



Thank you for considering Draper City as the location of your event. We host a variety of events throughout the year from sports events to fundraisers and cultural celebrations. Our goal is to help make the coordination of your event as seamless as possible.

A few tips -

- Because every event is unique, it's important that you consult with us as soon as your plan starts developing. City staff have valuable experience with hundreds of events and they want to see yours succeed. Don't delay contact us.
- Part of the application is the requirement for you to provide a site plan. The best site plans use both a written narrative and a map to describe the event and all the activities associated with it. An accurate and detailed site plan is the most critical part of your application.
- We recommend not advertising or promoting your event until the event is approved by the City. Event organizers advertising an event or collecting fees prior to the issuance of an approved permit, do so at their own risk.

Best wishes for a successful event,

David Wilks - Special Event Coordinator
1020 East Pioneer RD
Draper, UT 84020

(801) 576 6584
david.wilks@draper.ut.us





SPECIAL EVENT PERMIT APPLICATION

Parks & Recreation ▪ 1020 E Pioneer RD ▪ (801) 576-6584 ▪ david.wilks@draper.ut.us

Type of special event (check one):

<input type="checkbox"/> STANDARD SPECIAL EVENT <ul style="list-style-type: none"> ▪ Less than 500 participants and spectators. ▪ \$50 fee required (payment of fee does not guarantee event approval). ▪ Application must be submitted a minimum of 45 days prior to the event. 	<input type="checkbox"/> FILMING EVENT <ul style="list-style-type: none"> ▪ More than four participants. ▪ \$175 fee is required and covers three site locations (payment of fee does not guarantee event approval). ▪ Application must be submitted a minimum of 4 days prior to the event. 	<input type="checkbox"/> LARGE SCALE SPECIAL EVENT <ul style="list-style-type: none"> ▪ More than 500 participants and spectators. ▪ \$250 fee required (payment of fee does not guarantee event approval). ▪ Applications must be submitted a minimum of 90 days prior to the event.
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Event name: _____

Briefly describe event: _____

Estimated Attendance: # Participants _____ + # Spectators _____ + # Staff _____ = Total # _____

Event date: _____ Start time: _____ End time: _____

Set up: start time & date _____ Clean up: end time & date _____

Event location: _____

Applicant name: _____

Sponsoring organization: _____

Mailing address: _____ City _____ State _____ Zip _____

Email address: _____

Day Phone: _____ Cell Phone: _____

Person who will be present at event and directly responsible for all activities:

Name: _____ Cell phone: _____

REVIEW QUESTION	CHECK Y/N	PROVIDE DETAILS HERE
<p><i>Will event include merchandise or service vendors?</i></p> <ul style="list-style-type: none"> ▪ All vendors must: <ul style="list-style-type: none"> - Obtain a Single Event Business License from Draper City at least two weeks prior to the event. Contact the Draper City Community Development office (801) 576-6530 for information and application, there is a \$20 fee, and; - Contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and obtain a Temporary Sales Tax License and Special Return. The license/return is only good for the event it is issued. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p><i>Number of vendors and types of merchandise or service:</i></p>

<p>Will event include food vendors?</p> <ul style="list-style-type: none"> ▪ All food vendors must: <ul style="list-style-type: none"> - Obtain a Single Event Business License from Draper City at least two weeks prior to the event. Contact the Draper City Community Development office (801) 576-6530 for information and application, there is a \$20 fee, and; - Contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and obtain a Temporary Sales Tax License and Special Return, and; - Have a current food service permit from Salt Lake Valley Health Department. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>List number of food vendors and describe what type i.e., trucks/trailers, stands, tents:</i>
<p>Will fees be charged to participate in or attend this event?</p> <ul style="list-style-type: none"> ▪ Events charging a fee to participate must: <ul style="list-style-type: none"> - Obtain a Single Event Business License from Draper City at least two weeks prior to the event. Contact the Draper City Community Development office (801) 576-6530 for information and application, there is a \$20 fee, and; - Contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and obtain a Temporary Sales Tax License and Special Return. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>List the fees charged:</i>
<p>Will complimentary food be served at event?</p> <ul style="list-style-type: none"> ▪ Contact with the Salt Lake Valley Health Department must be made (385) 468-3845 to determine if permit is required, additional fee may be required. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe food and who is serving:</i>
<p>Will event be held on private property?</p> <ul style="list-style-type: none"> ▪ Events on private property must: <ul style="list-style-type: none"> - Provide written approval of the property owner, and; - Provide evidence that notification of the event taking place has been issued to all adjacent property owners. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Property owner's contact information:</i>
<p>Will event be held in a city park or facility?</p> <ul style="list-style-type: none"> ▪ If the event takes place at a city park or facility, the park or facility must be reserved. Contact Draper City Parks & Recreation office (801) 576-6570 to check availability, and for information, additional fees and deposit are required. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Have you made a reservation:</i>
<p>Will event use a city trail?</p> <ul style="list-style-type: none"> ▪ Events using city trails must complete and submit a Trail Event Permit Application, pay \$200 trail event fee, \$200 refundable deposit and per participant fees. ▪ Contact Draper City Parks & Recreation office (801) 576-6570 for information and application. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>List trails used:</i>
<p>Is event a bike race in Corner Canyon?</p> <ul style="list-style-type: none"> ▪ There are restrictions on bike events in Corner Canyon: <ul style="list-style-type: none"> - No more than 1 weekend event (Fri-Sat) within the same month. - No more than 2 weekday events (Mon – Thurs) within the same month. ▪ Contact Draper City Parks & Recreation office (801) 576-6570 to check availability. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Have you checked availability with the Draper City Parks & Recreation office?</i>
<p>Will event take place in Corner Canyon?</p> <ul style="list-style-type: none"> ▪ Corner Canyon includes U.S. Forest Service property. Events on USFS property must obtain a Special-Use Permit for Recreation Event from the Forest Service, there are additional fees, contact USFS (801) 733-2660 for information and application. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Have you ascertained if your event crosses U.S. Forrest Service property?</i>

Will event be held after daylight hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe number and type of lighting:</i>
Will event include live music or amplified sound? ▪ Amplified music or sound is prohibited in city parks and facilities.	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe:</i>
Will event use temporary structures (tent or canopy)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe size and will side walls be used:</i>
Is event a solicitation or fundraiser for a charity? ▪ Contact with the Utah Division of Consumer Protection must be made (801) 530-6601 to determine if a Charitable Organization Permit is required.	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Provide charity contact information:</i>
Will temporary promotional signs be placed in Draper advertising the event? ▪ Contact Draper City's special event coordinator (801) 576-6584 and obtain a Temporary Sign Permit.	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe the number and size of signs:</i>
Will event include fireworks? ▪ Contact United Fire Authority (801) 743-7200 and obtain a Commercial Fireworks Display Permit, there is an additional	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe:</i>
Does event involve the sale or consumption of alcohol? ▪ Events involving alcohol must: - Obtain an alcohol Single Event Permit from Draper City, contact Draper City Community Development office (801) 576-6530 for application and information, there is an additional fee, and; - Obtain Temporary Alcohol Permit from the Utah Department of Alcohol Beverage Control. Contact the DABC (801) 977-6800 for application and information,	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe:</i>
Will event attract 500 people or more, for two or more hours? ▪ Contact Salt Lake Valley Health Department (385) 468-3845 to obtain a Mass Gathering Permit, there is an additional fee.	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Have you applied for Mass Gathering Permit?</i>
Are participants timed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe:</i>
Will event take place on city streets? ▪ Traffic control assistance from Draper Police will probably be required, two-hour minimum, \$50.50 per hour, per officer. ▪ No more than two events per month are allowed when police are required, and none in the month of July. ▪ Invoices for police services must be paid no later than 30 days prior to event at Draper City Hall Recreation office; police services have not been secured until this invoice has been paid.	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>List streets used:</i>
Does event require a full road closure? ▪ Full street closures require a separate street closure permit, permit fee is \$500, contact Draper City Engineering office (801) 576-6536 for information and application.	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe why, where and for how long:</i>
Does event cross city boundaries? ▪ Approval from each city must be supplied.	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>List boundaries crossed:</i>

<p>Will event use State ST, 12300 S, 11400 S, 700 E, or Bangerter Hwy?</p> <ul style="list-style-type: none"> Events using roads governed by Utah Department of Transportation must obtain a UDOT Special Event Permit, contact UDOT for information (801) 887-3717, there is an additional fee. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	List which streets:
<p>Is this a filming event?</p> <ul style="list-style-type: none"> Filming events must: <ul style="list-style-type: none"> Provide a short written description of and schedule for the proposed filming to the owners and occupants in any affected neighborhoods, and; Talk with the owners and occupants of all such property, and; Submit as part of this application a report noting any owner's or occupant's reaction along with the addresses and phone numbers of all such property owners and occupants. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	How many locations will be used?

SITE PLAN

A site plan must be submitted with this application; *without a site plan your application will not be accepted*. Site plans must include the following:

- Layout of the entire property to be used for the event
- Explain all event activities
- Provide the exact address of the event site
- Name and 24-hour contact information of the on-site coordinator
- Show parking areas and personnel
- Provide security plan with number and type of personnel
- Number and location of sanitation facilities
- Number and size of waste containers
- The location, number, and size of all event signs
- Medical and first aid stations
- Food and merchandise vendor areas
- Temporary and permanent power sources
- Water stations
- Show all entrances, exits, roadways, and walkways
- Bike and foot races must also include map showing course route, start & finish points, and volunteer/race marshal locations

INSURANCE

Liability insurance with a minimum \$2-million-dollar coverage is required prior to the issuance of a special event permit. The liability insurance must also name Draper City as an additional insured.

By applying for a special event permit, applicant agrees they have the sole responsibility to be knowledgeable about, fully understand, and comply with all Draper City, county, state and federal, laws, ordinances, and regulations associated with the proposed event. Applicant certifies that the information in this application is true and correct and is a complete and accurate representation of the planned event.

Applicant's signature:	Name printed:	Date
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