



PARADE OR PUBLIC ASSEMBLY PERMIT APPLICATION

Select One: **Parade** **Public Assembly**

Name of Event: _____

Sponsor Name: _____

Address: _____ Phone: _____

Email Address: _____ Fax: _____

Date of Event: _____

For public assembly events

We will begin setting up at: _____ am / pm. We will be cleaned up/torn down no later than: _____ am / pm.

For parades

We will begin setting up at: _____ am / pm. The parade will begin moving at _____ am / pm.

We will be cleaned up/torn down no later than: _____ am / pm.

For City Office Use Only
Paid Date: _____

Please use attached chart to calculate the fee that will be due with this application.

If an exception from any requirement of the Sandpoint Parade/Public Assembly regulations (City Code Title 6, Chapter 6) is requested because of unique circumstances associated with this event, please explain:

PARADE ONLY - Route Choices (*please select one*)

Route #1 Route #2 Route #3 Route #4

If you are requesting a permit for a parade, please contact the City for a copy of the route maps.

PUBLIC ASSEMBLY - Location: _____

Describe the event and the activities that will take place: _____

Contact Person Name: _____

Address: _____ Phone: _____

Email Address: _____ Fax: _____

By my signature affixed below, on behalf of the sponsor identified above, I hereby apply to the City of Sandpoint for a parade and/or public assembly permit and shall adhere to and be bound by any commitments made in this application.

Event Sponsor Signature: _____ Date: _____

Please Address the Following (Attach supporting documentation where required and necessary.)

Special Equipment to be used (number of animals, floats, automobiles, or other vehicles):

Parking Control Plan: _____

Traffic Control Plan and/or Devices to be used: _____

Will road closure/barricades/cones be required? Yes No If Yes, please identify roads to be closed:

If City barricades/cones will be used, a use application and \$200 refundable deposit are required. The applicant is responsible for: obtaining the barricades/cones from the City, barricade/cone set-up/take-down, and barricade/cone return.

Please contact the Public Works Department to coordinate road closure/barricades/cones: 263-3407.

First Aid Plan (describe): _____

Security Plan (describe): _____

Cleanup Plan (describe): _____

How many additional garbage cans will be needed **for the public**? _____ (The City will provide additional garbage cans for the public for the event. *This does not include dumpsters for vendor garbage, which are the responsibility of the event sponsor.*)

Applicant's prior parade/assembly history, including number of permits for which you have previously applied:

What will be sold during your event? _____

Sales will be made by: **applicant** **independent vendors** **not applicable/no sales** (circle all that apply)

General Liability Insurance: Comprehensive Automobile Liability Insurance
(name, address, phone) (name, address, phone)

Other Insurance, if required (name, address, phone): _____

Bond, if required (name, address, phone): _____

Please attach a copy of each certificate of insurance, as applicable, stating that the City of Sandpoint is an additional insured.

Please submit completed request form, with all attachments and the calculated permit fee, to:
Sandpoint City Clerk's Office, 1123 Lake St., Sandpoint, ID 83864
Email or call the City Clerk's Office if you have any questions: clerksoffice@sandpointidaho.gov 263-3317.

City of Sandpoint Parade and Public Assembly Permit Cost Chart

Name of Event: _____

Date of Event: _____

How many people will this event attract?*		AMOUNT:
no more than 150 people = \$20 no more than 300 people = \$40 no more than 500 people = \$60 no more than 1,000 people = \$80 more than 1,000 people = \$100 <i>*participants and spectators combined</i>	Enter here >>>>> the applicable amount from chart on left.	\$

How many blocks will be closed/occupied?		AMOUNT:
sidewalk/pathway or alley use only = \$20 1 block street use = \$40 more than 1 block, up to 3 blocks street use = \$60 more than 3 blocks, up to 5 blocks street use = \$80 more than 5 blocks, up to 10 blocks street use = \$120 more than 10 blocks street use = \$200	Enter here >>>>> the applicable amount from chart on left.	\$

For street use, how long will streets be closed?		AMOUNT:
no longer than 1 hour = \$20 more than 1 hour, up to 3 hours = \$60 more than 3 hours, up to 6 hours = \$100 more than 6 hours, up to 9 hours = \$140 longer than 9 hours = \$200	Enter here >>>>> the applicable amount from chart on left.	\$

Will the event include a beer / wine garden?		AMOUNT:
No = \$0 Yes = \$200 Alcoholic beverages must be sold/served by an alcohol licensee with an alcohol catering permit and must be consumed within the beer/wine garden. Food must be served or available for purchase as part of the event.	Enter here >>>>> the applicable amount (\$0 or \$200).	\$

Subtotal: add above amounts	\$
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Calculate late penalty, if applicable (see below).		
	Enter here >>>>> the penalty amount	\$

If the application is received by the City:
21 or more days** prior to event = no penalty
20-14 days** prior to event = subtotal x .5
13-7 days** prior to event = subtotal x 1.0
6-0 days** prior to event = application not accepted

** calendar days, not working days

Permit Total: subtotal + penalty	\$
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chart updated 2/13/2017 mw