GEM COUNTY SPECIAL EVENTS APPLICATION  
GEM COUNTY ISLAND SPORTS COMPLEX

Return to:  
Facilities Manager Chuck Shambaugh, 415 E. Main Street, Emmett, Idaho 83617.  
Telephone: (208) 477-2257  
cshambaugh@co.gem.id.us

Name of the Event:_______________________________________________________________

Date of the Event:__________________________  Start and Finish Times of Event:________________

Estimated Number of Participants:
*If the # of participants exceeds 350 and the time limit exceeds five (5) hours, please go to Development Services for a mass gathering application pursuant to Gem County Code Title 3, Chapter 4.*

Print Name of Organizer:_________________________________________________________________

Email:____________________________________ Business Phone:___________________________

Cell:_____________________________________  Fax:______________________________________

Organizer’s Mailing Address:___________________________________________________________

Event Description and Purpose:____________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Is this an established event? (3 years or longer)  □ Yes  □ No

Is this event organized/produced by a registered non-profit organization? □ Yes  □ No

Does this event involve a parade or run/walk/race? □ Yes  □ No  If yes, attach a detailed route map.

Does this event require use of electricity? □ Yes □ No  If yes, an additional $25.00 fee for electricity will be required.

Staffing:
Number of volunteers working event:_____________  Number of staff:______________________
SPECIAL EVENT ACKNOWLEDGMENTS

Timeframe
Please submit your Special Event Application to the Gem County Facility Manager no later than forty-five (45) days prior to the scheduled date of the event. You may submit the application as early as one year before your event.

Gem County Island Sports Complex Fees
Fees for use of the Gem County Island Sports Complex cover the cost of the application process as well as the cost of general maintenance/groundskeeping for the Gem County Island Sports Complex. Fees to use the Gem County Island Sports Complex are as follows:

$125.00 per day (any number of hours 1-12 = 1 day)
$25.00 per day for electricity hookups

Fee must be paid in full prior to Board consideration of the event. If an event does not get Board approval, the fee will be returned to the applicant.

Gem County Island Sports Complex Deposit
A deposit of $170.00 is required for each special event. The deposit must be paid by separate check. Should any of the deposit be withheld after the event, an itemized list of charges will be provided to the applicant. If no additional costs are determined and no damage, the deposit will be returned in full.

Extraordinary Resources Agreement
When a special event requires the use of extraordinary County resources as a result of their anticipated attendance or heightened security concerns or emergency medical services the applicant shall be required to pay for those extraordinary resources, as determined by the County. Full cost recovery for extraordinary resources shall be required no later than 60 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.

By my signature, I hereby acknowledge my understanding of the aforementioned requirement concerning the payment for extraordinary resources.

___________________________________   _____________________________________  ___________
Printed Name             Signature          Date

INSURANCE & INDEMNIFICATION

It is the responsibility of the Special Event organizer to maintain a COMMERCIAL GENERAL LIABILITY insurance policy with coverage of not less than $2,000,000.00 combined single limit per occurrence. Insurance requirements may be increased upon demand by Gem County Prosecuting Attorney’s Office, Gem County Sheriff’s Office, Gem County EMS, or Gem County Road and Bridge. A certificate naming Gem County Road

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and Bridge as additional insured and certificate holder shall be delivered to Gem County Road and Bridge in the
event of any street closure.

The applicant shall indemnify and hold harmless Gem County, 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 or willful misconduct of Gem County or
its employees acting within the scope of their employment.

TRAFFIC/ROADWAYS

If the event is to be conducted on Gem County roadways/intersections, the applicant shall fill out a right of way
permit with Gem County Road and Bridge. Gem County Road and Bridge will require applicant to produce a
traffic control plan (TCP) prepared by a traffic control company that meets MUTCD Standards. Where the TCP
requires an escort service or security service, the applicant will be required to secure such service prior to final
application approval.

EMERGENCY SERVICES

As an event organizer you are required to provide a safe and secure environment for your event.

The Gem County Sheriff’s Office will review the special events application and determine points of concern,
anticipate potential problems and recommend the type and amount of security personnel for your event.

Gem County EMS will review the special events application to assure that the event plan ensures the safety of
the Gem County community and visitors.

COUNTY/CITY COOPERATION

Where an event is conducted on roadways/intersections/property located partially within the City of Emmett,
Gem County will require acknowledgment and approval of the event from our City counterparts.

FOR INTERNAL USE ONLY

Date application received:________________________________________________  Initials:____________

□ Fee Received

________________________

________________________

________________________

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Deposit Received

Electricity Fee Received __________________________

Copy of Insurance Certificate

Traffic Control Plan Received _______________________

Right of Way Permit Received and paid in full____________________

Dispatch notification of event

Portable Toilet Plan/Rentals _______________________________________________________

Event Checklist Complete _________________________________________________________

Application deemed complete

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Date submitted to Clerk’s office for placement on Commissioners Agenda:___________

Initials:_________
APPROVAL OF APPLICATION FOR PERMIT

The Gem County Board of Commissioners, on this date ______________ does hereby authorize the following event:

_____________________________________________________________________________________

To be held on the following date:________________________________________________________

Subject to the following condition(s):

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

________________________________________
Chairman, Gem County Board of Commissioners

________________________________________
Commissioner

_______________________________________
Commissioner

ATTEST:

____________________________
Gem County Clerk
Gem County requires signatures from the below noted Departments and Agencies prior to approval of your Special Event. *It is the responsibility of the applicant to obtain the noted signatures and return to County.*

<table>
<thead>
<tr>
<th>Approval Required</th>
<th>Agency</th>
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<td>Gem County Road &amp; Bridge</td>
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<td>(208) 365-3305</td>
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<td>Contact: Neal Capps</td>
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<td>Contact: Dave Timony</td>
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<td>Contact: Mike Welch</td>
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<td><a href="mailto:mwelch@gemfireems.org">mwelch@gemfireems.org</a></td>
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<td>Contact: Shona Tonkin</td>
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<td>Contact: Clint Seamons</td>
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<td>Contact: Chief Steve Kunka</td>
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FIRE PIT PERMIT APPLICATION
Gem Island Sports Complex

Name:

Date:

Start time

End time

There is a $50 refundable deposit for fire pit use

Any fires shall be kindled in the designated bon fire area only

The fire shall be completely extinguished at the end time noted on the application.

A bonfire shall be kindled only in designated area and its size shall not exceed the dimension of the established pit.

Any fire shall be supervised at all times with the responsible party named above present with a copy of the permit in their possession.

Fire extinguishing equipment (shovels, 5 gallon buckets of water) must be on hand.

Fuel for any fire shall consist, only of seasoned dry firewood. Fire is not to be utilized for waste disposal purposes. Household trash, rubber tires, shingles, vinyl siding, pallets, treated lumber, leaves, hazardous or toxic materials are not allowed to be burned.

The application deposit shall be refunded only after the area used is cleaned of litter and other debris. All fire material whether unburned or partially burned must be removed.

INTERNAL USE ONLY
Permit application and deposit received:
Deposit refunded:

Initials: