

City of Moscow Community Events Division  
EVENT APPLICATION



*Thank you for your interest in organizing/sponsoring an Event in the City of Moscow!  
Events by local citizens add to the cultural wealth of our town and may range from fun runs to political marches,  
neighborhood block parties to street fairs.*

Submit completed forms electronically or physically to the Community Events office:  
[communityevents@ci.moscow.id.us](mailto:communityevents@ci.moscow.id.us) or 206 E. Third Street, Suite 300, Moscow. All applications must be legible.

The City reserves the right to request additional information reasonably necessary to a fair determination as to issuance of a permit. Permits are issued on a first-come, first-served basis. According to Moscow City Code Title 10 Section 17-4, event applications for regular or recurring events must be submitted at least sixty (60) days and not more than one hundred eighty (180) days before the proposed date of the event. Event applications for single, non-recurring events must be submitted at least ten (10) days and not more than one hundred eighty (180) days before the proposed date of the event.

Events with alcohol are to be submitted at least two (2) months prior to the event date to allow for adequate review and presentation to Administrative Committee and City Council. Administrative Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month and City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month pending no holiday delays or rescheduling of meetings.

1. Name of Event: \_\_\_\_\_
2. Event Date(s): \_\_\_\_\_
3. Event Location: \_\_\_\_\_
4. Are you requesting a street closure for Event? Yes  No

**If yes**, provide street closure location(s). List cross streets, intersections, building addresses, etc. Include these details on your site map (see item 27.)

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5. Do you require parking restrictions for the Event? Yes  No

**If yes**, list parking restrictions (i.e. no parking on day of event, parking restricted to a particular area, etc.).

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6. Street Closure set-up/Load-in time: \_\_\_\_\_ Event(s) Start time: \_\_\_\_\_

7. Event(s) End time: \_\_\_\_\_ Street Closure take-down/Load-out time: \_\_\_\_\_

8. Is this a recurring Event (i.e. every 1<sup>st</sup> Thurs. or every Sat. May thru Oct.)? Yes  No
9. Is this an annual Event? Yes  No
10. Are you planning on having refreshments and/or food? Yes  No

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**If yes**, describe your waste and recycling plan. Applicants are responsible for removing all waste from their event footprint and disposing of properly, including emptying permanent trash receptacles in the downtown area. Dumpsters located downtown are for private use.

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11. Are you planning on serving alcohol/having alcohol available for purchase at the Event?

Yes  (continue to Q.12)

No  (skip to Q.14)

**All events with alcohol are required to have a Catering Permit.  
This process is to be handled by your licensed alcohol Vendor.**

Catering Permit applications are to be submitted to the City Clerk/Deputy City Clerk for approval.

12. Is the Event taking place in the public right-of-way (i.e. sidewalks, streets, etc.) within the City of Moscow Entertainment District? The Entertainment District allows for a temporary suspension of the Open Container law by Resolution of the City Council. See page 6 for a map of the Entertainment District.

Yes  (continue to Q.13)

No  (skip to item B.)

13. Are the Event organizers interested in pursuing a temporary suspension of the Open Container law by City Council Resolution?

Yes  (see item A.)

No  (skip to item B.)

**A. Event organizers pursuing a temporary suspension by City Council Resolution of the Open Container law for their Event within the public right-of-way of the Entertainment District boundaries must satisfy the following conditions with their Event listed below, in addition to any requirements detailed in the Moscow City Code, as set forth by City Council Resolution, and/or Catering Permit:**

- Include an identification checking station and its general location on Event Site Map. Identification checking station shall include a minimum of two (2) persons to check proper identification. These persons shall be clearly identified and be responsible for the issuance of wristbands denoting attendees are of legal drinking age.
- Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.
- Post signage and waste receptacles at Event entry and exit points. Signage to clearly state "No Alcohol Permitted Beyond this Area". Additional requirements may be mandated by City Council Resolution.

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**B. Event organizers requesting for alcohol use for their Event that takes place in the public right-of-way **NOT** within the Entertainment District boundaries must satisfy the following conditions with their Event, in addition to following any requirements set forth by Resolution and/or Catering Permit. This option is also available to Event organizers who are **NOT** pursuing a temporary suspension by City Council Resolution of the Open Container law:**

- Include the location and estimated size of the beer garden on Event Site Map. Please note: barricades required for beer gardens are 8' in length.
- Complete and submit a Barrier Use Contract with this application.
- Submit the Alcohol Use Application and \$100 non-refundable fee upon approval of Event.
- Be present at City of Moscow Administrative Committee and City Council meetings regarding authorization of alcohol at Event by Resolution.

Upon approval from Council, remaining Event fees will be due, and applicant's vendor(s) are required to submit a Catering Permit application to the City Clerk/Deputy City Clerk. Any additional required paperwork outlined by the City Council Resolution and/or this process will also be due upon approval.

14. Are you planning on having a band or music? Yes  No

**If yes**, describe below any recording equipment, sound amplification equipment, etc. Submit a completed **Noise Exemption Permit Request** with this Event application.

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15. Approximate number of persons, animals, and/or vehicles comprising the Event, the type(s) of animals and description of vehicles, and approximate number of participants and spectators in viewing attendance:

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16. Do you plan on having banners, signs, or other attention-getting devices in the Event? Yes  No

17. Do you plan on using any designated public facilities or infrastructure for the Event? Yes  No   
**If yes**, list public facilities or infrastructure (i.e. public restrooms, picnic shelters, stages, etc.).

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18. Are you requesting additional City Police services for escort services, traffic, and/or crowd control?  
Yes  No

If yes, contact City of Moscow Police Department at 208-883-7059 to discuss and see attached Fee Schedule.

19. Please use this area to include more detail or attach additional pages for additional information about Event that is pertinent for us to know.

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20. Organization Sponsoring Event: \_\_\_\_\_

21. Organization Address: \_\_\_\_\_

22. Organization Officers/Authorized Representatives: \_\_\_\_\_

23. Individual Responsible for Event Organization: \_\_\_\_\_

24. Individual's Address: \_\_\_\_\_

25. Individual's Day, Message, or Cell Phone Number: \_\_\_\_\_

26. Individual's E-mail: \_\_\_\_\_

27. City reserves the right 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. Applicant understands and agrees that the City is reserving that right? If answers no, application may be denied. Yes  No

28. **Submit a Site Map with this application.** Event Applications without a Site Map will not be processed. Details on a Site Map may include but are not limited to locations of desired street closures, walking routes, assembly points, start and finish points, locations of food and beverage vendors, stages, service areas, etc. A blank map of downtown Moscow is available on page 7.

29. **Residential Neighborhood Block Parties:** Provide Proof of Insurance (Requirement may be waived at Discretion of City)

30. **All other Event Types (except Public Assembly):** Provide Proof of Insurance (Required – Certificate of Insurance must include the City of Moscow as an Additional Insured and list \$500,000 as the minimum amount of general liability or \$1,000,000 if alcohol is included.)

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**HOLD HARMLESS AGREEMENT:**

The applicant/group/organization (hereinafter "SPONSOR"), through its duly and specifically authorized agents, hereby releases City of Moscow, Idaho (hereinafter "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 Community Event, Block Party, Public Assembly, Parade or Sidewalk Walking Parade scheduled to occur as indicated on this application (hereinafter "Event"), 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 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 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.

SPONSOR acknowledges that he/she has read and understands the current Idaho Governor's Idaho Rebounds Plan which includes any existing Stay Healthy Order and/or Guidelines and has read the protocols for social/physical distancing, use of face masks/face coverings, and sanitation requirements and guidelines. SPONSOR agrees to comply with the Governor's Order and/or Guidelines and ensure that all participants will comply with the Order and/or Guidelines. SPONSOR acknowledges any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees to comply with any and all City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event and ensure that all participants comply with the City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event. SPONSOR agrees that if CITY determines she/he and/or any participant is not in compliance with the Governor's Orders and Guidelines and/or is not in compliance with City of Moscow Public Health Directives and/or Regulations in effect at the time of the Event, CITY reserves the right to revoke the Event permit.

I, SPONSOR, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I have the authority to bind the group or organization, if applicable, to this Agreement.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVENT SPONSOR ELECTRONIC SIGNATURE:**

By checking this box as an electronic signature, **I agree to all the terms and conditions** that apply to the Community Event /Residential Neighborhood Block Party/Public Assembly/Street Parade/Sidewalk/Pathway Event, Permitting Process, and Hold Harmless Agreement. **I certify under penalty of perjury pursuant to the law of the State of Idaho that everything in the application is true and correct and that I have authority to bind the group or organization, if applicable, to this Agreement.**

**EVENT SPONSOR NON-ELECTRONIC SIGNATURE:**

\_\_\_\_\_ (Required only if printing and submitting in person)

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

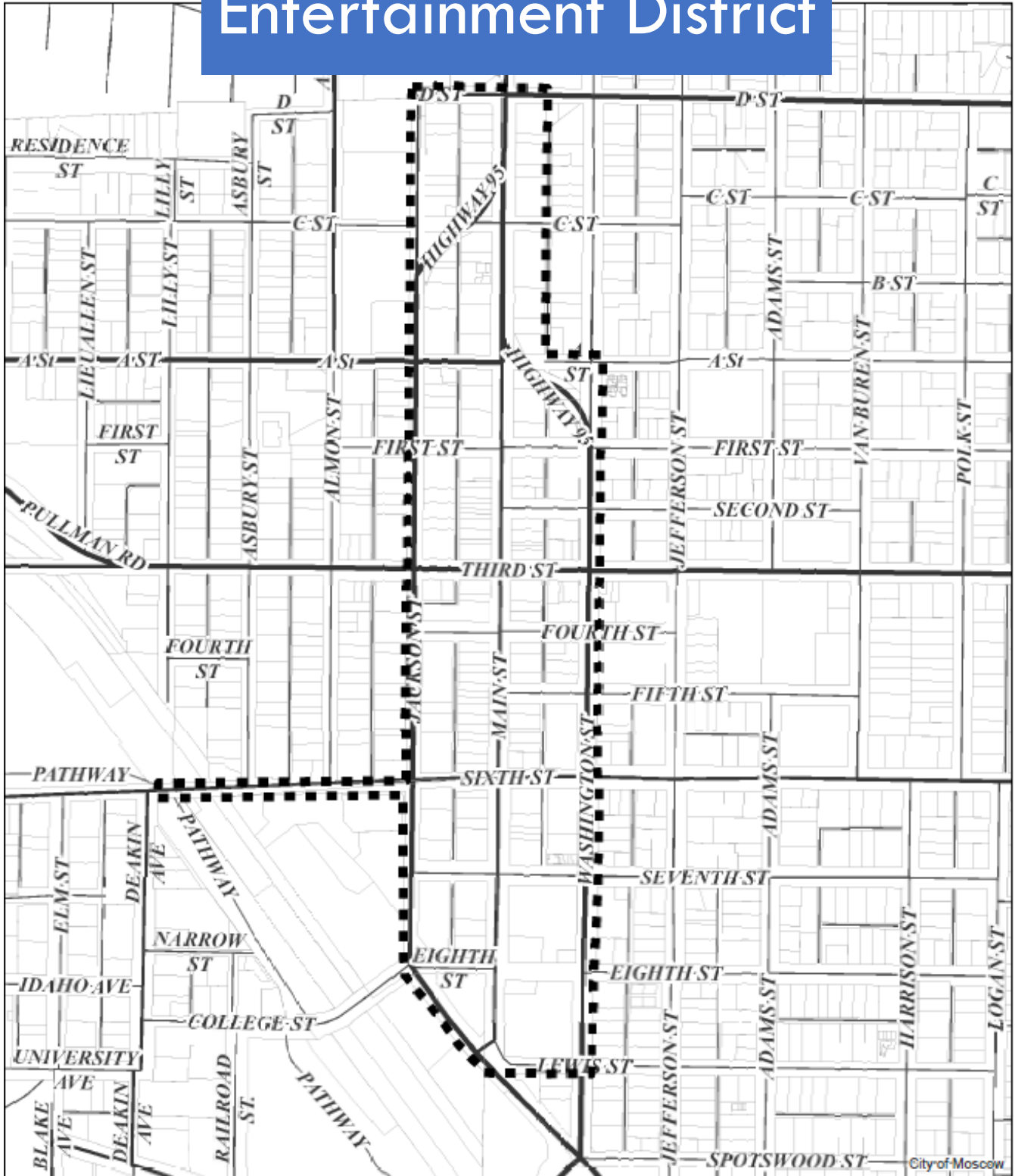
Moscow City Code Title 10, Chapter 17 is available from the City Clerk at PO Box 9203, Moscow, ID, 83843, or on the City's web page at <https://www.ci.moscow.id.us/393/City-Code>.

**FOR OFFICE USE ONLY**


<input type="checkbox"/> Community Event without alcohol	<input type="checkbox"/> Community Event with alcohol	<input type="checkbox"/> Street Parade Event
<input type="checkbox"/> Sidewalk/Pathway Event (fun runs, trail runs, walk-a-thons)	<input type="checkbox"/> Public Assembly – no fee (march, picket, rally, demonstration, etc.)	<input type="checkbox"/> Residential Neighborhood Block Party Event
Date App Rec'd: _____	Fees Due: _____	Fees Paid: _____



# Entertainment District



### Legend

 Entertainment District Boundary



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**FEE SCHEDULE**

Permits	
Type	Fee
Event Permit	\$ 40.00
Street Parade Permit	\$120.00
Idaho Transportation Dept. (ITD) Permit	\$100.00

Street Closures		
Main Street Locations	Daytime Fees	Nighttime Fees
"A" Street to 6 <sup>th</sup> Street	\$175.00	\$382.00
"A" Street to 3 <sup>rd</sup> Street (includes 1 <sup>st</sup> Street and 2 <sup>nd</sup> Street closures to Alleys)	\$ 90.00	\$144.00
1 <sup>st</sup> Street to 3 <sup>rd</sup> Street (includes 2 <sup>nd</sup> Street closure to Alley)	\$ 85.00	\$134.00
3 <sup>rd</sup> Street to 2 <sup>nd</sup> Street	\$ 80.00	\$124.00
3 <sup>rd</sup> Street to 5 <sup>th</sup> Street	\$ 80.00	\$124.00
3 <sup>rd</sup> Street to 6 <sup>th</sup> Street (includes 5 <sup>th</sup> Street closure to Alley)	\$ 85.00	\$134.00
Other Locations by # of Blocks	Daytime Fees	Nighttime Fees
One block	\$ 80.00	\$ 124.00
Two blocks	\$ 85.00	\$ 134.00
Three blocks	\$ 90.00	\$ 144.00
Four blocks	\$ 95.00	\$ 154.00
Street Parades		
1 <sup>st</sup> Street to 6 <sup>th</sup> Street (minor)		\$300.00
C Street Couplet to North Main Couplet (major)		\$750.00
Other	TBD based on time & materials	
Block Party		
One Block Standard Set-Up		\$84.00

Miscellaneous Requests & Fees	
Police Escort Services	\$65.00 per officer, per hour
<i>Minimum of two hours. Escort services encompass traffic direction, traffic control, house-moving, and any event where advance police assistance or supervision is requested or required. The Moscow Police Department will bill for their services after the Event.</i>	
City of Moscow metal barriers (96" wide x 44" tall)	\$2.00 per barrier
<i>Required for events with beer gardens</i>	
Alcohol Use application	\$100.00, non-refundable
<i>Required for events requesting alcohol</i>	



# NOISE EXEMPTION PERMIT REQUEST

Moscow City Code 10-11-2

*(Please allow at least three business days in which to process this request)*

Requested Event Date(s): \_\_\_\_\_ Begin time: \_\_\_\_\_ End time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Amplified Music (DJ, party, etc.)  No  Yes

Alcoholic Beverages Available  No  Yes - Purchaser: \_\_\_\_\_  
(Marking this box does not mean your request will be denied) (If hosted or catered, name of serving organization)

Live Band Performing  No  Yes - Group: \_\_\_\_\_

Describe the event: \_\_\_\_\_

(use back of this form if more space is needed)

Name of requesting person/Group/Organization: \_\_\_\_\_

Person responsible for Group or Organization: \_\_\_\_\_

Requesting Person's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Daytime phone number is required\*

\*Permits will be returned by email unless otherwise requested\*

Responsible person available **AT AND DURING** this event: \_\_\_\_\_

Cell- or contact-phone during event. \_\_\_\_\_

**Your signature is unconditional acceptance of all terms and conditions. This permit may be modified or revoked by City at any time if permit conditions are violated. Read the following carefully:**

**The applicant/group/organization hereby agrees to indemnify and hold harmless City of Moscow, Idaho from all claims, actions and demands of any kind whatsoever related to and/or arising out of the activity(ies) specified in this application and does hereby accept all risk and responsibility for any damage(s) stemming from such activity. Every Applicant requesting a noise Exemption Permit shall cooperate with law enforcement by adjusting the noise level in the event of any citizen complaint(s). In the event of non-compliance, law enforcement may revoke this permit. No applicant/group/organization 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.**

Requesting Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED

DENIED

Date permit valid: \_\_\_\_\_

Hours permit valid: \_\_\_\_\_

Noise level (dba) shall not exceed \_\_\_\_\_ at  source at  property line

Other Conditions: \_\_\_\_\_

\_\_\_\_\_  
Police Chief or Designee (208) 883-7054