

❑ 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: Blank downtown 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 at 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. 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

18. **Block Parties:** Provide Proof of Insurance (Optional at Discretion of City)

19. **Parades & Community Events:** Proof of Insurance Required

HOLD HARMLESS AGREEMENT:

The applicant/group/organization (hereinafter "SPONSOR"), through its duly and specifically authorized agents, hereby releases CITY and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by SPONSOR's own agents, officers, employees and representatives, to which SPONSOR might otherwise be immune, arising from the event scheduled to occur as indicated on this application, including any Street Closure permitted under the terms of CITY's Policy on Street Closure. No SPONSOR shall be required to indemnify or hold harmless City of Moscow, Idaho for claims, actions and demands that arise out of CITY's sole negligence. Inspection, review and/or acceptance by CITY of any activity performed by or during the Sponsor's event, or any activity or non-activity by CITY Police officers or other officers, employees, agents or representatives of CITY, shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by SPONSOR on behalf of CITY.

EVENT SPONSOR: _____
(Signature)

NAME: _____
(Please Print)

DATE: _____

I, SPONSOR, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct.

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, Hold Harmless Agreement, and agree that all information contained in this application is true and correct to my knowledge.

Signature: _____ Date: _____

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, Permitting Process, and Hold Harmless Agreement, and agree that all information contained in this application is true and correct to my knowledge.

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

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 <https://www.ci.moscow.id.us/393/City-Code>.

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

CITY APPROVALS:

APPROVE/DENY

RECOMMEND:

Engineering/Public Works: _____ Approve Disapprove Date: _____

Police Department: _____ Approve Disapprove Date: _____

Fire Department: _____ Approve Disapprove Date: _____

Parks Department: _____ Approve Disapprove Date: _____

Streets/Public Works: _____ Approve Disapprove Date: _____

STREET CLOSURE INFORMATION: Street closure necessary Yes No

ITD Permit Required: Yes No

Time of Street Closure: From _____ to _____

ITD Approval Received: Yes No Pending N/A Other, explain: _____

Comments:

Permit: Approved and issued Not Approved

City Clerk / Deputy City Clerk

Date: _____

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

