



**CITY OF MIDDLETON**  
 6 NORTH DEWEY AVENUE, MIDDLETON, ID 83644  
 208-585-3133, 208-585-9601 FAX  
[WWW.MIDDLETONIDAHO.US](http://WWW.MIDDLETONIDAHO.US)

ADMINISTRATION  
 SPECIAL COMMUNITY EVENTS  
 APPLICATION/AGREEMENT/PERMIT  
 REVISED 8\_15-2016

Date: \_\_\_\_\_

Middleton City Code Section 3-2 Special Events.

**I. General Information:**

Event Name: \_\_\_\_\_

Event Dates(s) / Time(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

**II. Applicant / Sponsoring Organization Information:**

Applicant Name: \_\_\_\_\_

Sponsoring organization Name: \_\_\_\_\_

Are you a non-profit corporation? Yes \_\_\_ no \_\_\_, if yes, 501c(3) \_\_\_ or 501c(6)\_\_\_.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_.

Phone: \_\_\_\_\_ ; Cell Phone: \_\_\_\_\_.

Fax: \_\_\_\_\_ ; Email: \_\_\_\_\_.

On-Site/Emergency Contact Name: \_\_\_\_\_.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_.

Cell Phone: \_\_\_\_\_ ; Email: \_\_\_\_\_.

**III. Brief Description and Purpose of Event:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_



**IV. Street Closure Request:**

List any street(s) or lanes of streets requiring temporary street closure for the event. Include street name(s) indicating beginning and end points of the closing, date and time of closing and reopening:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

No permanent alteration to the street will be permitted.

Note: Permit from Idaho Transportation Department or Canyon County Highway District #4 may be required, depending on location.

**V. Site Plan.** A Site Plan must be attached that identifies the following, if applicable:

1. An outline of the entire event venue including the names of streets or areas that are part of the venue. If the event involves a moving route such as a parade, indicate the direction of travel and all streets or lane closures.
2. Location of any fencing, barriers and/or barricades. Must be removable for emergency access.
3. Location and identification of all temporary structures, portable toilets, booths, trash containers/dumpsters, cooking areas, identification of location of all vendor cooking with flammable gases or barbeque grills, waste grease containers, gray water containers, hand washing stations, etc.
4. Location of first aid facilities and ambulances.
5. Parking, placement of vehicles and/or trailers.
6. Location of generators and/or sources of electricity.
7. Exit locations for OUTDOOR events within fencing, tents, other temporary structures.
8. Firework launch location.

**Information:**

I. Does the event involve the sale or use of alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, an Alcohol Beverage Permit may be required.

II. Does the event involve the sale or distribution of food? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, a Temporary Food Establishment Permit (South West District Health Department (208) 455-5300) and a vendor permit (City of Middleton) may be required, with copy to the City.

III. Does the event involve the sale of non-food items? Yes \_\_\_\_\_ No \_\_\_\_\_.

IV. Will there be entertainment at the event? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, please provide the following information:

Dance component/open floor: \_\_\_\_\_

Live or recorded music: \_\_\_\_\_

Amplification: \_\_\_\_\_

Start and end time of entertainment: \_\_\_\_\_

Refer to Middleton City Code Section \_\_\_\_\_ Noise.

V. ADDRESS: If the event is located within a building, name of building, address, owner name:

\_\_\_\_\_  
 \_\_\_\_\_

VI. TEMPORARY STRUCTURES.

Will there be any temporary structures on the event site? Yes \_\_\_\_\_ No \_\_\_\_\_



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Number of stages: \_\_\_\_\_ Size of stage(s): \_\_\_\_\_

Number of Tents: \_\_\_\_\_ Size of tent(s) \_\_\_\_\_

Inspection of temporary structures may be required and applicant is obligated to pay any inspection fee. Inspection / permit may be required for a tent by the Middleton Rural Fire District.

VII. Does the event involve use of fireworks, rockets, pyrotechnics? Yes \_\_\_\_ No \_\_\_\_
Where and when?

Inspection / permit by Middleton Rural Fire District may be required.

VIII. Will portable toilets for the public be provided? Yes \_\_\_\_ No \_\_\_\_.

IX. Will electrical hookup for the event be required? Yes \_\_\_\_ No \_\_\_\_.

Electrical inspection / permit may be required.

X. Will a generator(s) be used? Yes \_\_\_\_ No \_\_\_\_.

XI. Will access to water be required for the event? Yes \_\_\_\_ No \_\_\_\_.

XII. Will signs and/or banners be displayed as part of the event? Yes \_\_\_\_ No \_\_\_\_.

A sign permit may be needed from the City of Middleton.

XIII. Will this event be marketed, promoted, or advertised? Yes \_\_\_\_ No \_\_\_\_.

XIV. Will there be live media coverage of the event? Yes \_\_\_\_ No \_\_\_\_.

XV. PARKING:

How will parking be accommodated for this event for all patrons, vendors, service providers, and event staff?

XVI. REFUSE / GARBAGE:

How will garbage be contained and removed during and after the event?

Applicant will be responsible for the costs (time and material) any any rubbish or garbage removal by Public Works or City staff.

XVII. NOTIFICATION. Applicant may be required to notify property owners affected by the event before a special events permit will be issued.

XVIII. SECURITY. Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City for costs of providing on-duty law enforcement officers, for necessary policing.



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XIX. INSURANCE, FEE.

Pursuant to Middleton City Code Section 3-2-2 (E), all applicants shall submit, with the application, and maintain, at least until the conclusion of the special event, a comprehensive general liability insurance policy in the amount of one million dollars (\$1,000,000.00), with the city of Middleton names as an additional insured, and written by a company authorized to write insurance policies within the state of Idaho, and filed with the Middleton city clerk's office. Applicants must also execute indemnification and hold harmless provisions contained within the application to address potential liabilities and damages to persons and/or property.

FEE: \$160.00 Pursuant to Resolution No. 334-13 Fee Schedule, except as otherwise provided in this chapter, special event applicants, promoters and sponsors whose special events require the use of municipal resources as a result of their anticipated attendance or heightened security concerns shall be required to reimburse the city for expended resources at the hourly rate or salary of city of other personnel involved in the permit processing, event traffic control, or other facility or event support and for the use of city equipment and other non-personnel expense. The city clerk shall require payment of fees and services or a reasonable estimate thereof at the time the completed application is approved, unless the city clerk for good cause extends time for payment. In any event, full cost recovery for resources shall be required no later than ten (10) days following the conclusion of the special event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event.

XX. INDEMNIFICATION / HOLD HARMLESS AGREEMENT / AGREEMENT FOR LIABILITY AND COSTS.

(Applicant / Organization / Permittee) shall indemnify, defend and hold the City of Middleton, its officers, agents and employees harmless from any and all claims, suits, actions, damages and causes of action which the City of Middleton may incur arising out of any personal injury, bodily injury, loss of life or damage to any property, or violation of any relevant federal, state or local law or ordinance, or other cause resulting from the following services, operations, event or use of City property authorized pursuant to this Special Event Permit.

Acceptance of insurance certificates required under this application / permit does not relieve (Applicant / Organization / Permittee) from liability under this application / permit. This application / permit shall apply whether or not such insurance policies have been determined to be applicable to any of such damages or claims for damages.

(Applicant / Organization / Permittee) shall reimburse the City of Middleton for all costs and expenses that may be incurred by or on behalf of the Special Event (including but not limited to fees and charges of attorneys and other professionals and court costs incurred by the City of Middleton in enforcing the provisions of this permit.



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Further, as to such damages or claims for damages which arise during the scope of the activities or the use of property covered under this Agreement, \_\_\_\_\_ (Applicant / Organization / Permittee), at its sole cost and expense, shall defend any and all suits, actions or other legal proceedings that may be brought or instituted by third parties against the City of Middleton, its officers, agents or employees, or any such claim or demand, and shall pay and satisfy any judgment or decree that may be rendered against the City of Middleton, its officers, agents or employees in any such suit, action or other legal proceeding.

All insurance companies shall be required to add the City of Middleton, its officers, agents and employees as additional insured by endorsement under the insurance policy and shall stipulate that this insurance policy will operate as primary insurance under this Agreement and that no other insurance affected by the City of Middleton or other named insured will be called upon to contribute to a loss covered there under. The policy shall contain no special limitations on the scope of protection afforded to the City, its officers, employees or agents unless approved in writing by the City of Middleton.

IN WITNESS WHEREOF, \_\_\_\_\_ (Applicant / Organization Representative/ Permittee) has made and entered into this Agreement with the City of Middleton as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPLICANT / ORGANIZATION REPRESENTATIVE

\_\_\_\_\_  
 Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 Print name / Organization Name and Representative Title

|   |
|---|
| <p><b>OFFICE USE ONLY</b></p> <p>Application Received: _____</p> <p>Fee Received: _____</p> <p>Insurance Certificate Received: _____</p> <p>Application Approved by Middleton Police _____ Conditions Y____ N____</p> <p>Application Denied by Middleton Police _____</p> <p>Application Approved by City Council : _____</p> <p>Application Denied: _____</p> <p>Permit is hereby issued this _____ day of _____, 20____.</p> <p>_____<br/>           City Clerk</p> |
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Middleton Police Department Notes:

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