

**APPLICATION FOR SPECIAL  
EVENT & MASS GATHERING**

DATE RECEIVED: \_\_\_\_\_  
ISSUE DATE: \_\_\_\_\_

**APPLICATION**

**1. APPLICANT INFORMATION:**

Name of Group:

Name of Contact:

Address:

Phone: ( )

Fax Number: ( )

Corporate Tax ID or SSN:

E-mail Address:

**2. DESCRIPTION OF PROPOSED ACTIVITY INCLUDING LOCATION AND AREA OF IMPACT:**

**3. ESTIMATED NUMBER OF PARTICIPANTS & SPECTATORS FOR PROPOSED ACTIVITY:**

**4. STARTING & ENDING DATE & TIME OF PROPOSED ACTIVITY:**

**5. ESTIMATED REVENUE COLLECTED FOR EVENT:**

Amount: \_\_\_\_\_ Type of Fees: \_\_\_\_\_  
(Include event charges, vendor fees, discounts, sponsorship related fees, gratuities)

**6. NAME OF PERSON(S) WHO WILL SIGN ON BEHALF OF THE EVENT:**

I hereby acknowledge and certify under oath that the information provided is true and correct to the best of my knowledge and that this is an application only, and that the use and occupancy of Boise County is not authorized until an authorization is signed and issued by the Boise County Board of Commissioners.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



11. Notification of landowners: Yes  No
12. List other permits required and coordination or cooperating agreements (attach copies):
13. Facilities provided (i.e. tents, canopies, stage, booths, benches, chairs, showers; SEE ORDINANCE FOR SPECIFIC REQUIREMENTS):
14. Provisions for drinking water; must include 1 gallon/person/day (quantity, locations, bottled vs. truck; SEE ORDINANCE FOR SPECIFIC REQUIREMENTS):
15. Signing (i.e. route marking, parking, trails, events schedule):
16. Sanitation Plan ; must include 1 toilet/every 200 female and 1 toilet /every 300 male attendees (i.e. number of toilets, garbage cans, recycle bins; SEE ORDINANCE FOR SPECIFIC REQUIREMENTS):
17. Accommodations for disabled visitors (i.e. parking, access):
18. Describe power supply requirements (including lighting for night-time events):
19. Describe public address system requirements:
20. Describe Security measures (must include at least 2 officers, plus one additional officer for every 1,000 attendees):

21. Will food or beverages be provided? Yes  No  If no, go to 27.
22. Included in price? Yes  No
23. Agreements with vendors or caterers? Yes  No
24. Number of vendors or caterers:
25. Location of food or beverage (identify on map):
26. Alcohol for sale? Yes  No  Vendor obtained state & local permits? Yes  No
27. Insurance coverage for alcohol? Yes  No
28. Attach a copy of the liability portion & all endorsements and exclusions.
29. Other products for sale (i.e. t-shirts, hats, ice, souvenirs):
30. Other equipment for rental (i.e. snowmobiles, skis, boards, jet-skis, rafts, kayaks):
31. List additional third party agreements:
32. List pest control measures to minimize rodents, flies and other vermin as well as poisonous materials.

### **PARKING AND VEHICLES**

When planning for parking, be aware that one lane must always be open for emergency vehicles.

33. Amount of parking needed (i.e. number of spaces, acres, include disabled parking):
34. Locations (identify on map):
35. Parking attendants and locations used (i.e. parking direction, lot full posting, information):
36. Parking lot security (i.e. overnight parking, remote lots):

37. Traffic controls (i.e. one way, signing):
38. Shuttle service (type, when and where used):
39. Will any road closures be needed? (where and how long):

### **SAFETY/COMMUNICATIONS/MEDICAL**

40. Attach Medical Plan and include the following:
  - Access for emergency vehicles (i.e. ambulance helicopter landing zones)
  - Number and location of first aid stations
  - Names and qualifications of any medical staffing  
(Must include 1 Medical Physician /every 3000 attendees or one certified nurse/every 1000 attendees)
  - List of emergency phone numbers and local hospitals/clinics
41. Describe communications type and number of equipment used:
42. Specify safety closures for high risk areas and protection of spectators (i.e. barriers, closures, restricted areas):

### **ADVERTISING**

43. Description of event advertising (i.e. flyers, radio, TV, magazines, internet):
44. Target audiences (i.e. local regional, national, limited membership):
45. Planned filming (i.e. land, air, water):
46. What is the reason for filming (i.e. advertising, promotion):
47. Type of advertising proposed for the event (i.e. banners, signs, posters, commercial vehicles):

- 48. Time frame to remove all facilities and garbage after the event (including removal of signs, advertising flagging, route markers):
- 49. Garbage collection site location (landfill or transfer station):
- 50. Mitigation plan to rehabilitate resource damage (i.e. closures, revegetation):
- 51. Time frame to complete mitigation:

**FEES**

Boise County fees shall be \$100.00 per day plus an additional \$50.00 per day for gatherings over 1000 attendants. Application and fees must be made at least ninety (90) days in advance of the event.

APPROVED BY THE BOISE COUNTY CLERK THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.

\_\_\_\_\_  
Constance Swearingen, Boise County Clerk

<p><b>THIS SECTION FOR COUNTY USE ONLY</b></p> <p>The Boise County Board of Commissioners do hereby authorize the following event</p> <p>_____</p> <p style="text-align: center;">That is to be held on the following dates;</p> <p>From: _____, To: _____,</p> <p style="text-align: center;">Approved this _____ day of _____, 2009 in open meeting.</p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">           _____            Linda W Zimmer            Chairperson, District III         </td> <td style="width: 33%; text-align: center; padding: 5px;">           _____            Terry C Day            Commissioner District I         </td> <td style="width: 33%; text-align: center; padding: 5px;">           _____            Jamie A Anderson            Commissioner District II         </td> </tr> </table>			_____ Linda W Zimmer Chairperson, District III	_____ Terry C Day Commissioner District I	_____ Jamie A Anderson Commissioner District II
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