



City of Kuna

Special Event Plan (SEP) Application

***Must be submitted at a minimum of 20 days prior to event.**
***Kuna City Code Chapter 8**
***fees applicable**

Kuna City Clerk's Office
 Monday-Friday 8:00am to 5:00pm
 751 W 4th St. Kuna, ID 83634
 (208) 387-7726
cityclerk@kunaid.gov

Event Overview

Event Name: _____
 Address of Event: _____ Contact Phone: _____
 Time(s) and Date(s) of Event: _____
 Organizer Name: _____ Organization: _____
 Number of Attendees: _____ Email: _____
 Event Set-Up and Take Down Times and Dates: _____
 Type of Event: _____
 List any entrance or participation fees that will be charged (if applicable) or N/A: _____

General Questions	YES	NO
Will your event be held on private property (home, private event center, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event require any street closures or traffic route alteration? <i>(If yes, fill out ACHD/Traffic Section)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event have food (either provided or available for purchase)? <i>(If yes, please fill out Food Section)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event have vendors (food, cottage industry, service provider, etc.)? <i>(If yes, fill out Vendor Section)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be promotional signage at your event? <i>(If yes, please provide examples)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event have alcohol (either provided or available for purchase)? <i>(If yes, fill out Alcohol Section) *Fee required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event require a park reservation (Bernie Fisher Park, etc.)? <i>*Fee required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event be held behind City Hall or require multiple trips on the grass? <i>*Fee required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will your event be held after hours (between dusk to dawn)? <i>*Fee required</i>	<input type="checkbox"/>	<input type="checkbox"/>

Safety, Security, and Lost Child Plans

All Special Events may be required to provide private security, along with public safety and security plans to ensure the safety of event attendees. Please attach a copy of your public safety and security plans to the application upon submission.

All safety and security plans must receive approval by the Kuna Police Department.

The number of required private security staff is based on the number of event attendees:

- For 0-1,000 attendees – at least two (2) security staff are required at all times.
- For each additional 1,000 attendees – one (1) additional security staff is required at all times.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Have you scheduled private security?

Based on expected attendance, how many security staff will be staffed at all times? _____

Security Company: _____

Company Contact Person: _____

Company Email: _____ Phone: _____

Detailed security plan for dealing with lost child(ren):

First Aid/Information Table

Location(s) of First-Aid Station: _____

Type(s) of First-Aid Provided: _____

Location(s) of Information Table: _____

Parking

Primary Parking Location: _____ Overflow Parking Location: _____

List parking fees that will be charged (if applicable): _____

Restrooms

Will you be bringing in additional Porto-Potties?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Number of Restrooms: _____

Number of ADA Restrooms: _____

Location of Restrooms: _____

Porto-Potty Company: _____ Phone: _____

Refuse

Have you contacted J&M Sanitation at (208) 922-3313?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

How many trash carts will your event need? _____

Location of trash carts: _____

Detailed refuse plan for event clean-up:

ACHD/Traffic Control

Has the Ada County Highway District (ACHD) been contacted about road closures?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Traffic Control Company: _____

Company Contact Person: _____

Company Email: _____ Phone: _____

Events that require ACHD approval:

Attach traffic control plan filed with ACHD

Attach approved ACHD forms (A or B)

A. https://www.achdidaho.org/Documents/Forms/CUP/ACHD_SpecialEventPermitNonProfit.pdf

B. https://www.achdidaho.org/Documents/Forms/CUP/ACHD_SpecialEventPermitCommercial.pdf

Food/Vendors

How many vendors will need electricity? _____

List vendor fees that will be charged (if applicable) or N/A: _____

If food is being served, has Central District Health (CDH) been contacted? *Required

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Has the Idaho Tax Commission been contacted? *Required

<input type="checkbox"/>	<input type="checkbox"/>
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Has the Kuna Building Department been contacted to schedule vendor electrical inspections?*

<input type="checkbox"/>	<input type="checkbox"/>
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***Electrical inspection required for events – please contact the Kuna Building Department at (208) 639-5342**

If you will have vendors at event:

Provide a complete list of participating vendors prior to your event.

Event and Promotional Signage

Attach photos of signage as well as dimensions of each sign (required at least 10 days prior to event).

***All banners at Bernie Fisher Park must be put up by Park and Recreation Department staff only.**

Alcohol

Catering **OR** Benevolent, Charitable, and Public Purpose Events Permit Holder: _____

Type(s) of alcohol to be served at event: _____

Serving times for alcohol (to/from): _____

Type(s) of serving containers: _____

***Alcohol catering permit required from Kuna City Clerk OR Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP)**

Detailed plan for age verification (wristbands, ID check, etc.):

Detailed alcohol security plan:

- Attach photos of alcohol area signage that will be displayed at event.
- Attach detailed map of serving location (including entrances and exits).
- Attach photo of wrist band.
- Attach completed/approved Alcohol Catering Permit - <https://kunacity.id.gov/FormCenter/City-Clerk-13/Alcohol-Beverage-Catering-Permit-119> **OR** Approved Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP)

Miscellaneous

***Required for all events:**

Detailed public notification plan (how will you be letting the public know your event is happening and how street closures, noise, etc. might affect them)

Event Fees:

	Amount
<input type="checkbox"/> Park Reservation.....Attach receipt - https://secure.rec1.com/ID/kuna-id/catalog	\$
<input type="checkbox"/> Alcohol Catering Permit.....\$20/day	\$
<input type="checkbox"/> Grass Fee.....TBD based on usage	\$
<input type="checkbox"/> Pass through Costs (Electricity, Safety Services, Public Notification, Other)	\$
<input type="checkbox"/> After Hours Fee.....Based on number of people ♦ Up to 25 - \$30.00 ♦ Up to 50 - \$40.00 ♦ Up to 100 - \$60.00 ♦ Over 100 - \$110.00	\$
<input type="checkbox"/> Clerk's processing fee \$25/hour. Minimum of 1 hour, not to exceed \$75.00 per application	\$

TOTAL:

\$

Attachment Checklist

	YES	N/A
Limited Liability Insurance Plan (\$1,000,000 in the name of City of Kuna).....	<input type="checkbox"/>	<input type="checkbox"/>
Event Location Map (all areas identified).....	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of Events.....	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Security Plan Requiring Approval by the Kuna Police Department.....	<input type="checkbox"/>	<input type="checkbox"/>

Traffic Control Plan Filed with ACHD.....	<input type="checkbox"/>	<input type="checkbox"/>
Approved ACHD Forms (A or B).....	<input type="checkbox"/>	<input type="checkbox"/>
Complete List of Participating Vendors.....	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Event Registration with the Idaho Tax Commission.....	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Event Registration with Central District Health (CDH).....	<input type="checkbox"/>	<input type="checkbox"/>
Photos of Event and Promotional Signage with Dimensions.....	<input type="checkbox"/>	<input type="checkbox"/>
Approved Alcohol Catering Permit/Permit for Benevolent, Charitable, and Public Purpose Events.....	<input type="checkbox"/>	<input type="checkbox"/>
Photos of Alcohol Area Signage.....	<input type="checkbox"/>	<input type="checkbox"/>
Map of Alcohol Serving Area (including entrances and exits).....	<input type="checkbox"/>	<input type="checkbox"/>
Photo of alcohol wristbands (if applicable).....	<input type="checkbox"/>	<input type="checkbox"/>
Public Notification Letter.....	<input type="checkbox"/>	<input type="checkbox"/>
Park Reservation Receipt.....	<input type="checkbox"/>	<input type="checkbox"/>
After Hours Receipt.....	<input type="checkbox"/>	<input type="checkbox"/>
Grass Fee Receipt.....	<input type="checkbox"/>	<input type="checkbox"/>
Other Pass-Through Cost Receipt(s).....	<input type="checkbox"/>	<input type="checkbox"/>
Special Event processing fee.....	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only

	YES	NO
Have all applicable attachments been received and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Is this Special Event Plan approved?	<input type="checkbox"/>	<input type="checkbox"/>

SEP Application #: _____ **Date of Approval:** _____

Special Comments/Instructions

City Clerk

Parks Director (if applicable)

Chief of Police, City of Kuna (if applicable)

Fire Chief, City of Kuna (if applicable)

You must keep a copy of your approved special event plan on hand at your event.

For Questions or to Submit:

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