MUST** end at or before 10:00PM

Dance floor/open area? _____ Live or recorded music? _____

Number of bands: _____ Music start time: _____ Music end time: _____

How many temporary structures in the proposed event site? _____

Number of stages: _____ Size of stages: _____

Number of tents: _____ Size of tents: _____

How will tents, canopies, or bounce houses be secured in grassy areas? _____

To protect irrigation and electrical lines; the location of tent stakes, for anything needing to be secured to the ground **MUST BE APPROVED** by the Director of Public Work prior to set-up.

Public Works Director Signature: _____

Does the event involve the use of fireworks? _____

How many additional portable toilets will you provide for the public attending the event? _____

of standard toilets: _____ #of ADA Accessible toilets: _____

If park/facility restrooms are not adequate for the expected attendance, you will be required to provide additional portable toilets for your event; the City Clerk's office will specify the minimum needed.

How many additional dumpsters will you need from the City for the event? _____

If park/facility existing dumpsters are not adequate for the expected attendance, you will be required to request additional dumpsters from the City for your event; the City Clerk's office will specify the minimum needed. The cost of this service will come out of your refundable deposit.

How will you access electricity? _____

Will you provide private security for your event? _____

Name and address of security service: _____

Phone # of security contact: _____

Street Closure Request:

Will any streets, lanes of streets, or alleys be closed for the event? _____

Date & time of street closure: _____

A map of requested street closures must be included with the application.

Site Plan:

A site plan **must** be attached the application and include the following:

- An outline of the entire event venue including the location of street barriers for street closures.
- The location of fencing, barriers, or barricades and emergency exit locations.
- The location of all stages, platforms, bleachers, canopies, tents, portable toilets, hand washing stations, booths, trash containers, dumpsters, lighting, and other temporary structures.
- The location of first aid stations.
- Identification of all event components that meet accessibility standards.
- A detailed location of all food vendors/booths and identification of booths cooking with flammable gases or barbeque grills.
- The location of the area alcohol will be served, i.e. beer garden
- Generator locations and/or sources of electricity.
- Firework launch location, including location of extinguishing devices.
- Parking for patrons, vendors, and event staff/volunteers.
 - Use of private property is prohibited unless written permission from the property owner is attached to this application.
- Route of parade or fun run/5k.

Certificate of Liability Insurance:

Event organizers are required to maintain a comprehensive general liability insurance policy with coverage of not less than \$1,000,000.00 combined single event limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. A certificate naming the City of Kellogg, Shoshone County, Idaho, as an additional insured shall be delivered to the City of Kellogg with the event application. The adequacy of all insurance required by these provisions shall be subject to approval by the office of the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application

Fees & Deposit:

Non-refundable application fee is due upon receipt of this completed application, refundable deposit is due after City Council approval of event.

Category	Attendees	Hours	Application Fee
High	Over 500	6+ hours	\$100.00
Medium	201-500	3-6 hours	\$50.00
Low	0-200	Under 3 hours	\$0.00
Farmers Market		Under 3 hours	\$0.00

Refundable Deposit:

Event Category High: \$1,000 per day

Event Category Medium: \$500.00 per day

Event Category Low: \$0.00

All City services required for event will come out of refundable deposit at the hourly rate of the employee performing the service plus supplies/materials. Services may include but are not limited to: extra police patrol, garbage collection, parks and pool maintenance/preparation, and extensive administrative costs.

Event Alcohol Permit:

\$250.00/day

The following must be included with your event request application:

1. Certificate of Liability Insurance as described on this page of the application
2. Site Plan as described on page 3 of this application
3. Application fee as described on this page of the application

Events may require a roundtable planning session; the City Clerk’s office will schedule a planning session if required. (page 6 for more information)

Reservation Conditions and Rules:

- This event permit request needs to be submitted to Kellogg City Hall **at least ten (10) working days prior to the date of the council meeting during which it will be discussed.**
- **City Council meets the 2nd Wednesday of each month. A representative for your event must be at the meeting to answer questions from the Council.**
- An activity is added to the calendar when the completed application has been received in our office. **This does not guarantee City Council approval, your spot will be held pending approval.**
- This application **does not** cover the **sale** of food, alcohol or other products unless the City has given approval with a catering permit.
- No alcohol is to be **consumed** in the park without an alcohol permit.
- No pets or overnight camping **and** no parking on the grass or bike trail (including loading and unloading).
- You may add decorations **but NO staples, nails, stakes, or screws are allowed without Public Works approval.** All decorations must be removed at the close of the event.
- To protect irrigation and electrical lines; the location of tent stakes, fun jumps, or anything needing to be secured to the ground **MUST BE APPROVED** by the Director of Public Work **prior to set-up.** Please contact Kellogg City Hall at (208) 786-9131.
- If you have any issues on the day of your event, contact Kellogg City Hall at (208) 786-9131. Our office is open Monday-Friday from 8:00 am to 4:00 pm with exception of holidays. If your event is during the hours our office is closed, contact the on-duty Kellogg police officer by calling the Shoshone County Dispatch at (208) 556-1114, select option 1.
- When reserving the Scout House, **Maximum occupancy for the Scout House is 49 people. The key must be picked up M-F 8:00am - 3:30pm.** The key is required to be returned to the Kellogg City Hall drop box **immediately** after your event, **NO LATER THAN 8:00am the following business day.** The Scout House will be examined within 5 business days by the City, prior to any refund being returned the following matters must be taken care of:
 1. The Scout House key has been returned in a timely manner as listed above.
 2. The Scout House has been cleaned and no debris has been left behind.
 3. The Scout House has been returned to its previous state and no damage has occurred.
- The Scout House Key and any portion of the refundable deposit will only be given to the person listed on the activity request.
- Please be specific about your activity/event. If applicable; attach a poster or flyer for the event.
- After submitting this form, if there are any changes, please notify the City, in writing, as soon as possible.

For trolley use please request separate conditions and rules:

- THE TROLLEY MAY BE AVAILABLE FOR CIVIC USE ONLY AND NOT PRIVATE FUNCTIONS.

I have read and understand the conditions set forth in this activity request and accept full responsibility for my reservation/activity.

Signature: _____ **Date:** _____

Printed Name: _____

**FOR CITY STAFF USE:
SCOUT HOUSE KEY CHECK-OUT**

KEY CHECK OUT: _____ KEY RETURN _____

EXAMINED BY: _____ APPROVED BY _____

DEPOSIT: Y N CASH

DEPOSIT REFUNDED: _____

Event Roundtable Planning Meeting

Required when any of these situations apply:

- More than 500 attendees
 - Road closure requested
 - Parade or 5K/Marathon
 - Alcohol is part of an event with more than 250 attendees
 - Chief of Police requests a meeting
 - Director of Public Works requests a meeting
1. The City Clerk's office will be the point of contact for scheduling and sending out invites to the event planning meeting.
 2. More than one roundtable planning meeting may be necessary, the first meeting will be scheduled prior to City Council's approval of the event.
 3. The Event Organizer is responsible for scheduling the event planning meeting with the City Clerk's office (208-786-9131, kelloggcity@kellogg.id.gov)
 4. The Event Organizer will present the event information to the group at the beginning of the meeting:
 - a. Details of the event
 - b. Prospective event map
 - c. How many people will attend and parking plan for attendees
 - d. Road closures requested
 - e. Will alcohol be served? Who is applying for the Alcohol Catering Permit?
 - f. What is the plan for security?
 - g. What other organizations have you consulted about the event?
 1. Fire District
 2. Panhandle Health District
 3. Idaho Parks & Recreation
 - 4.
 - 5.
 - 6.
 - h. Will your event utilize the Trail of the Coeur d' Alene's?
 - i. First Aid station locations w/CPR certified staff
 - j. Emergency exit plan if you are utilizing Teeters Field
 5. The Chief of Police will provide information on police services required for the event. Director of Public Works will provide information on additional restrooms and sanitation services required for the event.
 6. Who will be invited:
 - a. Police Department
 - b. Director of Public Works
 - c. Community Planner
 - d. Any other City staff that may be helpful