



Special Event Plan (SEP) Application

*Must be submitted at a minimum of 20 days prior to event.
 *Kuna City Code Chapter 8 fees applicable

Event Overview

Event Name: _____ **Address of Event:** _____

Type of Event: _____ **Number of Attendees:** _____

Organization: _____ **Organizer Name:** _____

Contact Phone: _____ **Email:** _____

Time(s) and Date(s) of Event: _____

Event Set-Up and Take Down Times and Dates: _____

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.)?		
Will your event require any street closures or traffic route alteration? <i>(If yes, fill out ACHD/Traffic Section)</i>		
Will your event have food (either provided or available for purchase)? <i>(If yes, please fill out Food Section)</i>		
Will your event have vendors (food, cottage, service provider)? <i>(If yes, fill out Vendor Section)</i>		
Will there be promotional signage at your event? <i>(If yes, please provide examples)</i>		
Will your event have alcohol (either provided or available for purchase)? <i>(If yes, fill out Alcohol Section)</i> *Fee required		
Will your event require a park reservation (Bernie Fisher Park, etc.)? *Fee required		
Will your event be held behind City Hall or require multiple trips on the grass? *Fee required		
Will your event be held after hours (dusk to dawn)? *Fee required		

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.

Have you Scheduled private security?

YES	NO

Based on expected attendance, how many security staff will be staffed at all times? _____

Security Company: _____

Security Company Contact Person: _____

Security Company Phone Number: _____

Security Company Phone Number: _____

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

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

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

Traffic Control Company: _____

Traffic Control Company Contact Person: _____

Traffic Control Company Email: _____

Traffic Control Company 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
 - B. 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: _____

General Questions	YES	NO
If food is being served, has Central District Health (CDH) been contacted? * Required		
Has the Idaho State Tax Commission been contacted? * Required		
Has the Kuna Building Department been contacted to schedule vendor electrical inspections? * An Electrical inspection is required for events – please contact the Kuna Building Department at (208) 387-7731.		

If you will have vendors at your 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 -OR- Benevolent, Charitable, & Public Purpose Events Permit Holder: _____

Type(s) of alcohol to be served at event: _____ Type(s) of serving containers: _____

Serving times for alcohol (to/from): _____

***Alcohol catering permit required from Kuna City Clerk OR Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP)**

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](https://kunacity.id.gov/FormCenter/City-Clerk-13/Alcohol-Beverage-Catering-Permit-119) **OR** Approved Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP).

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:	Amount
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) <input type="checkbox"/> Up to 25 - \$30.00 <input type="checkbox"/> Up to 50 - \$40.00 <input type="checkbox"/> Up to 100 - \$60.00 <input type="checkbox"/> Over 100 - \$110.00	\$
Clerk's Processing fee \$25/hr. Minimum of 1 hour, not to exceed \$75 per application.	\$
Total	\$

Attachment Checklist

	YES	N/A
Limited Liability Insurance Plan (\$1,000,000 in the name of City of Kuna)		
Event Location Map (all areas identified)		
Schedule of Events		
Detailed Security Plan Requiring Approval by the Kuna Police Department		
Traffic Control Plan Filed with ACHD		
Approved ACHD Forms (A or B)		
Complete List of Participating Vendors		
Confirmation of Event Registration with the Idaho State Tax Commission		
Confirmation of Event Registration with Central District Health (CDH)		
Photos of Event and Promotional Signage with Dimensions		
Approved Alcohol Catering Permit OR Permit for Benevolent, Charitable or Public Purpose Events		
Map of Alcohol Serving Area (Including entrances and exits)		
Photo of alcohol wristbands if applicable		
Public Notification Letter		
Park Reservation Receipt		
After Hours Receipt		
Grass Fee Receipt		
Other Pass-Through Cost Receipt(s)		
Special Event Processing Fee		

Office Use Only

	YES	NO
Have all applicable attachments been received and reviewed?		
Is this Special Event Plan (SEP) Approved?		

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:

Contact the Kuna City Clerk's Office
Monday-Friday 8:00am to 5:00pm
751 W 4th St. Kuna, ID 83634
(208) 387-7726
cityclerk@kunaid.gov

City of Kuna Seal