



Ada County Highway District
Special Event Permit (SEP) – Type A (Non-Profit)
ACHD Code Section 5105.2

I, \_\_\_\_\_, hereby request a Special Event Permit for the purpose stated below, within the limits of Ada County, Idaho:

Event Name: \_\_\_\_\_
(non-profit parade, block party, walk, run, bike race, parking, street dance, theatrical play or event, marketing booth, etc.)

Location (provide map as a separate attachment): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time (From): \_\_\_\_\_ (To): \_\_\_\_\_
(set up and tear down included)

Approx. Number of Participants: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Floats: \_\_\_\_\_ Other: \_\_\_\_\_

Contact Person (at event): \_\_\_\_\_ Organization: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

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

Insurance:

We agree to indemnify, defend, and hold harmless, ACHD, its officers, agents, and employees from and against any and all claims for damages to property and or bodily injury which may result from or in connection with any of the operations carried on by us under the permit. We hereby agree to satisfactorily replace the premises to the original condition after our event. We shall not hold the Ada County Highway District, the City, the County or the State of Idaho responsible for any damages or expenses caused by, or in connection with, the use of said property. We also acknowledge that the cost of returning premises to the original condition will be ours, the event organizer, and not the Ada County Highway District, the City, Ada County or the State of Idaho.

A liability policy (block parties excepted) shall be in effect prior to permit approval and cannot be less than \$500,000 per claim and \$1,000,000 aggregate per occurrence and each naming the Ada County Highway District as a certificate holder and as an additional insured. Insurance requirements may be increased upon demand by the District’s Legal Department or designated Risk Manager.

Application Fee:

The application permit and fee shall be submitted to the District a minimum of thirty (30) days prior to the event to allow for sufficient staff review time. The application shall also include a diagram, map or similar site sketch depicting the site location and the rights of way involved in addition to a temporary traffic control plan (in conformance with Section 6007.11 of ACHD Code).

Type A (Non-Profit) Permit Application Fee: \$25 (include with application)

Applicant Assurances:

I have read and fully understand the requirements and responsibilities set forth in this permit.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Special Event Permit Instructions

1. The applicant shall complete all required information on the permit application in a neat and legible fashion.
2. A Highway District representative can offer direction and/or assistance with the location or route of the event in conjunction with other partner agencies.
3. It is the responsibility of the applicant to secure a licensed and bonded escort and/or security service. It is also the applicant's responsibility to ensure that there are adequate escort vehicles and security guards. Escort and security services are required at a reasonable time prior to the start of the event until a time when all traffic obstructions have been removed and spectators have been safely dispersed.
4. The applicant shall provide liability insurance and attach a copy of the policy to this application. The Ada County Highway District must be listed as a certificate holder and an additional named insured.
5. Once the permit is complete, including applicable contracted escort/security services and the insurance policy, it shall be submitted to the Highway District for review and approval. This permit and all associated documents should be emailed or mailed to:

Special Event Permits  
Ada County Highway District  
3775 Adams St.  
Garden City, ID 83714  
EMAIL: [permits@achdidaho.org](mailto:permits@achdidaho.org)

6. Applicants should take into consideration application processing time and start the application process at least 60 days prior to the desired date of the planned event. Applications received less than 30 days prior may not be approved. Any questions about this permit process can be directed to John Wasson (ACHD Traffic Engineer) at (208) 387-6151.

NOTE: FAILURE TO FULFILL THE REQUIREMENT OF OBTAINING AN AUTHORIZED SPECIAL EVENT PERMIT PRIOR TO SCHEDULED EVENT IS PROHIBITED BY ACHD CODE.