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: ______________ |

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)

<table>
<thead>
<tr>
<th>APPROVE/DENY</th>
<th>RECOMMEND:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering/Public Works: __________________________</td>
<td>☐ Approve ☐ Disapprove Date: ________________</td>
</tr>
<tr>
<td>Police Department: __________________________</td>
<td>☐ Approve ☐ Disapprove Date: ________________</td>
</tr>
<tr>
<td>Fire Department: __________________________</td>
<td>☐ Approve ☐ Disapprove Date: ________________</td>
</tr>
<tr>
<td>Parks Department: __________________________</td>
<td>☐ Approve ☐ Disapprove Date: ________________</td>
</tr>
<tr>
<td>Streets/Public Works: __________________________</td>
<td>☐ Approve ☐ Disapprove Date: ________________</td>
</tr>
</tbody>
</table>

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 ☐ __________________________ Date: ____________________________

City Clerk/Deputy City Clerk

Community Event, Parade, Assembly, Sidewalk Parade 9.13.18 Page 3 of 5
Fee Schedule for Community Event Closure/Neighborhood Block Party/Parade Permit/Public Assembly

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Closure Permit</td>
<td>$40.00</td>
</tr>
<tr>
<td>Parade Permit</td>
<td>$120.00</td>
</tr>
<tr>
<td>Idaho Transportation Dept. (ITD) Permit - If applicable</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**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

**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.