

**2025 LEASE
CITY OF SANDPOINT AND THE FESTIVAL AT SANDPOINT**

The CITY OF SANDPOINT, a municipal corporation of the State of Idaho, hereinafter referred to as the "Lessor" does hereby convey by lease unto The Festival at Sandpoint, Inc., hereinafter referred to as "Lessee", a certain parcel of real property owned by Lessor, situated in the City of Sandpoint, Bonner County, Idaho, for the exclusive possession, use, and occupancy thereof by the Lessee, subject to the considerations, covenants, restrictions, and agreements hereinafter set forth, including the 2025 Festival at Sandpoint Permit as incorporated as Attachment D.

**I
PREMISES LEASED**

The premises leased generally include the entirety of 801 Ontario Street (War Memorial Field and Cotton Barlow Stadium) as well as the sidewalk and adjacent right-of-way to the north between the facility and Ontario Street adjacent parking lot subject to the terms and conditions contained herein as well as the conditions set forth in the 2025 Festival at Sandpoint Permit incorporated as Attachment D. A portion of 901 Ontario Street (Lakeview Park) in Sandpoint, Idaho is also included. Boundaries/permitted areas in Lakeview Park and the War Memorial Parking Lot can be found within Attachment B.

Large vehicle access for load-in at the War Memorial Field parking lot shall be limited to 12:00 AM – 10:00 AM and 9:00 PM - 2:00 AM Pacific Time for load-out. At least one single lane of traffic access must be provided so that boat launch users may access the launch during this time. If access is necessary outside of this time period, the Sandpoint Police Chief shall be notified as far in advance as possible. Outside of these time periods, parking in the War Memorial Field parking lot is to remain open and unobstructed for public use, unless permitted to park in leased spaces as outlined in Attachment B, Leased Areas.

**II
FIXED TERM AND REVERSION**

The fixed term of this Lease shall begin at 5:00 p.m. Pacific Time on July 17, 2025, and will terminate at 11:59 p.m. Pacific Time, August 7, 2025, at which time the leased premises shall revert to Lessor in its entirety.

**III
CONSIDERATION**

The Lessee, shall, in consideration thereof, pay unto Lessor the sum of Two Dollars and Ten Cents (\$2.10) assessed against each ticket redeemed, including each ticketed event included in season ticket sales and any patron/sponsor tickets. Lessee shall submit a final report of ticket redemptions to the City's designated special events coordinator no later than August 31, 2025. Lessor shall remit an invoice to Lessee, "The Festival at Sandpoint", based on final ticket redemptions, and Lessee shall deliver payment to Lessor within thirty (30) days to the following address:

Accounts Receivable
City of Sandpoint
1123 Lake Street
Sandpoint, Idaho 83864

IV UTILITIES

The parties hereby acknowledge and agree that Lessee has its own electrical utility meter and shall pay Lessor for any usage charged thereon. Lessor shall provide the use of all the structures and lighting within the fenced area, as necessary, during the events and performances. Lessor shall provide Lessee with invoice for actual electrical utility (Avista) costs and submit a copy of Avista metered electric bill for the leased period. Lessee shall reimburse Lessor within thirty (30) days of receipt of invoice. Lessor will be responsible for water and sewer utilities.

V INSURANCE

Lessee shall provide proof of general liability insurance pursuant to Idaho Code §6-924 with a company authorized to do business within the State of Idaho, insuring the public against any loss or damage which may result to any person or persons, or any damage to property, arising from the operation and presentation by the Lessee. Said insurance policy shall name the Lessor as an additional insured. A Certificate of Insurance shall be provided to the City Clerk by Lessee prior to the commencement of the occupation and use of said premises by Lessee. Such policy, plan, and contract, or insurance shall, at all times be kept in full force and effect during the term of this Lease. Said insurance policy shall provide liability insurance of not less than Two million Dollars (\$2,000,000.00).

Proof of Worker's Compensation coverage shall also be provided to the Lessor by the Lessee prior to the commencement of the term of this Lease and shall, at all times, be kept in full force and effect during the term of this Lease.

The Lessee specifically acknowledges that Lessor does not maintain and shall not maintain any fire, casualty, hazard, or liability insurance whatsoever to protect the property of Lessee.

VI SECURITY

Lessee shall provide adequate security at no cost to Lessor to protect the property of Lessor and the property of Lessee and in accordance with the security plan as submitted to the City of Sandpoint and approved by the Sandpoint Police Chief.

Lessee security services and personnel shall exercise control measures concerning members of the audience and performers within their capabilities.

VII MAINTENANCE

Lessee agrees to provide sanitation sufficient to maintain a clean, safe, and sanitary condition of the premises during Lessee's occupancy and use of such premises. This includes the War Memorial Field Bathrooms. Lessee shall be responsible for gathering, collecting, and disposing of all debris, litter, and waste daily, as well as restocking all necessary bathroom supplies for the duration of the lease. Lessee shall provide, at no cost to Lessor, such trash containers, dumpsters, and other debris storage facilities as required by and approved by City of Sandpoint Parks Maintenance Supervisor. Lessee may utilize all on-site facilities including garbage receptacles with the exception of the use of the City Shop, which is excluded from facility use.

Lessee shall provide containers for recycling and waste for use by guests, vendors, and entertainers.

Lessee shall comply with the Lessor's Artificial Field Use Policy included as Attachment C and incorporated herein.

VIII CONCESSIONS

Lessee plans to have in place and operate booths offering food, beverages, and concessions for sale to the public during the occupancy of said premises. Lessee shall be responsible for obtaining catering permits as required pursuant to the applicable statutes and regulations of the State of Idaho.

Lessee will make arrangements and accommodations for the proper disposal of all waste liquids, hot or otherwise, taking special care to protect the field turf.

Lessee shall design and post appropriate signage and announcements concerning consumption of intoxicating beverages or any illegal controlled substance.

IX FIRE AND LIFE SAFETY INSPECTION

All tents, canopies, enclosures, shelters, and other membrane structures shall comply with the International Fire Code Chapter 31. See Attachment A.

Upon completion of infrastructure set-up and before the venue is opened to the public, Lessee shall contact the Special Event Permit Coordinator to schedule the walk-through fire and life safety inspection, as scheduled in Attachment D.

X ACTIVITIES

Agreed upon hours for musical performances shall be from 12:00 pm to 11:00 pm, Pacific Time. Lessee shall not have performances for more than eleven (11) days during the term of this Lease.

**XI
PESTICIDE TREATMENT**

Prior to pesticide application, Lessee must request approval from Lessor for use of any pesticide product. Such request must be made in writing at least fifteen (15) days in advance. Lessor will grant or deny such application in writing and Lessee agrees to comply with any associated terms and conditions, including posting signs at least 72 hours before application and leaving the signs in place at least 72 hours after application to notify the public of the use of a pesticide. Signs must contain the name of the active ingredient in the pesticide product, the application date, and name and contact information of the Lessee employee responsible for fielding questions regarding the application.

**XII
PARKING**

In general terms, for all performances, excluding a matinee performance, Lessee shall arrange for public transportation to and from the venue to off-site parking location and will work diligently to promote same. Lessee will provide shuttle bus and satellite parking. Parking in the War Memorial Field parking lot is to remain open and unobstructed for public use for the boat launch at War Memorial Field other than the areas designated and included in the Lease for the Lessee. All Lessee staff and volunteers shall be instructed to park offsite to limit public impacts for other park users unless permitted to park in leased spaces as outlined in Attachment B, Leased Areas.

Lessee shall comply with the traffic control plan submitted and approved as a component of the special event permit issued.

**XIII
MISCELLANEOUS**

The Lessor will be responsible for removing all sporting equipment including but not limited to; the soccer goals, football uprights and baseball foul posts prior to beginning of lease and reinstallation upon premises vacated by Lessee. Lessee shall be responsible to reimburse City for the reasonable cost of removal and reinstallation staff labor specific to football uprights. Lessor shall submit invoice to Lessee, for labor wage reimbursement within sixty (60) days of completion.

The Lessee shall be notified of damages and required repairs in writing within fourteen (14) days of inspection upon termination of lease period. In the event damages and repairs are required, a contractor quote/bid shall be submitted to the Lessee within 60 days from lease termination.

**XIV
ASSIGNMENT**

The Lessee shall not assign, sell, or transfer the Leasehold rights set forth in this Lease or set over unto any other person, persons, business, or group thereof, any or all of the Leasehold rights in the premises or in the interest in said premises or property or any of the rights acquired hereunder by this Lease without the prior written approval of Lessor.

**XV
HOLD HARMLESS**

Lessee shall indemnify and hold the Lessor and its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities, including reasonable attorney's fees (collectively, "claims") that may be suffered or incurred or that arise as a result of and which are caused by Lessee's wrongful acts or omissions in the performance of its duties under this Lease.

**XVI
DEFAULT**

Upon any noted default, deficiency or violation of this Lease, Lessor shall notify Lessee in writing of such violation and shall extend reasonable time to address said deficiency. Notwithstanding, Lessor reserves the right to immediately terminate this Lease, if in its sole discretion, Lessee has failed to comply with the terms and provisions of Section V, Insurance, and Section VI, Security.

**XVII
TERMINATION**

At the end and conclusion of the term of this Lease, including and uncured default as set forth in Section XVI above, Lessee shall vacate the above-described premises and shall ensure that all the property of the Lessee, its members, officers, agents, and employees are removed from the above-described premises. Lessor shall not be required to give any notice of termination or expiration of the term of this Lease nor take any action whatsoever prior to reentering and occupying said premises at the termination of this Lease. Lessee shall surrender said premises in good condition, without damage or waste, except for normally expected wear and tear. Lessee agrees to pay Lessor an additional \$1,000.00 per day for each day lessee has failed to fully vacate the site after the expiration of this Lease.

**XVIII
LIEN, DEBT AND INDEBTEDNESS PROHIBITED**

Neither Lessee, nor any of its officers, directors, members, agents, assigns, and employees shall incur any lien, debt, or indebtedness upon said premises or property of the Lessor.

**XIX
MAXIMUM ATTENDANCE**

The maximum allowable attendance at any performance shall be Four Thousand Five Hundred (4,500) persons, pursuant to the self-imposed limits established by Lessee.

**XXI
ATTORNEY FEES**

If it becomes necessary for either party to enforce the terms of this Lease, the prevailing party shall be entitled to recover reasonable attorney fees and costs in addition to any other damages.

**XXII
JURISDICTION AND VENUE**

Jurisdiction and venue of any action arising out of this agreement shall be in the District Court of the First Judicial District of the State of Idaho, Bonner County. This agreement and all terms and conditions contained herein, and performance thereof, shall be governed pursuant to the laws of the State of Idaho.

**XXIII
TIME IS ESSENCE**

Time is of the essence of this Lease.

CITY OF SANDPOINT

THE FESTIVAL AT SANDPOINT, INC.

By: _____

By: 

Name: _____

Name: Allison Baranski

Title: _____

Title: Executive Director

DESIGNATED REPRESENTATIVE FOR FESTIVAL AT SANDPOINT, INC.:

Name: Allison Baranski

Title: Executive Director

Email Address: ali@festivalatsandpoint.com

Mailing Address: PO Box 695

Sandpoint, ID 83864

Phone Number: 208-265-4554

DESIGNATED REPRESENTATIVE FOR CITY OF SANDPOINT:

Name: Jeremy Grimm

Title: Mayor

Email Address: jgrimm@sandpointidaho.gov

Mailing Address: 1123 W. Lake St.

Sandpoint, ID 83864

Phone Number: (208) 263-3309.

**ATTACHMENT A
2018 INTERNATIONAL FIRE CODE**

Chapter 31

Tents, Temporary Special Event Structures and Other Membrane Structures

Event structures and activities shall comply with the requirements of IFC Chapter 31.

The following excerpts are provided for reference. The entire chapter can be viewed at <https://up.codes/viewer/idaho/ifc-2018/chapter/31/tents-temporary-special-event-structures-and-other-membrane-structures#31>

Definitions

TEMPORARY SPECIAL EVENT STRUCTURE. Any temporary ground-supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated within the scope of the IBC.

TENT. A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.

Section 3103.9 Structural Stability and Anchorage Required

Tents or membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the fire code official when requested.

Section 3104.2 Flame Propagation Performance Treatment

A certificate, executed by an approved testing laboratory must be present, indicating that the tents and their appurtenances, which include sidewalls, drops, and tarpaulins, are either:

1. Composed of materials meeting the NFPA 701 flame propagation performance, or
2. Treated with a flame retardant in an approved manner and meet the NFPA 701 flame propagation criteria.

Section 3106.5 Cooking Appliances or Devices

1. Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers shall not be used within 20 feet of a tent or temporary structure *unless approved by the fire code official*.
2. Cooking equipment using combustible oils or solids shall have a lid immediately available. The lid shall be of sufficient size to cover the cooking well completely.
3. Cooking equipment shall be placed on a noncombustible surface.
4. An approved portable fire extinguisher for protection from cooking grease fires shall be provided at a location approved by the fire code official.

Section 3106.3 Occupancy and Means of Egress

The number and location of emergency egress and escape routes shall be approved by the fire code official.

Section 3106.4.4 Portable Fire Extinguishers

Approved portable fire extinguishers complying with IFC Section 906 shall be provided and placed in locations approved by the fire code official.

Section 3106.6 Electrical Equipment and Wiring

Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with NFPA 70 and the following:

1. Electrical equipment and wiring shall be listed and labeled for outdoor use
2. Generators shall be installed not less than 10 feet from combustible materials and shall be isolated from the public by physical guard, fence, or enclosure installed not less than 3 feet away from the internal combustion power source.
3. Each generator shall be provided with an approved portable fire extinguisher

Section 3107.4 Open or Exposed Flame

Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public unless approved by the fire code official.

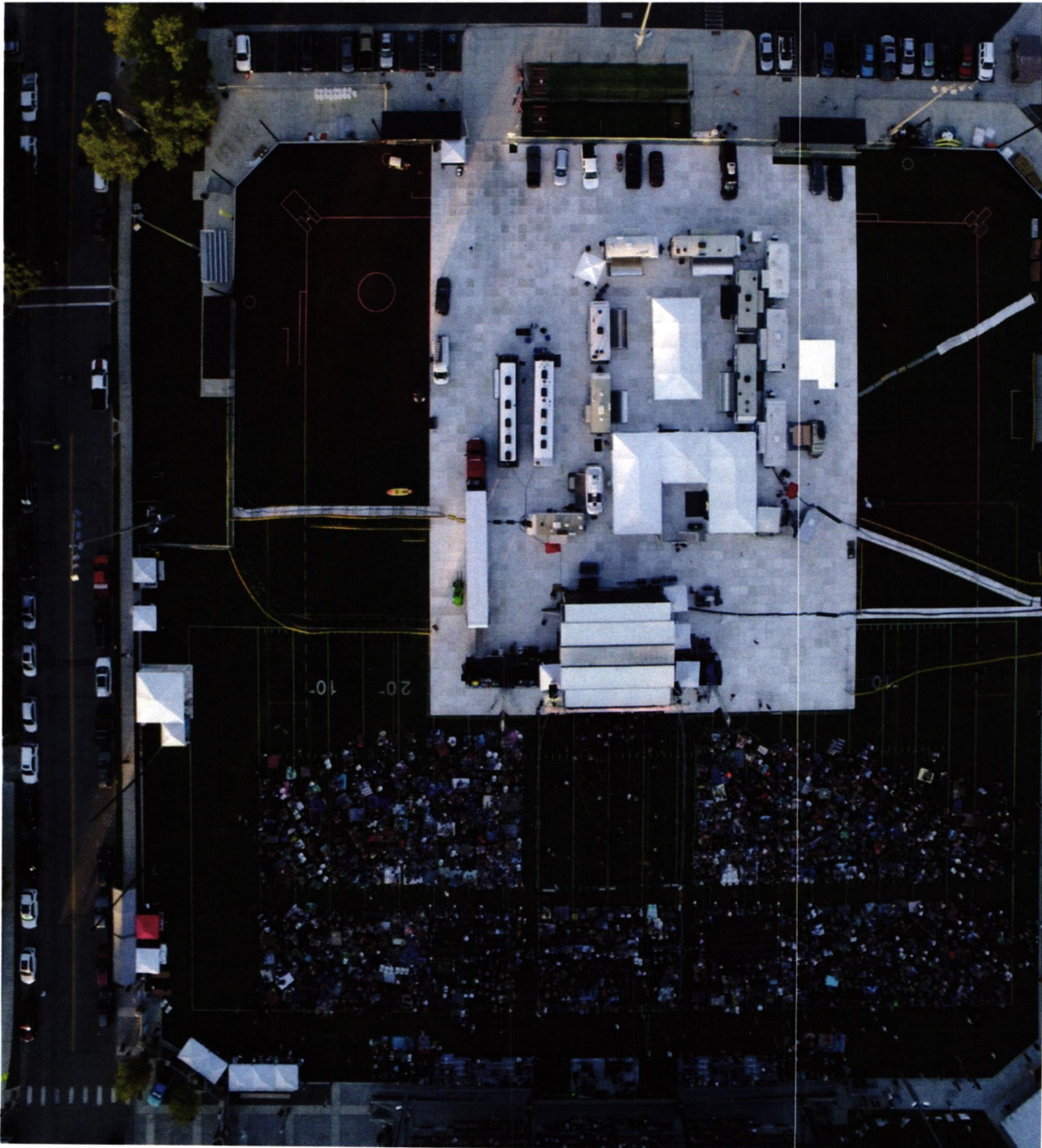
Section 3107.13 LP Gas

LP gas equipment such as containers, tanks, piping, hoses, fittings, valves, tubing, and other related components shall be approved and in accordance with IFC Chapter 61 and the following:

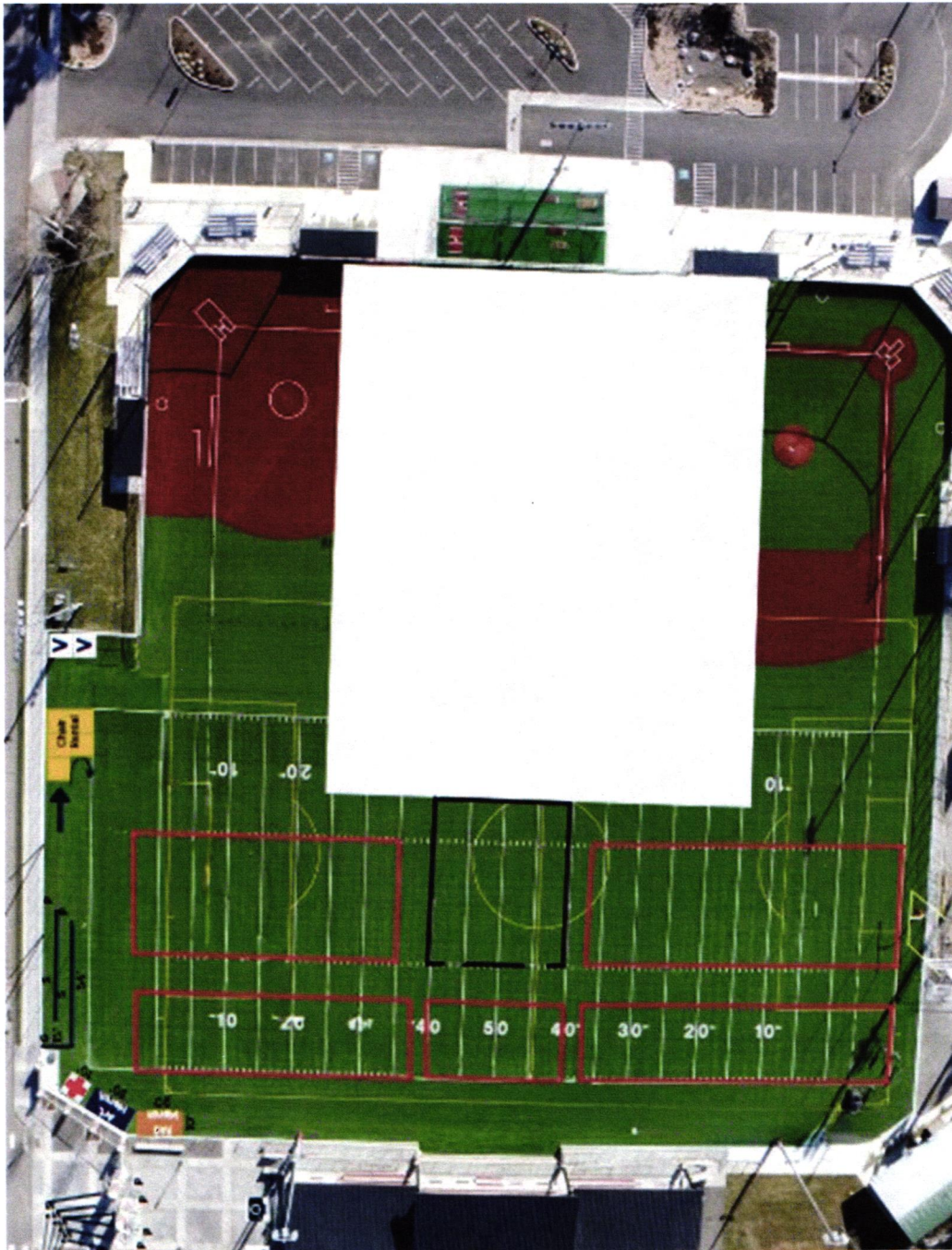
1. Tanks shall be separated from buildings and public ways by at least 5 feet
2. Pressure relief valves shall be pointed away from the tent or membrane structure
3. Portable LP gas containers, tanks, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location.

ATTACHMENT B
FESTIVAL PARKING LOT & LAKEVIEW PARK ACCESS/LEASED AREA(S)

2025 FIELD USE SETUP/AERIAL VIEW

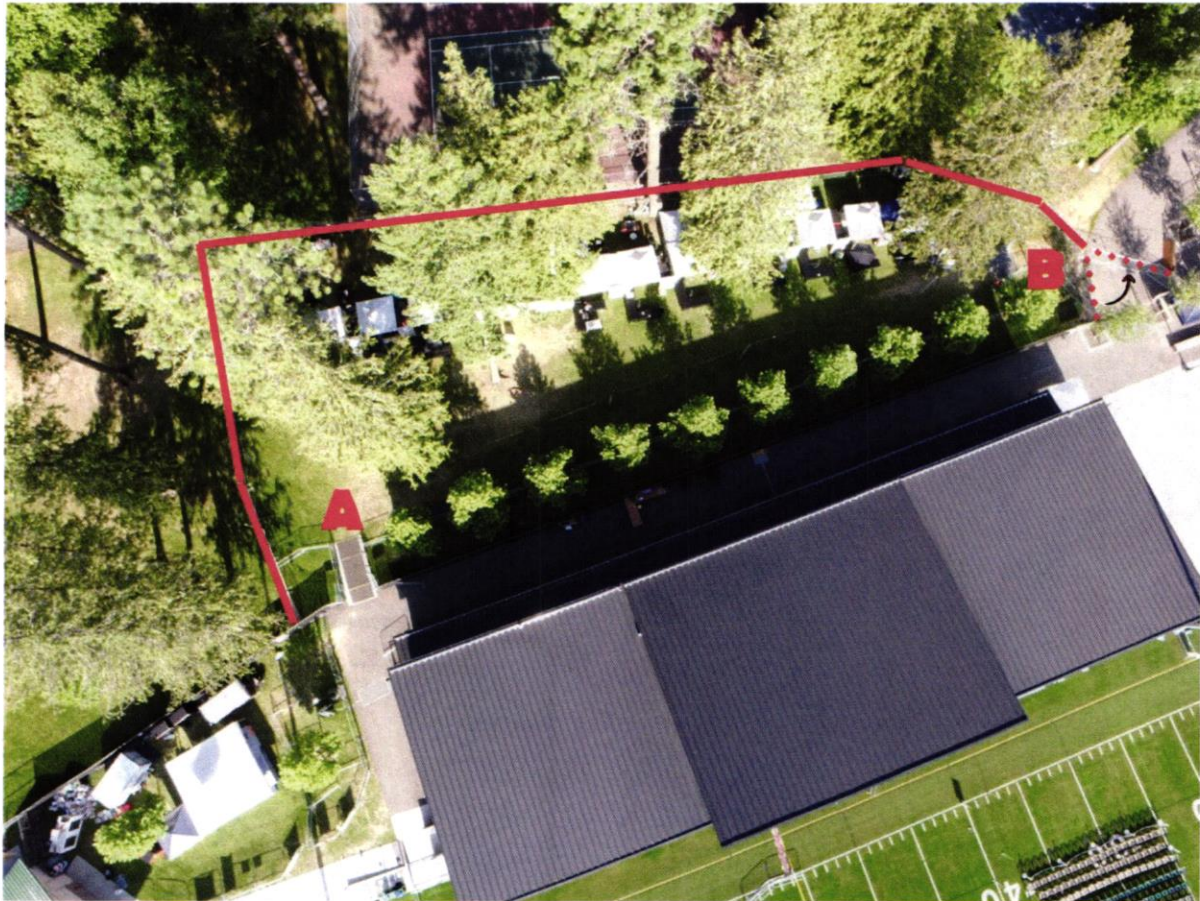


2025 SUGGESTED LAYOUT



LEASED AREA BOUNDARIES

- War Memorial Field Parking Lot (designated areas only and subject to the conditions of the special event permit)
- Lakeview Park (adjacent to War Memorial Field) as depicted below. The fence will be a minimum of 4 feet (48 inches) from the Lakeview Park tennis court fences.



Lakeview Park, adjacent to War Memorial Field as depicted below. Temporary event fencing will be a minimum of 4 feet from the Lakeview Park Tennis court fences.

All temporary fence panels are installed as breakaway paneling in the event of an emergency, or evacuation.

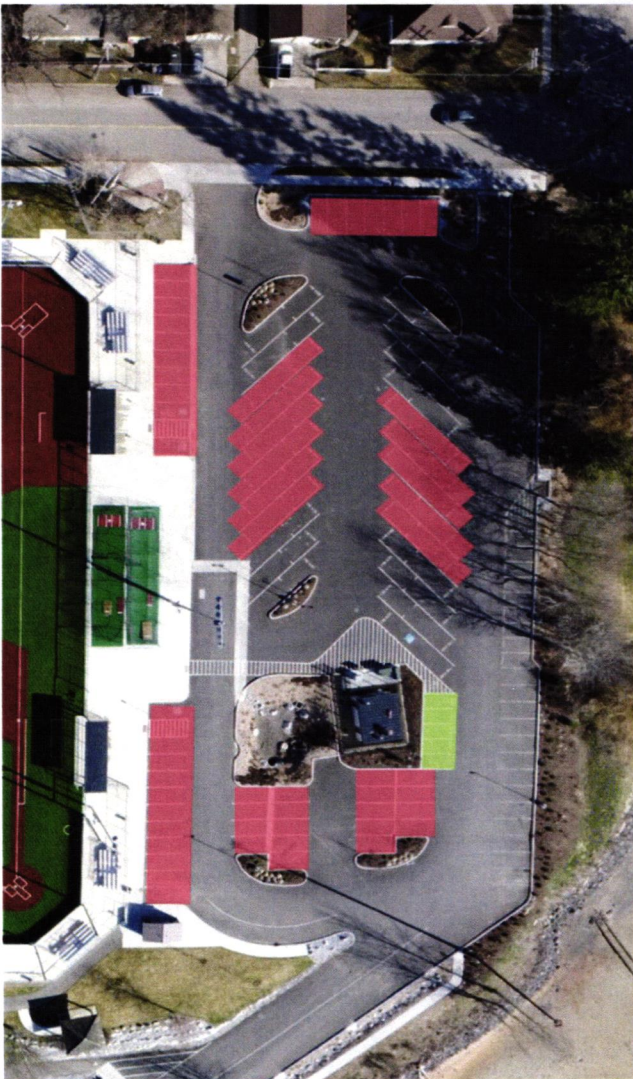
- A - Festival Street Food vending area will be accessible for unobstructed guest ingress and egress at all times, while guests are present.
- B - Festival Street gate 'B' will be closed for guest entry, while '1' admission gate is in operation from approximately 6:00pm - 6:45pm each performance evening.

MEMORIAL FIELD PARKING LOT – DESIGNATED PARKING

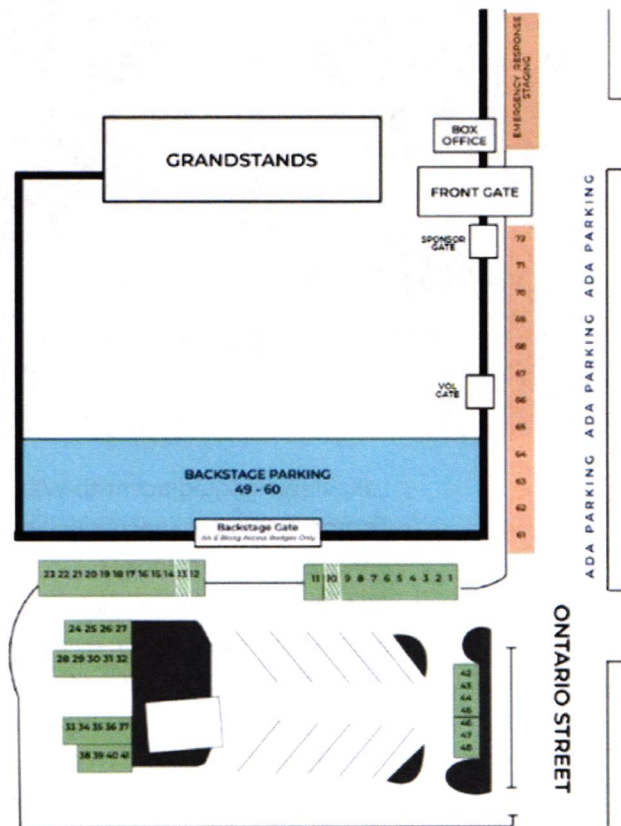
RED spaces are reserved for Festival permit parking for duration of special event lease. All Reserved parking spaces will be individually numbered with corresponding issued parking permits. GREEN spaces are reserved for 8 Festival yard dumpsters for trash and waste collection. All ADA parking must be clearly labeled with appropriate signage. Parking spaces on Ontario Street as identified on map below shall be reserved for Fire, EMS, and Police emergency vehicle staging.

Ontario Street “No Parking” Zone is approved by the City of Sandpoint for Thursday July 24, 2025, through August 3, 2025 for the event hours of 1:00PM-11:59PM. The Festival at Sandpoint shall be responsible for posting of “No Parking” signs and enforcing the “No Parking” zone. It is recommended that an arrangement be made with a towing company for any parking enforcement towing needs. For non-emergencies, please call police dispatch at: (208) 265-5525.

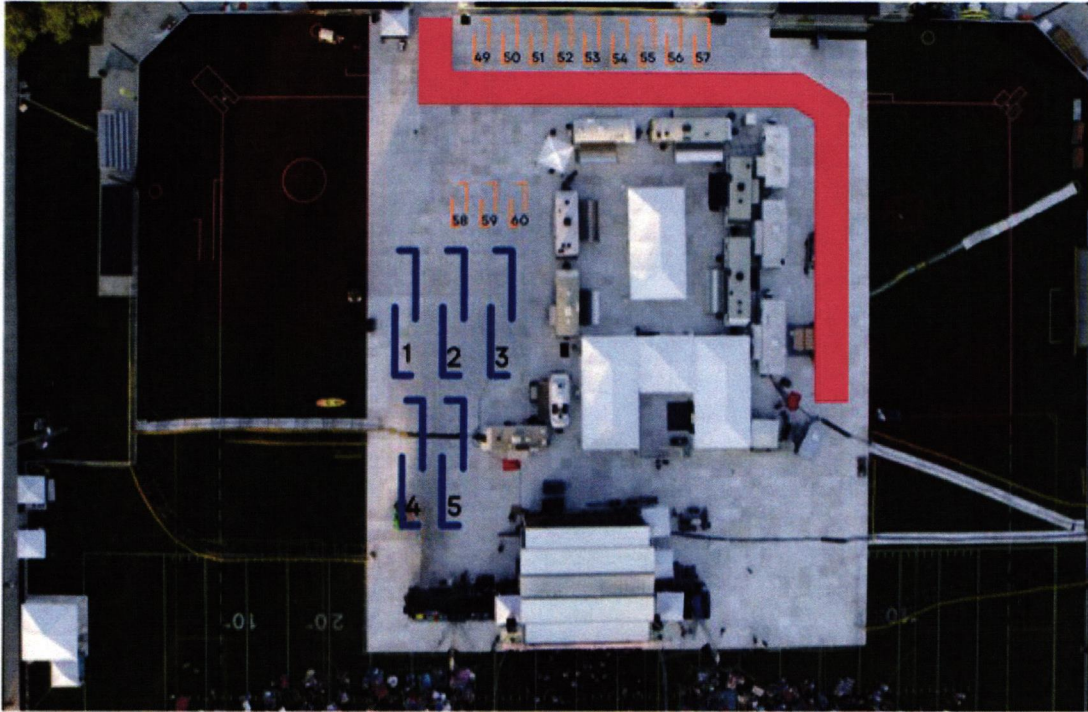
All reserved parking spaces shall be individually numbered by Festival with corresponding issued Festival parking permits.



Attachment B Ontario Street - No Parking



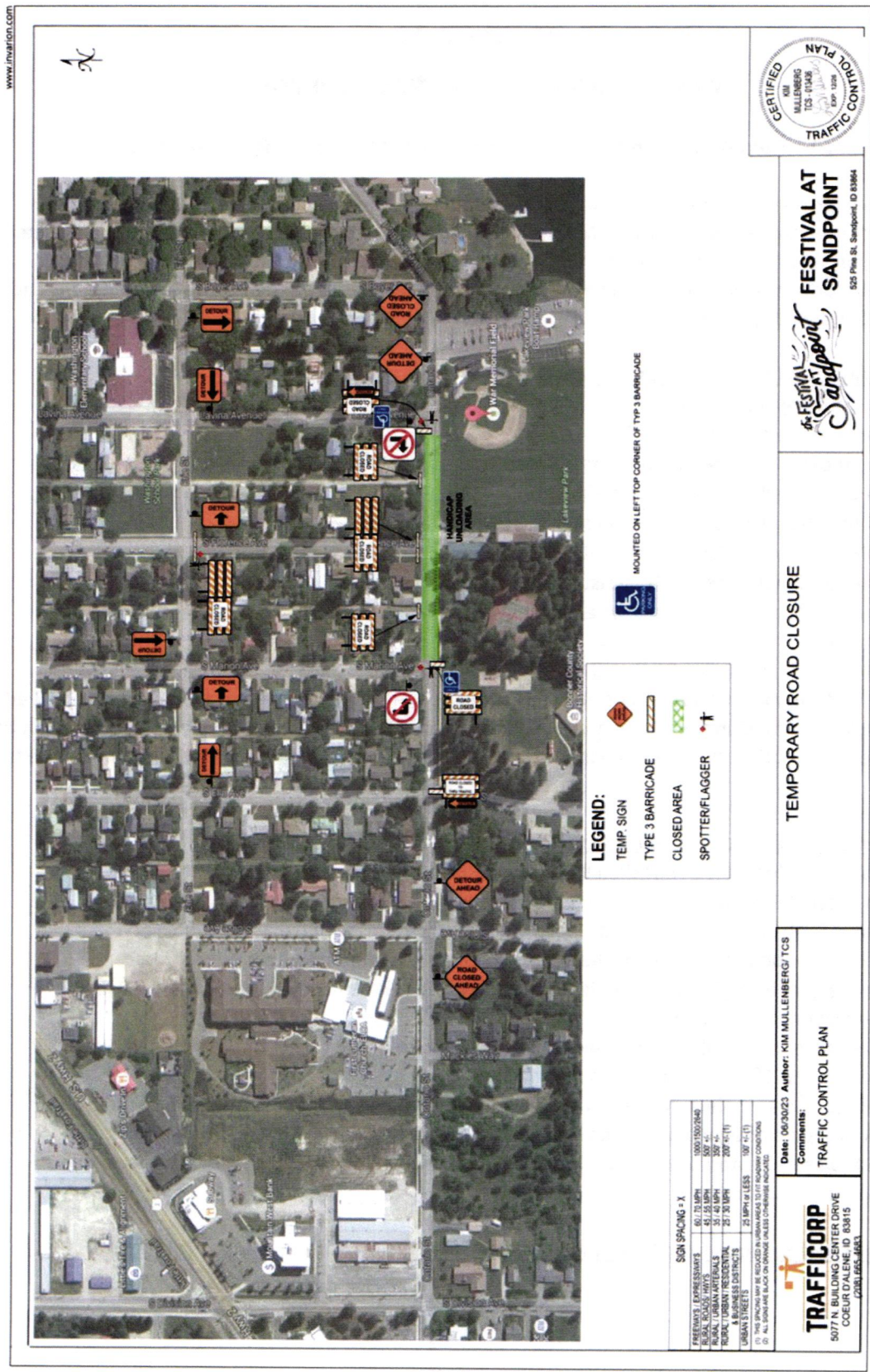
Attachment B Event Deck Layout



- **Event Decking** 180' x 225'
- **Stage Footprint** 42' x 40'
- **Parking**
 - Access for up to 5 touring rigs, outlined with Blue brackets
 - Access for up to 12 passenger vehicles, with properly issued Festival backstage parking credentials, limited to essential touring and production personnel. Outlined with orange brackets
 - All motor vehicles shall be parked to not interfere with outlined (red) emergency access route.



1. Admission gate, west. Gate swings to allow guest access to Festival Street once admission line has cleared for the performance.
2. Admission gate, north. Primary guest entry gate.
3. Admission gate for sponsor ticket holders.
4. Volunteer, staff and credential only gate.
5. Backstage credentials required. No public, guest, or volunteer entry.
6. Designated Emergency Exit
7. Early Entry and Season Pass entry
8. Designated Emergency Exit



SIGN SPACING - X			
FREeways / EXPRESSWAYS	601-70 MPH	1000/1000/2400	500' +/-
RURAL ROADS - HWYS	45-55 MPH		200' +/-
URBAN / SUBURBAN - HWYS	35-45 MPH		200' +/-
URBAN / SUBURBAN - RESIDENTIAL	25-35 MPH		200' +/-
URBAN STREETS	25 MPH or LESS	100' +/-	100' +/-

(1) THIS SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.
(2) ALL SPACING AND SIGN PLACEMENTS SHALL BE IN ACCORDANCE WITH THE I-15 TRAFFIC CONTROL PLAN.

ATTACHMENT C

WAR MEMORIAL FIELD ARTIFICIAL TURF POLICY

Field Use and Access Limitations for The Festival at Sandpoint Performance Series

This narrative provides strict direction for access, setup, operations, and takedown, of The Festival performance series use of War Memorial Field. It also lists prohibited materials and products that can be brought onto or used on the field surface. Any variance from these limitations must be in written form and incorporated into the Lease Agreement between the Festival at Sandpoint and the City of Sandpoint (parties).

General Artificial Turf Rules for Non-Athletic Events

- No Chewing Gum allowed
- No Sunflower seeds allowed
- No Smoking or Tobacco Products allowed
- No Glass bottles or containers allowed
- No Bicycles, skateboards, inline skates, scooters, allowed
- No Fireworks, or Pyrotechnics allowed
- No Pets allowed (except to assist with persons of disability)
- No open flames, barbeques, or grills allowed in areas not designated and sanctioned for food preparation.
- No Chemical Solvents, Oil Based Paints, Gasoline or Diesel Fuel use or Storage is allowed on the turf surface, except those fluids naturally contained in standard operational tanks for approved onsite vehicles and machinery. Use of approved internal combustion engine vehicles is permitted on the turf. No fuel, oil, or other such vehicle liquid changes or transfers shall be permitted to occur on the turf surface.

Erecting Tents, Stages, Decks, and placement of other Structures

- Festival Performance Tent shall be anchored using below grade anchor system only.
 - No Ground Staking for guy ropes/wires allowed for any tents or structures.
- All Temporary Tents, Pop-ups, Sunshades, etc, shall be anchored with ballast weights set on 3/4" thick Plywood panels. Water-filled containers are recommended but not required.
- For weights up to 75 lbs., a single layer of plywood can be used. Weights above 75 lbs. shall use two layers of plywood.
 - Plywood panels shall be sized two times (2x) the size of the object or weights' width and length, or diameter. 1ft. x 1ft. square, minimum size.
 - Refrigerators, coolers, freezers, ovens and other cooking appliances must be placed on Event Deck products designed and rated for these uses.
 - All food service and preparation locations shall have a fire extinguisher on site, if double plywood panels are used.

Protection of Turf Surfaces from Food and Beverage Spills

- In any areas designated for food and/or beverage sales, the artificial turf shall be covered with a moisture proof surface in the Service area where ordering, serving, pickup, of products occurs. Turf protection shall extend a minimum of ten (10') feet beyond the service area.
- All trash receptacles shall be placed on a hard surface (plywood or event deck) and have moisture proof protection surrounding the receptacle for an area two times (2X) the size of the receptacle base.
- All portable toilet stations shall be placed on event deck if located on turf surface and have a moisture proof membrane below the decking sized to an area equal to the event decking.

Access and Allowable Vehicles

- Acceptable vehicles for moving equipment and materials on the unprotected turf surface are: Golf Carts, ATV (All Terrain Vehicles), Side By Side, UTV (Utility Task Vehicles), 'mule' Cushman Industrial Carts. Avoid sharp turning movements, sudden stops or starts.
- Motorcycles are NOT allowed on the turf
- All other vehicles shall be limited to event deck surfacing rated by the manufacturer to carry and distribute the intended vehicle loads.
- Semi-tractor/trailers, tour buses, camp trailers, cranes, boom trucks, automobiles, pickup trucks and forklifts must use event decking for travel and maneuvering on the turf surface.
- Trailers towed by approved vehicles shall have similar tire profiles and inflation to the tow vehicle.
- Additionally required machinery may be requested in writing for use on turf. Both the request and the approval must be in writing and approved by The City of Sandpoint.

Seating and Walking Areas

- Congregated auditorium style folding chairs are not required to be placed on a hard surface for use.
- Designated pedestrian walk areas are not required to be covered with hard surfaces.
- High heeled shoes may be challenging on artificial turf

Damage, Repair and Cleaning

- The Festival representatives shall inspect the field with City of Sandpoint official special event representatives prior to lease use to determine whether conditions are safe and/or appropriate for any intended use.
- Cost to repair any damage to the turf system during, or as a result, of Festival activities shall be the responsibility of the Festival. All repairs shall be done by certified artificial turf installers engaged by the City of Sandpoint.
- The Festival shall be notified of damages and required repairs in writing within fourteen (14) days of inspection upon termination of lease period. In the event damages and repairs are required, an installer estimate shall be submitted to the Festival no later than thirty (30) days from lease termination.

ATTACHMENT D
2025 Festival at Sandpoint Permit

Event: The Festival at Sandpoint

Dates: Full Reservation Date Range: Thursday, July 17, 2025-Thursday, August 7, 2025

Series Date Range: Thursday, July 24, 2025-Sunday, August 3, 2025

Permit Location: War Memorial Field and adjacent sidewalk and right-of-way to the North between the facility and Ontario Street and portions of Memorial Field Parking Lot and Lakeview Park, as identified in attached map(s)

Sponsor: The Festival at Sandpoint, Inc., 525 Pine St., Sandpoint, ID 83864

Attn: Veronica Knowlton (208) 265-4554 | veronica@festivalatsandpoint.com

Comments/Conditions:

1. All electrical cords to be insulated from the turf surface with a non-conductive material. Failure to do so may result in the melting of the turf surface.
2. No glass allowed.
3. Only paint approved in writing by Parks Supervisor may be used on the turf surface. No other paint of any kind to be used on the turf surface. City of Sandpoint shall provide thirty six (36) upright stanchions for the duration of the lease agreement.
4. Final Security Plan as submitted and accepted by the Sandpoint Police Chief is to be followed.
5. Temporary/permanent internet service and related infrastructure to be installed, as approved by the City of Sandpoint.
6. Parking area for Festival use is limited to the areas designated in the Festival Parking Lot Map as outlined in Attachment B: Memorial Field Parking Lot (attached). Chalk paint may be used to designate parking areas or number spots but shall be removed at the end of the event dates.
7. Only permitted vehicles are authorized to park on event decking within the fenced-in area. Parking shall be restricted to necessary RV vehicles, and up to twelve (12) passenger vehicles and five (5) tour vehicles as outlined in Attachment B: Event Deck Layout.
8. Large vehicle access for load-in shall be limited to 12:00 a.m.-10:00 a.m. and 9:00 p.m.-2:00 a.m. for load-out. If access is needed outside of this time, the Sandpoint Police Chief shall be notified as far in advance as possible. Outside of these times, parking in the Memorial Field lot is to remain open and unobstructed for public use. All Festival staff and volunteers shall be instructed to park offsite unless permitted to park in leased spaces as outlined in Attachment B, Leased Areas, to limit public impacts for other park uses.
9. Large/heavy vehicle load-in and load-out ONLY to be allowed at the North gate where the concrete is reinforced to withstand heavy vehicles (Gate 5, as depicted on 2025 Event Application, Attachment B). Gate 6 may be used for light-use only.
10. Traffic control plan to be implemented and followed in accordance with the attached plan submitted by TrafficCorp.

11. Any deviations for the approved site plan, TCP, and overall operations as approved by the City shall be submitted to the City in writing for formal consideration and must be approved in writing prior to implementation.
12. Names of booked performers shall be provided to the Special Event Permit Coordinator and Police Chief via email on or before June 1, 2025. Notifications shall also be provided for any artist substitutions.
13. Weekly ticket sales numbers shall be provided to the Special Event Permit Coordinator and Police Chief via email beginning the week of June 16, 2025.
14. A final report on purchased ticket redemptions shall be provided to the Special Event Permit Coordinator no later than August 31, 2025. The City will remit an invoice to the Festival based on final ticket usage and application of the \$2.10/ticket fee as adopted by the Sandpoint City Council.
15. The City will remit an invoice to the Festival for actual utility usage. Payment is required within 30 days of the invoice date.
16. The Festival shall be responsible for all supplies and cleaning of restrooms located at Cotton-Barlow Stadium, as well as the concession stand building. The City Parks & Recreation staff will supply and maintain the public restrooms located at the boat launch and the tennis courts.
17. The City shall be responsible for removal and storage of all sporting equipment for the duration of the lease as detailed in section XIII MISCELLANEOUS.
18. Lessor shall conduct a pre-walkthrough inspection on Tuesday, July 15 at 9:00 a.m. to ensure facilities are clean, stocked, and ready for occupancy. Upon termination of the lease, facilities shall be returned by lessee to lessor in the same condition.
19. Permit subject to satisfactory life/safety inspections. The initial inspection is to be conducted on Wednesday, July 23rd at 4:00PM at which time setup must be 80% complete. Final inspection to be held on the first day of the series Thursday, July 24th at 10:00 a.m. Any re-inspections shall be subjected to fees as adopted on the City's current fee schedule. Public occupancy is subject to approval at final inspection.
20. The Festival shall be notified of damages and required repairs in writing within fourteen (14) days of inspection upon termination of lease period. In the event damages and repairs are required, an installer estimate shall be submitted to the Festival no later than sixty (60) days from lease termination.
21. The Special Event Permit Coordinator is to be the sole point of contact for all event-related questions, concerns, or issues. (208) 946-2065, hkeys@sandpointidaho.gov, Monday-Friday 8:00 a.m.-5:00 p.m.. After hours and weekends, please contact Jason Welker – jwelker@sandpointidaho.gov (208) 290-0137.

Hayley Keys

Hayley Keys

Special Event Permit Coordinator