



KUNA SPECIAL EVENT PLAN

An Event Plan is required a minimum of 30 days prior to a Special Events that will occur within the City of Kuna.

See KCC 3-8 et seq.

Event Name: _____ Event Sponsor(s): _____
(If applicable)

Event Dates: _____ Event Location: _____

Event Hours of Operation: _____ Expected Number of Attendees: _____ Will Alcohol be Served: _____

Contact Person for Event: _____

Phone Number: _____ Email Address: _____

When Planning a Special Event:

1. Required: Contact the City Clerk's Office to review your event and for a list of information needed based on your specific event.

Phone Number: 387-7726

E-Mail: cityclerk@kunaid.gov

2. Required: The City will be required as a named additional insured. Insurance coverage should be in the amount of \$500,000.
3. May be Required:
 - a. Catering Permit for events with Alcohol.
 - b. Citizen Use Permit from Ada County Highway District if roadways are impacted or closed.
 - c. Park Reservation.