



CITY OF MIDDLETON

P O Box 487, MIDDLETON, ID 83644

PHONE 208-585-3133

WWW.MIDDLETONIDAHO.US

ADMINISTRATION

SPECIAL COMMUNITY EVENTS

APPLICATION/PERMIT

REVISED 7/2024

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: _____



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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.



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

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.



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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.

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



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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.

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



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OFFICE USE ONLY

Application Received: _____

Fee Received: _____

Insurance Certificate Received: _____

Zoning Approved: _____ Date: _____

Police Approved: _____ Date: _____

Fire Approved: _____ Date: _____

Application Approved by City Council : _____

Application Denied: _____

Permit is hereby issued this _____ day of _____, 20____.

City Clerk

Notes: _____