



City of Sun Valley, 81 Elkhorn Road, PO Box 416, Sun Valley, Idaho 83353  
Phone (208) 622-4438 - Fax (208) 622-3401  
[eventscoordinator@sunvalleyidaho.gov](mailto:eventscoordinator@sunvalleyidaho.gov)

## APPLICATION FOR SPECIAL EVENT PERMIT

### Event Name:

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#### **A. SPECIAL EVENT:**

Any organized non-routine activity on public or private property that may significantly impact or affect neighboring property owners, residents and businesses and that may reasonably be expected to attract more than two thousand (2,000) attendees and which may require more parking spaces than the sponsor's property can accommodate. If you believe your event does not meet these criteria, please see the City Event Coordinator for a Festival Meadow Small Group Reservation Form.

A copy of Sun Valley Municipal Code 5.5, which governs special events, can be found on our website at <https://sunvalleyidaho.gov/code>

#### **B. APPLICATION TIMELINE:**

An Application for Special Event Permit ("Application") shall be filed with the City Events Coordinator not less than forty-five (45) days before the date proposed for holding a Special Event.

#### **C. APPLICATION PROCEDURE:**

1. Pre-application Meeting – Based on the size and/or complexity of the event, the City may ask for a Pre-application meeting to streamline the process. Please contact the City Events Coordinator at 622-4438 or [eventscoordinator@sunvalleyidaho.gov](mailto:eventscoordinator@sunvalleyidaho.gov), to schedule a Pre-application meeting. This meeting is designed to provide guidance and answer questions. The Applicant should arrive at this meeting with an Application filled out (to the best of their ability) in order to facilitate the meeting.

2. Application Review - After the Pre-application meeting, the Applicant should file a complete and signed Special Event Application. The Applicant will be notified of any other information needed to ensure the Special Event is planned, managed and produced in a manner that ensures the health, safety and welfare of the neighborhood, the Special Event staff and spectators and the City's residents and guests.

#### 3. Conditions for Permit:

A. Permit application fee of \$100.00 is due at time of filing.

B. The applicant shall be required to compensate the City for its actual costs incurred for increased fire or police protection, street or path cleaning or other extraordinary City services.

C. A liability insurance policy in an amount not less than one million dollars (\$1,000,000) in the aggregate naming the City, its employees, volunteers, officers, agents, assigns, and/or officials as an additional named insured and providing for adequate notice of cancellation if the policy is canceled prior to the Special Event. The insurance certificate is due no later than ten (10) business days before commencement of the Special Event.

D. A signed Reimbursement and Hold Harmless Agreement, which will be provided by the City of Sun Valley. This Agreement is due no later than ten (10) business days before commencement of the Special Event.

4. Special Conditions for Permit, if applicable. Depending on the nature of the proposed Special Event, the Applicant shall also be responsible for:

A. Applicant must consult with the South Central Health District regarding adherence to CDC guidelines regarding COVID-19, and other applicable health orders by the Idaho Department of Health & Welfare.

B. Certification by the South Central Health District relating to food preparation and/or handling (if required). Certificate or exemption form due no later than ten (10) business days before commencement of the Special Event.

C. Sign Permit (if required). All signs, as defined by Sun Valley Municipal Code 9-9b, are subject to review by the City of Sun Valley Community Development Department. Permit is due no later than ten (10) business days before commencement of the Special Event.

D. Liquor License or Temporary Catering Permit (if required). Permit is due no later than ten (10) business days before commencement of the Special Event.

E. When charging an admission fee for the Special Event, the applicant shall pay the City four percent (4%) of the admission price charged attendees.\*

F. Vendors: Vendors are subject to the City of Sun Valley Local Option Tax code. A Local Option Tax Permit fee of ten dollars (\$10.00) is required for each separate vendor.\*

\*The process for submitting an admission fee and for applying for and receiving Local Option Tax Permit(s) is on our website at <https://sunvalleyidaho.gov/clerk>

5. Other Conditions for Permit: Based upon the Applicant's Special Event information, the City may condition the Application approval to ensure that planning, management and production of the Special Event sufficiently provides for vehicular traffic, parking and transit, security, fire safeguards, sanitation and/or neighborhood and City impacts on and off-site.

**SPECIAL EVENT APPLICANT INFORMATION**

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| Event Name:  |
| Purpose of Special Event                                   |
| Dates Proposed (include set up and breakdown):             |
| Proposed Hours of Operation (include set up and breakdown) |
| Applicant Name/Sponsor of the Special Event:               |
| Address:   |
| Telephone Number:  |
| Email Address:   |

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| Is this a non-profit organization with 501(c)(3) status? Please circle one:      YES      NO |
| Federal Taxpayer ID #:   |
| State of Idaho Sales Tax ID #:   |
| City of Sun Valley Non-Property Sales Tax ID#:   |

**SPECIAL EVENT INFORMATION**

Applicants shall provide a written comprehensive plan detailing the planning, management and production of the Special Event. The Applicant shall address each of the items below on separate sheet(s) of paper. If an item is not applicable to the Special Event, indicate so with N/A (NOT APPLICABLE).

**A. GENERAL INFORMATION:**

1. Description of Special Event, including all activities.
2. Location of Special Event.
3. List of Special Event staff, duty(s), and contact numbers.
4. Estimated number of spectators by day.
5. Is there an admission fee? If yes, what is the fee? Please note that City Local Option Taxes will apply.
6. Will there be vendors at the Special Event? If so, please describe by type and number.
7. Will there be food sales subject to South Central Health District certificate requirements?
8. Do you plan on serving or selling alcoholic beverages? If yes, please describe type. A liquor license or temporary catering permit may be required.
9. Please describe any needed water and/or electrical connections at the location.
10. Describe any emergency medical plans. The Sun Valley Fire Department has EMS Standby policies to help with your planning.
11. Will there be any musical group performances? If so, state types and times of performances.

12. Do you plan to have amplified sound? If yes, please state hours of use and the location of the speakers on-site.
13. If a banner or street signage is planned, please describe including dimensions of the banner/signage, placement and times.
14. If any live animal exhibits or presentations are planned, please detail the type of activities, safety provisions and management plan for protecting and/or replacing grounds, as needed.
15. Do you plan on having a parade? If so, please describe and speak to any needed permits.
16. Will there be pyrotechnics? If so, please describe. Please note that additional indemnification and insurance naming the City of Sun Valley may be required.

**B. DETAILED SCHEMATIC SHOWING SITE USE:**

Please provide a site map for the Special Event site and any off-site uses. (Festival Meadow applicants, map options are available on our website at [www.sunvalleyidaho.gov](http://www.sunvalleyidaho.gov).)

1. Special Event staging area.
2. Number and location of all temporary structures for food and beverage, retail sales or other use.
3. Number and location of portable restrooms.
4. Number and location of trash receptacles.
5. Number and location of recycling containers.
6. Emergency lanes for responding vehicles.
7. Pedestrian exits for the public.
8. Emergency lighting locations.
9. Fire extinguisher locations.
10. Emergency medical service locations.
11. Signage location(s).
12. Load and unload area.
13. Parking area and bus turnouts.
14. Other uses, as planned.

**C. VEHICULAR TRAFFIC, PARKING AND TRANSIT MANAGEMENT PLAN:**

Applicants should develop a parking and transit plan which reduces the number of spectator vehicles coming to and leaving the Special Event. Discussions with Mountain Rides should occur early in the Special Event Planning process. For the safety of Special Event personnel and Special Event attendees, the City may determine it necessary to limit or prohibit parking on City and/or private streets and roads.

1. Plan for use of Mountain Rides: shuttle types, routes and schedules with drop off and pick up location(s), if applicable.
2. Written agreement with Mountain Rides if additional service needed.
3. Describe parking locations, both on-site and off-site for Special Event staff, volunteers and spectators. Estimate the number of parking spaces being provided.
4. Identification of any parking conflicts with the Special Event/activity and the areas where off-site parking will take place. (i.e. – a wedding at the Catholic Church on the Saturday of your Special Event) and proposal to reduce or eliminate the conflict.
5. On-street activity that will close or reduce traffic flow in any way.
6. Multi-User Path System activity that will close or reduce use by the public in any way.
7. Traffic control points and warning devices; placement of traffic direction and parking personnel.
8. Vehicular and pedestrian ingress and egress routes for all Special Event locations.

**D. SECURITY PLAN WITH THE FOLLOWING INFORMATION:**

1. Numbers, types, hours, shifts, and duties of professional security and volunteer personnel (with contact numbers).
2. Signage and personnel plan to control access points for streets and Multi-User Path System.
3. Emergency vehicle access routes, anticipated routes of movements on public rights-of-way.
4. A plan for the control of the serving of alcoholic beverages.
5. Other plans for the maintenance of public health and safety due to individual or unique considerations about the Special Event.

**E. SIGNATURE STATEMENT AND UNDERSTANDING REGARDING CANCELLATION:**

By signing this Special Event Permit Application below, the Applicant affirms that the information is true and correct and agrees to comply with all the laws and ordinances of the City of Sun Valley, Idaho. Special Event Permits are valid only for the undersigned and only for the dates and locations set forth in the Special Event Permit Application. Special Event Permits are not transferable. The City reserves the right to cancel Special Event Permits at any time due to inclement weather or other events which, in the City's sole discretion, materially and adversely affect the health, safety and welfare of the public.

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

Title: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Please submit completed application with \$100 permit application fee via hand-delivery,  
or mail to above listed address.