

Application for Vendor Permit – SPECIAL EVENT

VENDOR FEE: \$200.00
FEE FOR POWER: \$10.00
(Plus, hourly charge if Public
Works or Police are required)

City of Wilder
P.O. Box 687, Wilder, Idaho 83676
(208) 482-6204, Fax (208) 482-6204

Application Date _____ Fee Paid _____

Event or Reason: _____

Date of Event: _____

Location of Event: (please attach event diagram)

Name of Organizer: _____

Business Name or dba: _____

Mailing Address: _____

Physical Address: _____

City: _____ State: _____ Zip _____

Telephone: (_____) _____ Fax _____

E-Mail: _____

EMERGENCY CONTACT & PHONE: _____

Depending on the type of event, the City of Wilder may require the applicant to fill out permit requests in addition to this Special Event Application. These additional permits must be returned to the City Clerk's Office with the full application for a Special Event Permit.

PLEASE PROVIDE A NARRATIVE/TIMELINE OF YOUR EVENT: Please provide a detailed narrative and timeline, including a description of activities, such as pyrotechnics, inflatables, vehicles, animals, rides, etc. to help us understand the themes, activities and purpose of your event.

Please check yes or no below based on your event:

Yes No

- ☐ ☐ Do you need power? If yes, indicate if 110, 220 or both: _____ (Additional daily fee will apply)
- ☐ ☐ Do you need water?
- ☐ ☐ Will alcohol be sold, served or consumed at your event? (Alcohol Catering Permit Required)
- ☐ ☐ Will your event have vendors? (A complete list of vendors, contact information and items to be sold or consumed must be submitted to the City Clerk's Office five (5) days prior to the event)
- ☐ ☐ Fireworks will be displayed? (Contact the Wilder Rural Fire Department)
- ☐ ☐ Will any portion of any road will be closed? (Contact Wilder Public Works Department – Any work required for set-up or during the event will require an additional hourly fee based on that employees salary, to be billed after the event)
- ☐ ☐ Will you require Police Services? (Contact Wilder Police Department – Any work required for security, set-up or during the event will require an additional hourly fee based on that employees salary, to be billed after the event)
- ☐ ☐ Will you use a City Park or reserve the Park Shelter (Additional Park Shelter Rental Fee and Application required)
- ☐ ☐ Will you provide portable toilets?
- ☐ ☐ Will your event generate any type of waste? (Contact Republic Services for additional trash containers – (208) 345-1265)
- ☐ ☐ Does your event involve a parade or run/walk? (Please attach a route map)
- ☐ ☐ Will you have volunteers, staff or professional security personnel? #____ Volunteers, #____ Staff, #____ Security Personnel
- ☐ ☐ Does your event require any emergency medical services stations, first aid stations or lost child stations? (Include Incident Action Plan)
- ☐ ☐ Will you have food vendors at your event? (Contact the Southwest Health District at (208) 455-5300 and notify them of the event and a list of any food vendors)

When any food or product for human consumption is being sold, a certification by the Southwest Health District shall be required on the day(s) of the event. Failure of any particular vendor to pass the Southwest Health District inspection must close and leave event.

INSURANCE AND INDEMNIFICATION

It is the responsibility of the Special Event organizer(s) to maintain a COMMERCIAL GENERAL LIABILITY INSURANCE policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Insurance requirements may be increased upon demand by the Wilder City Legal Counsel or the City of Wilder Risk Manager. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. A certificate of insurance naming the City of Wilder as additional insured and certificate holder must be delivered with this application for all events. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

The applicant shall indemnify and hold harmless the City of Wilder, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributed to personal injury, bodily injury, disease or death, or to injury or to destruction of property, including the loss of use there from, and (2) is not caused by any negligent act or omission of willful misconduct of the City of Wilder or its employees acting within the scope of their employment.

IF LICENSE IS GRANTED, APPLICANT AGREES TO COMPLY WITH ALL LAWS AND ORDINANCES OF THE CITY OF WILDER AND STATE OF IDAHO APPLICABLE TO THE SUBJECT MATTER THEREOF. THIS PERMIT IS VALID ONLY FOR THE UNDERSIGNED AT THE LOCATION(S) AND FOR THE DATES SET FORTH ON THIS LICENSE.

The undersigned hereby applies for a License to conduct business within the City of Wilder, Idaho. Pursuant to Wilder City Code 7-9 and confirms that the above facts are true, correct and complete.

Signature of Applicant

Date

APPROVED _____ **DATE:** _____

DENIED _____ **REASON:** _____

City Clerk

Date

Chief of Police

Date