



**T**hank 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 to provide a site plan. The best site plans use both a written narrative and a map to describe the proposed event and all the activities associated with it. An accurate and detailed site plan is the most critical part of the 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*  
(801) 576 6584  
[david.wilks@draper.ut.us](mailto: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"/> <b>STANDARD SPECIAL EVENT</b> <ul style="list-style-type: none"> <li>- Less than 500 participants and spectators</li> <li>- \$50 nonrefundable fee required</li> <li>- Application must be submitted a minimum of 45 days prior to the event</li> </ul>	<input type="checkbox"/> <b>FILMING EVENT</b> <ul style="list-style-type: none"> <li>- More than four participants</li> <li>- \$175 fee nonrefundable fee required for every three site locations</li> <li>- Application must be submitted a minimum of four business days prior to the event</li> </ul>	<input type="checkbox"/> <b>LARGE SPECIAL EVENT</b> <ul style="list-style-type: none"> <li>- More than 500 participants and spectators</li> <li>- \$250 nonrefundable fee required</li> <li>- Applications must be submitted a minimum of 90 days prior to the event</li> </ul>
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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 THE QUESTION	CHECK Y/N	PROVIDE DETAILS HERE
<p><b><i>Will event be held in a city park or facility?</i></b>            If the event takes place at a city park or facility, the park or facility must be reserved. Contact the Parks &amp; Recreation office (801) 576-6570 for information and to check availability, additional fees and deposit are required.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p><i>Have you made and paid for the reservation?</i></p>
<p><b><i>Will event be held on private property?</i></b>            Events on private property must:</p> <ul style="list-style-type: none"> <li>- Provide written approval of the property owner, and;</li> <li>- Provide evidence that notification of the event taking place has been issued to all adjacent property owners.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p><i>Provide property owner's contact information:</i></p>

<p><b>Will fees be charged to participate or attend the event?</b>  Events charging a fee must:</p> <ul style="list-style-type: none"> <li>- Immediately contact the Utah State Tax Commission Special Events Unit (801) 297-630, register the event, and obtain a temporary sales tax license number and special return, then;</li> <li>- Obtain a Single Event Business License from Draper City at least two weeks prior to the event. Contact the Community Development office at (801) 576-6530 for information and the application. There is a \$20 fee and the application and fee must be submitted in person at Draper City Hall, Community Development office.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>List the fees charged:</i>
<p><b>Will event include food, merchandise or service vendors?</b>  All vendors must:</p> <ul style="list-style-type: none"> <li>- Immediately contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and obtain a temporary sales tax license number and special return, then;</li> <li>- Each vendor must obtain a Single Event Business License from Draper City at least two weeks prior to the event. Contact the Community Development office at (801) 576-6530 for information and the application. There is a \$20 fee for each single event business license, and the application and fee must be submitted in person at Draper City Hall, Community Development office.</li> <li>- Additionally, food vendors must have current Food Service Permit from Salt Lake Valley Health Department, contact them at (385) 468-4100 for information.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>List number of vendors and types of merchandise or service:</i>
<p><b>Will complimentary food be served at event?</b>  If yes, contact the Salt Lake Valley Health Department at (385) 468-3845 to determine if Temporary Food Permit is required.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe food and who is serving:</i>
<p><b>Will event use a city trail?</b>  Events using city trails must:</p> <ul style="list-style-type: none"> <li>- Complete and submit a Trail Event Permit Application, pay \$200 trail event fee and \$200 refundable deposit, and;</li> <li>- Pay per participant fees after the event.</li> <li>- Contact Special Event Coordinator at (801) 576-6584 for information and application.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>List trails used:</i>
<p><b>Is event a bike race in Corner Canyon?</b>  There are restrictions on bike events in Corner Canyon:</p> <ul style="list-style-type: none"> <li>- No more than 1 weekend event (Fri-Sat) within the same month, and;</li> <li>- No more than 2 weekday events (Mon – Thurs) within the same month.</li> <li>- Contact Parks &amp; Recreation office at (801) 576-6570 for information and to check availability.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Have you checked availability with the Parks &amp; Recreation office?</i>
<p><b>Will event take place in Corner Canyon?</b>  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 the USFS at (801) 733-2660 for information and application.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Have you ascertained if your event crosses U.S. Forest Service property?</i>
<p><b>Will event include live music or amplified sound?</b>  Amplified music or sound is prohibited in city parks and facilities.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Describe:</i>

<p><b>Will event use temporary structures (tent, stage, canopy, etc.)?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Describe type and size:</i></p>
<p><b>Is event a solicitation or fundraiser for a charity?</b> If yes, contact the Utah Division of Consumer Protection at (801) 530-6601 to determine if a Charitable Organization Permit is required.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Provide charity contact information:</i></p>
<p><b>Will temporary promotional signs be placed in Draper advertising the event?</b> Temporary signs for events that have been issued a Special Event Permit are allowed, however, restrictions apply. You must complete and submit a Temporary Signage Permit Application, call the Special Event Coordinator at (801) 576-6584 for information and the application.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Provide number and size of signs:</i></p>
<p><b>Will event include fireworks?</b> If yes, contact United Fire Authority at (801) 743-7200 and obtain a Commercial Fireworks Display Permit, there are additional fees.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Describe:</i></p>
<p><b>Does event involve the sale or consumption of alcohol?</b> Events involving alcohol must:  <ul style="list-style-type: none"> <li>- Obtain an Alcohol Single Event Permit from Draper City, contact the Community Development office (801) 576-6530 for application and information, there is an additional fee, and;</li> <li>- Obtain Temporary Alcohol Permit from the Utah Department of Alcohol Beverage Control. Contact the DABC (801) 977-6800 for application and information, there is an additional fee.</li> </ul> </p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Describe:</i></p>
<p><b>Will event attract 500 people or more and last for two or more hours?</b> Contact Salt Lake Valley Health Department (385) 468-3845 to obtain a Mass Gathering Permit, there is an additional fee.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Have you applied for Mass Gathering Permit?</i></p>
<p><b>Will event take place on city streets?</b>  <ul style="list-style-type: none"> <li>- Traffic control assistance from Draper Police may be required, two-hour minimum, \$50.50 per hour, per officer.</li> <li>- No more than two events per month are allowed in Draper where police are required, and none in the month of July.</li> <li>- Invoices for police services must be paid no later than 30 days prior to event at Draper City Hall Parks &amp; Recreation office; police services have not been secured until invoice has been paid.</li> </ul> </p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>List streets used:</i></p>
<p><b>Does event require a full road closure?</b> Full road closures require a separate Street Closure Permit, permit fee is \$500, contact Draper City Engineering office (801) 576-6536 for information and application.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Describe why, where and for how long:</i></p>
<p><b>Will event use State ST, 12300 S, 11400 S, 700 E, or Bangerter Hwy?</b> Events using roads governed by Utah Department of Transportation must obtain a UDOT Special Event Permit, contact UDOT at (801) 887-3717 for application and information, there is an additional fee.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>List which streets:</i></p>

<p><b>Is this a filming event?</b>          Filming events must:</p> <ul style="list-style-type: none"> <li>- Provide a short written description of and schedule for the proposed filming to the owners and occupants in any affected neighborhoods, and;</li> <li>- Talk with the owners and occupants of all such property, and;</li> <li>- 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.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	How many locations will be used?
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**SITE PLAN**

A separate site plan must be submitted with this application, without a site plan, your application cannot be processed. The site plan must include:

- 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 and site cleanup plans
- 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
- Show the specific area designated for ingress and egress of emergency vehicles including what barriers to regulate vehicular & pedestrian traffic

**INSURANCE**

Events are required to have liability insurance with a minimum \$2-million-dollar coverage prior to the issuance of a special event permit. The liability insurance must name Draper City as an additional insured. The insurance certificate must be provided at least five days before the event. List the address below as Certificate Holder and email the certificate:

Draper City  
 1020 East Pioneer RD  
 Draper, UT 84020  
 Email: david.wilks@draper.ut.us

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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