

ATTACHMENT B PERMIT APPLICATION

APPLICATION FOR MASS GATHERING PERMIT	DATE RECEIVED: _____ ISSUE DATE: _____
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This optional format is designed to identify all aspects of an event held in Boise County and will help in developing an Operating Plan for an event. Depending on the size of your event, some items may not apply. Attach additional pages, if necessary to complete the information.

1. On site Agent: Day Phone:
Evening Phone:
Fax or e-mail:

1. Dates:
2. Name & description of event:

3. Location (attach map):

4. Number of acres needed:

6. Planned number of participants: Maximum number:
7. Number of spectators anticipated: Maximum number:
8. Duration of Event (include pre/post event set-up days):
9. Overnight area needed: Yes No If yes, describe:

10. After hour activities for multiple-day events (music, food, etc.):

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 ; (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: (SEE ORDINANCE FOR SPECIFIC REQUIREMENTS)

21. Will food or beverages be provided? Yes No If no, go to 28.
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
 - List of emergency phone numbers and local hospitals/clinics
 - (SEE ORDINANCE FOR SPECIFIC REQUIREMENTS)
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:

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: _____

APPLICATION AND FEES

Boise County fees shall be \$100.00 per day plus an additional \$50.00 per day for gatherings over 1000 attendants. Application must be filed at least **120 days prior** to the event date. Fees must be paid at the time of approval by the Board of County Commissioners.

THIS SECTION FOR COUNTY USE ONLY

The Boise County Board of Commissioners does hereby authorize the following event:

to be held on the following dates:

from: _____, to: _____,

Approved this _____ day of _____, 20__ in open meeting.

Barbara M. Balding
Commissioner, District I

Jamie A. Anderson
Commissioner, District II

Vicki L. Wilkins
Chair, District III

Attested:

Mary T. Prisco, Boise County Clerk