



Montpelier City Hall
830 Washington St
Montpelier, ID 83254
208.847.0824 cityclerk@montpelier.id.gov

☐ Approved
☐ Denied
Official Signature _____
Permit Number _____
Date Received _____

Special Events Permit Application

A completed application must be returned to the City of Montpelier clerk's office no less than 15 days prior to the Special Event with all required documents and application fee of \$50. Incomplete applications will not be processed. This application does not constitute a valid permit.

Applicant Information

Applicant Name: _____ Date: _____
Address: _____
Phone: _____ Alt Phone: _____ Fax: _____
E-mail: _____
Parent Business / Organization: _____
State Sales Tax Number: _____
Additional Contact: _____

Event Information

This event is:

- ☐ Reoccurring Event Seasonal
- ☐ Reoccurring Event Annually
- ☐ One-time Event

Profit / Non Profit Status

- ☐ For Profit
- ☐ Non Profit 501(c)(3)
Non profit organization _____

Event Location: _____
Address: _____
Start Date: _____ End Date: _____ Hours of Operation: _____
Is this Event open to the public? YES NO Will there be an entry fee? YES NO
Event Description: _____

Number of Attendees: _____ Number of Vendors: _____

Do you have a temporary Sales Tax Number for Vendors: YES NO

It is the event organizers responsibility to ensure that all participating vendors have a sales tax number as applicable.

This event includes: (check all that apply)

- ☐ Signage
- ☐ Sales of Merchandise
- ☐ Vendors
- ☐ Fresh Food Preparation, Sales, or Service
- ☐ Alcohol Sales and/or Service
- ☐ Live Entertainment
- ☐ Outdoor Amplified Sound
- ☐ Noise Disturbance after 10:00 PM
- ☐ Temporary Structures
- ☐ Temporary Power
- ☐ Open Flames
- ☐ Use of an Undeveloped Lot
- ☐ Amusement Rides and/or Inflatables
- ☐ Trampolines or climbing walls
- ☐ Use of Roadways, sidewalks, or city parking
- ☐ Roadclosures

Road Closure Information

Any event requiring the closure of any roadways and/or intersections are required to submit a planned route detailing staging areas, travel route, and planned times for closure.

Traffic Control will be provided by: (check all that apply)

- ☐ Certified Flaggers
- ☐ Volunteers
- ☐ Law Enforcement

(Law Enforcement Traffic Control will be billed at \$40/officer/hr)

Road barricades will be:

- ☐ Provide by Event
- ☐ Rented from City of Montpelier

(Barricade Rentals will be billed at \$50 per day)

Clean Up

Describe in detail your plan for clean up and refuse removal after the event: _____

Security

Will your event require additional security to ensure the safety of the public: YES NO

Events with 100 or more anticipated attendees and events serving alcohol will require a detailed security plan.

Emergency Service

Describe in detail your plan for any additional emergency services that may be required during your event:

Parking

Describe in detail the plan for parking for the event:

Events occurring on private property that will impact public safety by affecting roadway access and/or causing higher than what is normal traffic and/or the use of city property or roadway for parking will require a permit.

Attach any additional forms and licenses to application, including any health department permits, insurance forms listing the City of Montpelier as additionally insured, state or federal licenses applicable by law, parade routes and any additional information for this event.

As the applicant, I hereby certify that the information provided on this application is complete and accurate tot the best of my knowledge. I agree to abide by the terms set forth in this application and by the Special Events ordinance. I understand that failure to abide by these policies may result in the cancellation or revocation of this event, and/or denial of future permit applications. My signature acknowledges an agreement to hold the City harmless and indemnify the City for any and all damages related in any way whatsoever to the special event.

Applicant Signature: _____

Date: _____

Montpelier City Office Use Only

Application sent for review to applicable departments:

- ☐ City Council
- ☐ Montpelier City Police
- ☐ Montpelier City Fire
- ☐ Montpelier City Public Works and maintenance

Initials of city official: _____ Date sent: _____

If denied list reason: _____

