



NAMPA MUNICIPAL AIRPORT EVENT PERMIT APPLICATION

This application is for events held at the Nampa Municipal Airport. This application is for use of the Nampa Municipal Airport for any event that is outside of authorized leasehold premises. Any event held at the Nampa Municipal Airport is subordinate to FAA Airport Improvement Program Grant Assurances and must not violate any FAA Airport Improvement Program Grant Assurances.

Non-Aviation events which include use of areas outside of authorized leasehold premises are subject to prior FAA approval.

Approval or refusal of events is solely within the discretion of the Airport Superintendent. The Nampa Municipal Airport will determine what services it can provide and what services must be provided by the applicant. Any costs incurred by the Nampa Municipal Airport for the event will be considered reimbursable to the Nampa Municipal Airport by the event sponsor. The event organizer is responsible for providing a complete list of event plans and a list of suppliers providing services, as outlined in this application. An event site plan is required, detailing the location for all water, power, tables, canopies, stages, generators, vendors, booths and any other major services or activities planned.

Along with the completed Airport Event Application, an applicant must submit and complete the following.

- **Event Site Plan:** A Site Plan (SP) drawing should include a drawing of the area where the event will be held. The SP should identify fixed structures and topography; Event entrance and exits; location of displays, vendors, information booths; location of crowd control barriers; location of restrooms and trash receptacles; location of emergency exits; location for parking.
- **Event Set-up/Clean-up Plan:** The Event Set-up/Clean-up Plan should outline set-up start time and clean-up completion time. Outline what items will be set up. The plan must include trash and FOD (foreign object debris) clean-up procedure. Identify an event sponsor individual and their contact information who will oversee set-up/clean-up.
- **Crowd Control Plan:** The Crowd Control Plan should outline the flow of traffic. Identify signs that may be placed for crowd control; barriers that will be in place to contain attendees to the event location. Identify an event sponsor individual and their contact information who will oversee crowd control.
- **Security Plan:** Outline the plan to provide security for your event. Indicate how security personnel will be easily identifiable. If barriers are not used to contain event attendees, identify how security will ensure attendees will be contained to the event area. Identify an event sponsor individual and their contact information who will oversee security.
- **Traffic Control and Parking Plan:** Identify all parking areas, including ADA parking areas. Identify no parking areas. If the event will cause traffic and visibility concerns at the Airport Road/Municipal Drive/ 39th Street intersection the event sponsor will need to provide a flagger and outline the plan for the flagger. Identify an event sponsor individual and their contact information who will oversee traffic and parking.
- **Permits:** All applicable City permits must be obtained, and copies submitted to Airport Administration no less than one (1) week prior to your event. This includes but is not limited to; concessions, beer/wine, and right of way permits. The event organizer must submit a concession application for vendors at their event by contacting the City Clerk's Office at (208) 468-5415.

- **Insurance:** It is the responsibility of the event organizer to maintain a comprehensive general liability insurance policy with coverage of one million dollars (\$1,000,000.00), combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. A certificate naming the City of Nampa as additional insured shall be delivered to Airport Administration at least 30 days prior to the event date. The adequacy of all insurance required by these provisions shall be subject to approval by the Airport Superintendent.

Application deadlines	
Events that impact normal airport operations	120 calendar days in advance
Events that will not impact airport operations	60 calendar days in advance
Event Logistics deadlines	
Event Site Plan	60 calendar days in advance
Crowd Control Plan	30 calendar days in advance
Security Plan	30 calendar days in advance
Traffic Control Plan	30 calendar days in advance
Parking Plan	30 calendar days in advance
Event Set-Up/Clean-Up Plan	15 calendar days in advance

Please complete all information on this form.

Name of the Event:
Date(s) of event:
Sponsor Organization:
Primary Sponsor Contact:
Mailing Address:
Primary Contact Email:
Primary Contact Phone:
Alternate Sponsor Contact:
Alternate Contact Email:
Alternate Contact Phone:
Event Start Time:
Event End Time:
Event Set-up Time:
Event Clean-up Complete:

Approximate Attendance Each Day:
Brief Description of the Event:

Event Details:

	YES	NO*	Is the event Aviation related? <i>*Non-aviation events require additional information and FAA concurrence. If FAA concurrence is needed the application must be submitted 120 days in advance of the event.</i>
	YES*	NO	Will the event require an FAA Certificate of Waiver or Authorization (CoW/A)? <i>*if yes, the event organizer is responsible for obtaining the CoW/A from the FAA. The FAA recommends 120 days prior to the event for CoW/A applications.</i>
	YES	NO	Will a NOTAM (Notice to Airman) need to be issued for the event?
	YES	NO	Will the event impact normal airport operations?
	YES*	NO	Will the event require a runway closure? <i>*if yes, provide a detailed schedule of the event</i>
	YES*	NO	Will the event require space outside of the leased premises? <i>*if yes, identify on site plan</i>
	YES*	NO	Will the event have static displays? <i>*if yes, identify number and location on site plan</i>
	YES*	NO	Will the event have food and/or nonfood vendors? <i>*if yes, identify on site plan – Concession Permit required – Contact City Clerk’s Office at 208-468-5415</i>
	YES*	NO	Will the event serve alcohol? <i>*if yes, identify on site plan – Beer/Wine Permit required – Contact City Clerk’s Office at 208-468-5415</i>
	YES*	NO	Will the event require additional parking? <i>*if yes, submit a detailed parking plan</i>
	YES*	NO	Will the event create or impact traffic on Airport Road/Municipal Road/39 th Street? <i>*if yes, submit a detailed traffic control plan – Right of Way Permit required – Contact City Engineering Division at 208-468-5409</i>
	YES*	NO	Will the event create or impact traffic on Happy Valley, Victory or Kings Roads? <i>*if yes, submit a detailed traffic control plan – Right of Way Permit required – Contact City Engineering Division at 208-468-5409</i>
	YES*	NO	Will the event have more than 100 attendees? <i>*if yes, submit a detailed crowd control and security plan</i>

All vendors, suppliers and their equipment must be removed from the Airport at the end of the event. Static displays must be relocated from non-leased premises within 24 hours of the event or have consulted with the Airport Superintendent for relocation day/time.

Drone operators in possession of a Part 107 Certificate must obtain authorization from the Airport Superintendent to operate a drone on Airport property. The Event Sponsor is responsible for ensuring drone operators are licensed and have obtained prior authorization from the Airport Superintendent for drone operation during the event.

Recreational drone operation is not allowed on Airport property.

Affidavit of Applicant/Nampa Municipal Airport Policies:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by policies governing the proposed special event under the Nampa Municipal Airport Rules and Regulations and Minimum Standards, and I understand that this application is made subject to polices established by the City Council and/or Mayor’s designee, and FAA (Federal Aviation Administration) policies. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for payments of such taxes. I further agree to abide by these policies, and further certify that I, on behalf of the Sponsor Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event of the City of Nampa.

Applicant Name:	
Title:	
Sponsor Organization:	
Signature:	Date:

Airport Approval/Use requires applicant’s signature

Upon receipt of this application, the Airport Superintendent or their designee will contact the event sponsor within 14 calendar days to schedule a Preliminary Event Plan (PEP) Meeting.