

## ATTACHMENT B MASS GATHERING PERMIT APPLICATION

<b>APPLICATION FOR MASS GATHERING PERMIT</b>	DATE RECEIVED: _____ ISSUE DATE: _____
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This Mass Gathering Permit Application shall be the approved form and shall be fully completed to be considered. Please identify all aspects of an event held in Boise County, as this will further aid 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.

Due to the size and nature of the mass gathering event, the Mass Gathering Coordinator may reasonably require additional resources as required in this application to comply with the purposes of the Boise County Mass Gathering Permit.

### Section I – GENERAL INFORMATION

A. On site agent name:

i. Phone number:

ii. Email address:

B. Dates:

C. Name & description of mass gathering event:

D. Location:

i. Attach Map with following depictions: Yes ☐ No ☐

1. Area that attendees of the mass gathering event will occupy;
2. Access routes and width of each;
3. If street event or rally, course of the mass gathering event;
4. Location of garbage containers;
5. Location of each toilet unit and shower unit;
6. Location of each food vendor;
7. Fire lanes;
8. Escape lanes;
9. Location to store cleared fuel ladders and ground fuel; and

10. If using flaggers, intersections at which flaggers will be stationed.

E. Size of footprint needed for mass gathering event.

i. For stationary event, number of acres needed:

ii. For street event, number of miles needed:

F. Planned number of participants (minimum and maximum):

G. Number of spectators anticipated (minimum and maximum):

H. Tickets sold: Yes ☐ No ☐

i. Tickets sold are not to exceed planned number of participants and spectators.

I. Duration of event (including pre/post event set-up days):

J. Overnight area needed: Yes ☐ No ☐

i. If yes, describe:

K. After hour activities for multiple-day mass gathering event (music, food, etc.):

L. Notification of landowners on parcels immediately adjacent to stationary event:

Yes ☐ No ☐

M. Insurance.

i. If mass gathering event is not a rally or spontaneous event as defined by the Boise County Mass Gathering Ordinance, the applicant shall provide an insurance certificate (attach to this application) underwritten by an insurance company licensed to do business in the State of Idaho, in an amount of one million dollars (\$1,000,000) per single claimant and incident, and two million dollars (\$2,000,000) for all claimants arising from a single incident. The insurance policy shall indemnify and hold harmless Boise County, or any of its agents, officers, servants, and employees from any liability or causes of action related to the mass gathering event. The insurance certificate shall include the policy start and end dates.

N. List of permits required and coordination or cooperating agreements (attach executed copies):

O. Food or beverages to be provided for sale: Yes ☐ No ☐

i. If yes to O., is food or beverage included in price of admission:

Yes ☐ No ☐

ii. If yes to O., list of agreements with vendors and caterers (attach executed copies):

iii. Alcohol for sale: Yes ☐ No ☐

iv. If yes to iii., vendor obtained State & local permits: Yes ☐ No ☐

v. If yes to iii., list of Insurance coverage for alcohol:

P. List any non-consumable products for sale (t-shirts, hats, ice, souvenirs, etc.):

Q. List any equipment for rental (snowmobiles, skis, boards, jet-skis, rafts, kayaks, etc.):

R. List any other third party agreements not expressly required, but otherwise related to the mass gathering event (attach executed copies):

## **Section II – ADVERTISING**

A. Description of event advertising (flyers, radio, television, social media, other internet):

B. Target audience (local, regional, national or membership group):

C. Planned filming (land, air, water):

D. Reason for filming (advertising, promotion):

E. Type of advertising proposed for the event (banners, signs, posters, commercial vehicles):

F. Time frame to remove all facilities and garbage after the mass gathering event (including removal of signs, advertising flagging, route markers):

### **Section III – ACCESS/PARKING**

A. Whether the mass gathering event requests slowing or stopping traffic during a portion or all of the event: Yes ☐ No ☐

i. If yes to A., describe the roads, times, and type of traffic control requested:

B. Signage to direct access to the event or to direct route of event:

C. The mass gathering event shall have no less than two access routes of less than twelve feet in width, unless there is one drivable access to property that is sixty (60) feet or more in width: Yes ☐ No ☐

- i. At least one access route is posted and reserved for emergency vehicle(s) ingress and egress: Yes ☐ No ☐
  - ii. Access route for emergency vehicles to be maintained clear for emergencies: Yes ☐ No ☐
- D. As parking on State or Boise County roads are prohibited, the mass gathering event shall provide one (1) parking space for every two (2) attendees, and every parking space shall be a minimum of nine (9) feet wide and a minimum of eighteen (18) feet long, where aisles between rows of parking spaces must be a minimum of twenty-four (24) feet: Yes ☐ No ☐
- E. Amount of parking needed (number of spaces, acres, include disabled parking):
- F. Accommodations for disabled visitors:
- G. The mass gathering event site has sufficient space for parking at the event:  
Yes ☐ No ☐
  - i. If no, the mass gathering event shall provide a shuttle service. Provide description of the shuttle service (type, when, and where used):
- H. Parking attendants and locations used (parking direction, whether is a "lot full" posting, information):
- I. Parking lot security (overnight parking, whether using remote lots):

#### Section IV – MEDICAL/FACILITIES

- A. Description of measures the mass gathering event shall take to prevent attendees from encroaching on surrounding private properties, impeded on public rights-of-way, or interfere with other public activities or events:
- B. Provide a medical plan, with the following, to mass gathering event staff (attach copy):
- i. Access for emergency vehicles
  - ii. Number and location of medical facilities;
  - iii. Names and qualifications of any medical staffing; and
  - iv. List of emergency phone numbers and closest hospitals/clinics.
- C. The mass gathering event shall require at least two (2) EMT's, which shall be duly licensed, and be affiliated with the mass gathering event or have written permission from the affiliated EMT's supervising medical director, to staff on full time basis a medical facility, whether it be a designated medical tent, vehicle, or other structure, which has an automatic electronic defibrillator (AED) device: Yes ☐ No ☐
- D. The mass gathering event with attendees in excess of five-hundred (500) attendees to one thousand (1,000) attendees shall require one (1) ambulance:  
Yes ☐ No ☐
- E. The mass gathering event with attendees in excess of one thousand and one (1,001) attendees to two thousand (2,000) attendees shall require two (2) ambulance:  
Yes ☐ No ☐
- F. The mass gathering event shall provide a minimum of one (1) gallon of water per one (1) attendee per day, where the water must meet applicable requirements of

the Safe Drinking Water Act, Central District Health, or Idaho Department of Environmental Quality: Yes ☐ No ☐

G. Describe provisions for drinking water (quantity, locations, bottled or truck, etc.):

H. The mass gathering event shall provide toilets that are supplied with toilet paper, and either hand sanitizer or potable water hand-washing stations that have soap and paper towels, where any event that continues beyond twenty-four (24) hours past its start time shall have a licensed vendor service and maintain all toilet units within a twenty-four (24) hour period where such number of toilet units shall be as follows: Yes ☐ No ☐

Table 1: Toilet facility matrix

Estimated number of attendees	Number of hours of the mass gathering event									
	1	2	3	4	5	6	7	8	9	10 or more
0-500	2	4	4	5	6	7	9	9	10	12
501-1,000	4	6	8	8	9	9	11	12	13	13
1,001-2,000	5	6	9	12	14	16	18	20	23	25

I. Amount of toilet facilities needed:

J. Description of toilet facilities:

K. The mass gathering event must provide one (1) fifty (50) gallon trash container for every one hundred (100) attendees, and one (1) fifty (50) gallon trash container for every twenty five (25) motor vehicles: Yes ☐ No ☐

L. Total amount of fifty (50) gallon trash containers required:

- M. The mass gathering event shall dispose of solid waste as required by Boise County Ordinance 2008-02, or its successors, and fees shall be paid as required by Boise County Resolution 2025-35, or its successors. Yes ☐ No ☐
- N. The mass gathering event that starts prior to sunrise or continues past sunset shall have illumination sufficient for the central event site, medical facilities, toilet facilities, and shower facilities, which lighting shall not shine unreasonably beyond the boundaries of the event site and where laser use is prohibited within one mile of any private or public air strip: Yes ☐ No ☐
- O. Describe power supply to meet illumination and event needs:
- P. The mass gathering event that continues past midnight of any day shall have one (1) camping space for every two (2) attendees that shall be two hundred fifty (250) square feet if fires are permitted or one hundred fifty (150) square feet if fires are not permitted, where such camping area shall not have vehicle traffic after sunset and before sunrise: Yes ☐ No ☐
- Q. The mass gathering event that continues beyond seventy-two (72) hours past its start time shall have separate shower facilities of ten (10) gallons of water per attendee per day, where one shower head/facility shall be for every one hundred (100) attendee per gender: Yes ☐ No ☐

## **Section V – SAFETY**

- A. The mass gathering event shall have at least two (2) methods to contact Boise County Dispatch (telephone, radio, cell phone, satellite phone, etc.) that must be immediately capable of communication from the event site. Yes ☐ No ☐



B. Describe the methods of communication with the manner of which Boise County Dispatch may immediately contact the mass gathering event:

C. The mass gathering event shall contract with the Boise County Sheriff's Office for law enforcements services beyond the boundary of the event site, based upon the following matrixes as best defined by the event type, where if the mass gathering event falls within two or more categories the higher number shall be required, as follows:

Table 2: Law enforcement staffing matrix by event type by estimated attendance

Estimated number of attendees	Mass gathering event type		
	Speakers, conferences, ceremonies, non-moving rally	Fairs, festivals, sporting events	Concerts, raves, music, festivals
0-200	0 officers	0 officers	0 officers
201-500	0 officers	2 officers	2 officers
501-1,000	3 officers, 1 dispatcher	4 officers, 1 dispatcher	4 officers, 1 dispatcher
1,0001-2,000	4 officers, 1 dispatcher	6 officers, 1 dispatcher	6 officers, 1 dispatcher

Table 3: Law enforcement staffing matric by event type by miles

Number of road miles covered	Mass gathering event type	
	Races, rides	Moving rally
0-.5	1 officer	2 officers
.5-3	1 officer	3 officers
3-10	2 officers	3 officers plus 2 officers for each additional 500 attendees over 500 attendees
10-30	3 officers	
30-100	3 officers	
100+	3 officers plus 1 officer to ten (10) miles	

D. Amount of officers required based upon mass gathering event type and table:

- E. The mass gathering shall contract with a security services company and provide security guards that are identifiable by a fluorescent and/or reflective shirt or vest, for security services inside the boundary of the event site, based upon the following matrixes as best defined by the event type, where if the mass gathering event falls within two or more categories the higher number shall be required, as follows:

Table 4: Private security staffing matrix by event type by estimated attendance

Estimated number of attendees	Mass gathering event type		
	Speakers, conferences, ceremonies, non-moving rally	Fairs, festivals, sporting events	Concerts, raves, music, festivals
0-200	0 guards	0 guards	0 guards
201-500	0 guards	2 guards	4 guards
501-1,000	2 guards	4 guards	6 guards
1,0001-2,000	6 guards	8 guards	8 guards

Table 5: private security staffing matrix by event type by miles

Number of road miles covered	Mass gathering event type	
	Races, rides	Moving rally
0-.5	0 guards	0 guards
.5-3	0 guards	0 guards
3-10	1 guard	3 guards plus 2 guards for each additional 500 attendees over 500 attendees
10-30	2 guards	
30-100	5 guards	
100+	1 guard for every ten (10) mile	

- F. Amount of security guards required based upon mass gathering event type and table:
- G. Describe a safety plan to close the mass gathering event in case of emergency:

## Section VI – OTHER LAW COMPLIANCE

- A. The mass gathering event shall comply with the Boise County Noise/Disorderly Home Ordinance #2021-01, and its successors: Yes ☐ No ☐
- B. The mass gathering event shall comply with the Boise County Preventative Burn Ordinance #2017-01, and its successors: Yes ☐ No ☐
- C. The mass gathering event shall comply with all requirements of the Central District Health Department as it pertains to sanitation, solid/human waste, and catering services: Yes ☐ No ☐
- D. The mass gathering event shall comply with all requirements of the Idaho Transportation Department: Yes ☐ No ☐
- E. The mass gathering event shall comply with all requirements of the United States Forest Service in land and road use permitting: Yes ☐ No ☐
- F. The mass gathering event shall comply with all requirements of the Bureau of Land Management in land and road use permitting: Yes ☐ No ☐

## **Section VII – MITIGATION AND CLEAN-UP**

- A. The mass gathering event shall clean-up and remove any equipment and solid waste within forty-eight (48) hours after the end time of the mass gathering event, by either a statement of the landowner of the event site will provide clean-up (attach statement), or a plan of individuals who will be hired to perform the work, including an hourly wage, and the total amount expected to be spent on the work, where failure to perform these duties may result in Boise County performing such duty and charging the Applicant:

B. Mitigation plan to rehabilitate resource damages (dirt road surfaces, vegetation, etc.):

C. Timeframe to complete mitigation plan:

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

**I certify (or declare) under penalty of perjury pursuant to the law of the State of Idaho that the foregoing 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 Mass Gathering Coordinator or Boise County Board of Commissioners.**

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

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

**APPLICATION AND FEES**

Boise County fees shall be \$300.00 for this application, where the application fee is to be paid to the Boise County Clerk's Office, at the time of turning in the application to the Boise County Mass Gathering Coordinator and Boise County Clerk.