



EVENT PERMIT APPLICATION

216 East Park Street
McCall, Idaho 83638

Phone 208-634-7142

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www.mccall.id.us

It is unlawful for any person, persons, corporation, or organization, to plan a Public Event on public property unless a valid City Permit has been obtained for the Public Event. An exception would be events held in public parks which are subject to the Guidelines for Commercial Activity and Concessions in McCall City Parks. Public Events on private property do not require a permit unless the Public Event is a carnival, circus, or street event. The application for such permit shall be filed with the City Clerk not less than two (2) weeks prior to the first day upon which the event is intended to occur. The application shall be filed upon this form, and be accompanied by the following submittals:

Title of event : _____

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

1. Name and description of the applicant: _____
Mark one: _____ individual _____ association _____ partnership _____ company _____ corporation

2. Contact Name, Address & Phone Number, both legal: _____ and local: _____
Name: _____
Address: _____

McCall, ID 83638
Phone: _____ Phone: _____

3. General Event Information to include expected attendance

4. Attach a detailed Site Plan of the event

5. If a catering permit for alcohol will be submitted in conjunction with this application a detailed alcohol plan that addresses how the applicant will avoid service of minors must be included.

6. Attach a detailed plan for trash collection and removal during and after the event.

7. Attach a detailed noise control plan if the event is scheduled to go beyond 10:00 p.m.

8. If this is an athletic event, a clear route map and written description of the route must be provided. If the athletic event will take place on a public street and police assistance will be needed it must be stated at the time of application.

9. If you propose to have vendors who sell any prepared food product for human consumption (other than frozen products not intended for immediate consumption), an approval from Central District Health that the proposed method of food preparation and service meets applicable health standards for each vendor.

10. If you propose to have vendors who sell any products they must collect all applicable state and local taxes.

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11. If you propose to have a street closure, or there will be an impact to the traffic on public streets, then a street closure form must be approved prior to the permit being issued for the public event.
 12. Submit the license fee. (\$150 for < 50 people or \$300 for >50 people). (Checks should be made out to the "City of McCall") No permit shall be granted for a period of more than two (2) consecutive days, expiring at midnight on the second day. The License fee is non-refundable.

Applicant's Name (printed)_____

Individual Signature _____ Date _____

If Business Entity,

Officer/Partner Signature _____ Date _____

Title of Person Signing _____ Business Name _____