



# SPECIAL EVENTS LICENSING

## Pre-Questionnaire

Office of the City Clerk, 150 North Capital Blvd. Boise, Idaho 83702

### ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE

The attendance and participant good faith estimate provided by the applicant, promoter, or sponsor shall accompany the special event application. **The applicant shall provide a short written statement explaining the basis upon which the estimate is made.** The statement shall include all the relevant factors known at the time, including, without limitation, past attendance at similar functions having the same and similar performers, both in Boise and comparable communities, the price of admission and the extent of advertising and promotion contemplated.

Name of the Event: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Start and Finish Times of Event: \_\_\_\_\_

**PRINT** Name of Organizer: \_\_\_\_\_

\_\_\_\_\_  
Email Business Phone Cell Fax

\_\_\_\_\_  
Organizer's Mailing Address City State Zip

Good Faith Estimate for this Event: # \_\_\_\_\_  Under 1000 participants  Over 1000 Participants

Location of Event: \_\_\_\_\_ *Must appear before committee & must complete special events application process.*

Basis Statement for Estimate:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EXTRAORDINARY RESOURCES AGREEMENT

Special event applicants, promoters and sponsors whose special events require the use of extraordinary City resources as a result of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources, as determined by the City's department or division designee to the Special Events Coordination Committee. Full cost recovery for extraordinary resources shall be required no later than 60 days following the conclusion of the special event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event.

Pursuant to BCC 5-10-3B, organizers of events which would otherwise qualify as a special event but expect less than one thousand (1,000) persons shall, **at their choice**, be entitled to file a Special Event Application, and appear before the Special Events Coordination Committee to seek government agency approvals.

I wish to present my event to the Committee:  
\_\_\_\_ Yes If yes, you must complete the following Special Event Application and pay the applicable fee.  
\_\_\_\_ No

By my signature, I hereby acknowledge my understanding of the aforementioned requirement concerning the payment for extraordinary resources and application fee.

**This entire application needs to be completed.**

\_\_\_\_\_  
Name of Event Organizer

\_\_\_\_\_  
Signature of Event Organizer