



# City of Kuna

## Special Event Plan (SEP) Application

**\*Must be submitted at a minimum of 20 days prior to event.**

Kuna City Clerk's Office  
Monday-Friday 8:00am to 5:00pm  
751 W 4<sup>th</sup> St. Kuna, ID 83634  
(208) 387-7726  
[cityclerk@kunaid.gov](mailto: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](https://www.achdidaho.org/Documents/Forms/CUP/ACHD_SpecialEventPermitNonProfit.pdf)

B. [https://www.achdidaho.org/Documents/Forms/CUP/ACHD\\_SpecialEventPermitCommercial.pdf](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? \_\_\_\_\_

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

Has the Idaho Tax Commission been contacted? \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Has the Kuna Building Department been contacted to schedule vendor electrical inspections? \_\_\_\_\_

**\*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 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**

**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>

## 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:**

- Park Reservation**.....Attach receipt - <https://secure.rec1.com/ID/kuna-id/catalog>
- Alcohol Catering Permit**.....\$20/day
- Grass Fee**.....TBD based on usage
- Pass through Costs (Electricity, Safety Services, Public Notification, Other)**
- 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

Amount
\$
\$
\$
\$
\$

**TOTAL:**

\$
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## Attachment Checklist

	YES	N/A
Limited Liability Insurance Plan? ( <i>\$1,000,000 in the name of City of Kuna</i> ).....	<input type="checkbox"/>	<input type="checkbox"/>
Event Location Map (all areas identified).....	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

Photos of Event and Promotional Signage with Dimensions.....	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol Catering Permit.....	<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"/>
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"/>

**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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*City of Kuna Seal*