**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

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.

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**FOR INTERNAL USE ONLY**

**Date application received:_____ Initials:_____**

☐ **Fee Received**

☐ **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

# Special Event Checklist

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.

| Approval Required | Agency | Approved | Signature | Comments |
|---|---|---|---|---|
| ☒ | Gem County Road & Bridge<br>402 North Hayes Street<br>Emmett, ID 83617<br>(208) 365-3305<br>Contact: Neal Capps<br>gcrb@co.gem.id.us | ☐ | | |
| ☒ | Gem County Sheriff's Office<br>410 East 1st Street<br>Emmett, ID 83617<br>(208) 477-2029<br>Contact: Dave Timony<br>chiefdeputy@co.gem.id.us | ☐ | | |
| ☒ | Gem County Fire / EMS<br>Fire District #1<br>115 W 3rd Street<br>Emmett ID 83617<br>208-365-2012<br>Contact: Mike Welch<br>mwelch@gemfireems.org | ☐ | | |
| ☐ | Idaho Department of Transportation<br>8150 W. Chinden Blvd<br>Boise, ID 83707<br>(208) 334-8341<br>Contact: Shona Tonkin<br>shona.tonkin@itd.idaho.gov | ☐ | | |
| ☒ | City of Emmett<br>6001 E. 3rd St.<br>Emmett, ID 83617<br>(208) 365-9569<br>Contact: Steven Freemyer<br>Publicworks@cityofemmett.org | ☐ | | |
| ☒ | Emmett Police Dept<br>501 E. Main St.<br>Emmett, Idaho 83617<br>(208) 365-6055 Contact:<br>Chief Steve Kunka<br>skunka@emmettpolice.com | ☐ | | |
| ☐ | | ☐ | | |

# 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: