



**CITY OF COEUR D'ALENE**  
 MUNICIPAL SERVICES DEPARTMENT  
 710 EAST MULLAN AVENUE  
 COEUR D'ALENE, ID 83814  
 (208) 769-2229 or [ksetters@cdaid.org](mailto:ksetters@cdaid.org)

Date Received: _____	<b>Rating of Event:</b>
Permit Fee: _____	High: _____
Receipt No.: _____	Med: _____
Security Dep.: _____	Low: _____
Meeting Date: _____	
Security Deposit Return: _____	

**SPECIAL EVENT PERMIT APPLICATION**  
**Must be submitted a minimum of 21 days prior to event**  
*(May be submitted up to one year in advance)*

**Name of Event** \_\_\_\_\_

**Date(s) of Event** \_\_\_\_\_ **Day of the Week** \_\_\_\_\_

**REQUIRED DOCUMENTS (MUST BE SUBMITTED WITH APPLICATION):**

- INSURANCE** - Please provide a Certificate of Insurance in an amount of not less than \$500,000 naming the City of Coeur d'Alene as additional insured.
- MAP (site plan)** - A complete map must be included indicating start location, entire route, road closures, restrooms, location of vendors and finish area.
- FEE/DEPOSIT** – Fees based on Resolution 11-004 included in this application.
- NEIGHBOR NOTIFICATION – (see attached)** needs to be signed by the property owner/tenant and submitted if a road closure affects access to properties.

**SPONSOR:**

Event Sponsor \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Return security deposit to: (Name and mailing address)**

\_\_\_\_\_

**TIME AND LOCATION:**

Setup Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Location \_\_\_\_\_

Event ends (where?) \_\_\_\_\_

Number of Participants \_\_\_\_\_ Number of Spectators \_\_\_\_\_ Max. Number of Participants \_\_\_\_\_

**STREET SIDEWALK CLOSURES/PARTIAL:**

What streets will be partially closed to traffic? \_\_\_\_\_

What streets will be fully closed to traffic? \_\_\_\_\_

Will event stop for and obey traffic signals at intersections? \_\_\_\_\_

How will you maintain traffic access to businesses, commercial establishments and homeowners? \_\_\_\_\_

Did you notify businesses and property owners affected by closures? \_\_\_\_\_

**RESOURCES REQUIRED:**

***NOTE:** Certified traffic flaggers at organizers expense will be required for an arterial street crossing.*

Do you obey traffic control devices? \_\_\_\_\_ Do you remain on sidewalks only? \_\_\_\_\_ Trail only? \_\_\_\_\_

Name of Certified Flagging Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

***NOTE:** Barricades/cones provided by the City require pick-up by appt. Mon – Thurs. before 2:00pm.*

*Please contact the Streets Department at 208-769-2233. Separate deposit fee for use of city equipment.*

Will you require barricades? \_\_\_\_\_ If yes how many? \_\_\_\_\_ Who is supplying? \_\_\_\_\_

Do you need any barricades from City? \_\_\_\_\_ If yes how many? \_\_\_\_\_

If yes what day/time will you pick up barricades? \_\_\_\_\_

Will you require cones? \_\_\_\_\_ If yes how many? \_\_\_\_\_ Do you need them from the City? \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you wish to have Police at your event? \_\_\_\_\_ **NOTE:** If yes cost will be paid for off duty police by event sponsor. Contact the Deputy Clerk at 208-769-2229 for more information and cost.

**RESTROOM FACILITIES:**

***NOTE:** Event organizer is responsible to supply portable toilets if necessary. Indicate location on the route/site plan map, the type (ADA), and number.*

What restroom facilities will be used? \_\_\_\_\_ How many are ADA accessible? \_\_\_\_\_

What company is supplying the restrooms: \_\_\_\_\_ Contact: \_\_\_\_\_

**TENT PERMITS/SELLER PERMITS:**

**NOTE:** Fire Department tent permit required for all portable tents, canopies, etc. with any food, heat or over 200 square feet. Fire Department application and fee may be submitted with this application.

**NOTE:** The State of Idaho requires a sellers permit for all vendors. Contact Idaho State Tax Commission at 208-334-7660

**VENDORS**

**NOTE:** Please indicate location of all vendors on the site plan map.

How many vendors will you have at the event? \_\_\_\_\_

Please specify number and type: Food \_\_\_\_ Beverages \_\_\_\_ Alcohol \_\_\_\_ Retail \_\_\_\_ Other \_\_\_\_

Will any cooking/warming be performed at event? \_\_\_\_\_ **NOTE:** If yes, will any propane/gas appliances be used? \_\_\_\_\_ Are any gas/propane appliances used for heating or lighting? \_\_\_\_\_ **NOTE:** If yes, please specify items and show location on site plan map.

Any other flammable or combustible items on site? \_\_\_\_\_ Specify \_\_\_\_\_

**FIRST AID**

Where will the First Aid Station be located? \_\_\_\_\_

Who will man the station? \_\_\_\_\_

How are participants notified of the location? \_\_\_\_\_

**(For serious medical issues, please instruct all participants to call 911 for assistance)**

**LOST CHILDREN OR PETS**

Where will lost children or pets be located? \_\_\_\_\_

**CLEAN-UP PLAN**

Who is responsible for clean-up during/after event? \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

How many people are assigned to your clean-up committee? \_\_\_\_\_ Date/Time completed? \_\_\_\_\_

What arrangements have been made for garbage removal? \_\_\_\_\_

What garbage receptacles will be used? \_\_\_\_\_

**PRE-EVENT MEETING AT CITY HALL**

\_\_\_\_\_ (Initial) I agree to attend a pre-event meeting if requested by the City of Coeur d’Alene.

**CERTIFICATION**

I, \_\_\_\_\_ certify that I am a citizen of the United States, over eighteen (18) years of age, and that the information listed on this application is complete and true to the best of my knowledge, and I agree to comply with the ordinances regarding parades and special events contained in the City of Coeur d'Alene Municipal Code, of which I have received a copy.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Title

.....  
Office Use Only

City Clerk or Designee Approval \_\_\_\_\_

Date \_\_\_\_\_

**LOW/MEDIUM IMPACT EVENTS**

Street Department Approval \_\_\_\_\_

Date \_\_\_\_\_

Police Department Approval \_\_\_\_\_

Fire Department Approval \_\_\_\_\_

**HIGH IMPACT EVENTS**

Street Department Approval \_\_\_\_\_

Date \_\_\_\_\_

Fire Department Approval \_\_\_\_\_

Police Department Approval \_\_\_\_\_

Date \_\_\_\_\_

Parks Department Approval \_\_\_\_\_

Conditions/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issues that occurred for review next year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SPECIAL EVENTS OTHER PERMITS MAY BE REQUIRED

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### **Centennial Trail along Coeur d'Alene Drive or any part of Idaho State Highway including intersections**

If your event starts or continues on any portion of the Centennial Trail along Coeur d'Alene Drive, or any part of a state highway including intersections of CDA Drive, a permit is required.

Idaho Transportation Department – (208) 772-1297

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### **Centennial Trail Use**

If your event uses any portion of the Centennial Trail, please contact the following agencies if appropriate as a permit is required:

Idaho State Park – Randall Butte

Post Falls Recreation – Dave Fair

City of Coeur d'Alene Parks Department – Melissa Brandt (208) 769-2252

Idaho Transportation Department – (208) 772-1297

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### **Bandshell Park, McEuen Park Pavilion, or Riverstone Amphitheatre**

If your event uses any portion of the above-mentioned, a permit is required.

Coeur d'Alene Parks Department – (208) 769-2252

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### **City Ballfields**

If your event starts, continues, or ends using any of the City's ballfields, a separate permit may be required.

Paula Austin – (208) 769-2250

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### **Serving Alcohol**

If you plan on having alcohol at your event, a permit may be required

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### **Fireworks**

If you plan to have any fireworks displays associated with your event, a permit is required.

Fire Department – (208) 769-2586

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### **Tents/Canopies/Food Vendors**

If you plan to put up tents, canopies, or will have food vendors, please contact the Fire Department as a tent permit may be required. ***(An application is provided in this packet for your convenience – permit fee paid at City Hall)***

**\*\*Any gas, propane appliances, heaters, etc. will require a special fire inspection.**

Fire Department – (208) 769-2586

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### **Traffic Control Plan**

If your event is expected to have more than 1,000 people, you are required to submit a public safety and traffic control plan. (Chapter 4 IFC)

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### **Musical Assembly/Concert**

If your event is expected to have more than 500 people, a special permit, bond, and special fire inspection is required.

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### **Ticket Sales or Vendors**

If you plan to have vendors and/or sell tickets, a State of Idaho Temporary Sellers Permit is required.

Pay Taylor – (208) 770-2063

**SPECIAL EVENT FEE SCHEDULE  
RESOLUTION 11-004**

**Meeting Required? Yes or No**

<b>Participants Including Spectators</b>	<b>Use Hours</b>	<b>Route Length</b>		<b>Category</b>	<b>Permit Fee</b>	<b>Security Deposit</b>
Over 500	More than 6	21 or more blocks		HIGH	\$750	\$1,000
201-500	3-6 Hours	12-20 blocks		MEDIUM	\$300	\$500
0-200	Under 3 Hours	Less than 12 blocks or no street closure		LOW	\$150	\$100

*To determine fees, please circle the proper number in the first three columns for your event. Your event category and pricing will be determined anytime you reach two circles in the same row.*

*For events that are more than one day, you will be charged an event fee per each day. The permit fee and security deposit must be remitted in two separate checks.*

*Additional security deposit for use of city equipment based on (high \$1000 med \$500 or low \$100) impact.*

*For questions, please contact Kelley Setters at (208) 769-2229 or email at [ksetters@cdaid.org](mailto:ksetters@cdaid.org)*

Example: Event is set up at 8 am, starts and 9 am, and lasts until 12 pm with 550 participants/spectators, and length will equate to 13 blocks

