

If you intend to serve alcohol at your event, please do not use this form. Instead use the “Downtown Community Event Closure Requesting Temporary Alcohol Use” Application.

**CITY OF MOSCOW APPLICATION
FOR**

COMMUNITY EVENT CLOSURE / NEIGHBORHOOD BLOCK PARTY

PUBLIC ASSEMBLY

PARADE PERMIT and ITD FEE (if necessary)

SIDEWALK WALKING PARADE – NO FEE

See Attached Fee Schedule

Date App Rec'd: _____	Fees Due: _____	Fees Paid: _____
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This completed form must be submitted to the City Clerk/Deputy City Clerk:

Title 10 Section 17-4: At least sixty (60) days and not more than one hundred eighty (180) days before parades or public assemblies held on a regular or recurring basis.

Single, non-recurring parades or public assemblies shall file the application at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Permits are issued on a first-come, first-served basis.

THE CITY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION REASONABLY NECESSARY TO A FAIR DETERMINATION AS TO ISSUANCE OF A PERMIT.

1. Name of Event: _____
2. Event / Street Closure Location: _____
 Check if a recurring event
3. Event Date(s): _____ Event Starting time: _____ Event Ending time: _____
4. Road Closure Setup/Event Setup/Staging time: _____
5. Will you Require Parking Restrictions for the Street Closure: Yes No

If 'Yes' please give details (I.e., no parking on day of event, parking restricted to a particular area, etc.)

6. Group Name Sponsoring Event: _____

Organization Address: _____

Organization Officers/Authorized Representatives: _____

7. Individual Responsible for Event Organization: _____

Individual's Address: _____

Individual's Daytime, Message or Cell Phone: _____ E-mail: _____

8. Are you planning on having Food Vendors? Yes No
9. Are you planning on having a Band or Music? Yes No
10. Will there be a Stage? Yes No

11. Street Closure/ Site Map Required: Please see blank map attached for your use (or you can provide your own) Provide details on the site map showing any road closure(s), parade route, public assembly points and location of any food vendors, booths, and stage or service areas. For the Parade Route include the start and termination points. **APPLICATIONS WILL NOT BE PROCESSED WITHOUT A MAP, SITE PLAN, OR TRAFFIC CONTROL PLAN. USE ADDITIONAL PAGE(S), IF NECESSARY:**

12. Approximate number of persons, animals, and/or vehicles constituting parade, public assembly, or street closure, approximate number of participants and spectators and the type of animals and description of vehicles:

13. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade, public assembly, or street closure and list any designated public facilities or equipment to be utilized for the parade, public assembly, or street closure:

14. Are you requesting City police services such as escort services, traffic direction and/or crowd control?

YES NO

If YES, please contact City of Moscow Police Department on 208-883-7059 to discuss (see attached Fee Schedule)

15. Please describe your waste and recycling plan. Attach a separate sheet if necessary.

16. Other: If there is additional information about your event that we should know, please use this area to include more detail or attach additional pages. _____

17. Block Parties: Provide either Proof of Insurance OR Hold Harmless Agreement

18. Required for Parades & Community Events: Proof of Insurance AND (if applicable) Hold Harmless

19. Will you agree to alter your route if the City determines the proposed route will require significant City services and/or severely limit transit opportunities in high traffic areas? Yes No

By signing below, I agree to all the terms and conditions that may apply to the Community Event Closure/Neighborhood Block Party/Public Assembly/Parade/Sidewalk Walking Parade permitting process and agree that all information contained in this application is true and correct to my knowledge

Signature: _____ Date: _____

The information on this form is Public Record and may be posted to a public website

By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Community Event Closure / Neighborhood Block Party / Public Assembly / Parade / Sidewalk Walking Parade Permit permitting process, and agree that all information contained in this application is true and correct to my knowledge.

Moscow City Code Title 10, Chapter 17 is available from the City Clerk at P O Box 9203, Moscow, ID, 83843, or on the City's web page at www.ci.moscow.id.us.

Do not write below this space (FOR CITY USE ONLY)

APPROVE/DENY		RECOMMEND:	
Engineering/Public Works: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
Police Department: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
Fire Department: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
Parks Department: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
Streets/Public Works: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date: _____
STREET CLOSURE INFORMATION: Street closure necessary <input type="checkbox"/> Yes <input type="checkbox"/> No		ITD Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time of Street Closure: From _____ to _____			
ITD Approval Received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> N/A <input type="checkbox"/> Other, explain: _____			
Comments: _____			

Permit: Approved and issued <input type="checkbox"/> Not Approved <input type="checkbox"/> _____ Date: _____			
City Clerk/Deputy City Clerk			

**Fee Schedule for Community Event Closure/Neighborhood Block Party/
Parade Permit/Public Assembly**

	Fee
Street Closure Permit	\$40.00
Parade Permit	\$120.00
Idaho Transportation Dept. (ITD) Permit - If applicable	\$100.00

Event Street Closures

Main Street Closures - between A Street & 6th Street

1. Recommended - 3rd Street to 5th Street	
Daytime	\$80.00
Nighttime	\$124.00
2. Full Closure - A Street and 6th Street	
Daytime	\$175.00
Nighttime	\$382.00
3. Partial Closures/Number of Blocks	
a. One Block	
Daytime	\$80.00
Nighttime	\$124.00
b. Two Blocks	
Daytime	\$85.00
Nighttime	\$134.00
c. Three Blocks	
Daytime	\$90.00
Nighttime	\$144.00
d. Four Blocks	
Daytime	\$95.00
Nighttime	\$154.00
4. Other Locations (per block)	
Daytime	\$80.00
Nighttime	\$124.00

Parade Street Closures

1. Main Street - Small (1st Street to 6th Street)	\$300.00
2. Main Street - Large - (Couplet)	\$750.00
3. Other Locations	Time & Materials

Block Party Street Closures

One Block Standard Set-Up	\$84.00
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Police Escort Services

\$65.00 per each officer, per hour (2 hour minimum)

Escort services, traffic direction and any special event requiring Police services including, but not limited to, parades, house moving and other events where advance police assistance or supervision is requested or required. Fees will be billed by the Police Department after the event.

Moscow Downtown Area

