



SPECIAL EVENT PERMIT APPLICATION

Event name _____

Brief event description _____

Participants + # Spectators + # Staff = Est. Attendance _____

Start & end date _____ Start & end time _____

Event location _____

Property owner of event location _____

Applicant name _____

Email address _____

Mailing address _____

City _____ State _____ Zip code _____

Phone _____

Sponsoring organization (if any) _____

EVENT TYPE (check one)

- Standard Event** (less than 500 attendance)
\$50 nonrefundable fee required, application must be submitted a minimum of 45 days prior to the event
- Large Scale Event** (more than 500 attendance)
\$250 nonrefundable fee required, application must be submitted a minimum of 90 days prior to the event
- Filming Event**
\$175 nonrefundable fee required per every three site locations, application must be submitted a minimum of four business days prior to filming

EVENT DETAILS (answer all questions)

- Will event be attended by more than 500 people AND last for more than two hours?** Yes No
If yes, you must also obtain a mass gathering permit from the Salt Lake County Health Department, call (385) 468-3845 for information.
- Will event be held in a city park or facility?** Yes No
If yes, the city park or facility must be reserved, contact the Parks & Recreation office (801) 576-6570 for information and to check availability.
- Will event be held on private property?** Yes No
If yes, you must provide written approval of the property owner and evidence that notification of the event has been issued to all adjacent property owners.
- Will event use any city trail?** Yes No
If yes, you must also submit a trail event permit application, pay a \$200 trail event fee, a \$200 refundable deposit, and per participant fees. Contact the Special Event Coordinator (801) 576-6584 for information.
- Will event take place in Corner Canyon?** Yes No
Corner Canyon includes U.S. Forest Service property. Events crossing USFS property must also obtain a special-use permit for recreation event from the USFS, call (801) 733-2660 for information. Contact the Special Event Coordinator (801) 576-6584 to determine if your event crosses USFS property.
- Will event include a bike race in Corner Canyon?** Yes No
There are restrictions on the number of bike events in Corner Canyon with no more than one weekend event (Fri. – Sun.) and no more than two weekday events (Mon. – Thurs.) allowed within the same month. Contact the Special Event Coordinator (801) 576-6584 for availability and information.
- Will event include amplified music or sound?** Yes No
Amplified music or sound is prohibited in all city parks and facilities.

Are you erecting a tent over 400 sq. ft.? Yes No

An inspection may be required, contact the Special Event Coordinator (801) 576-6584 for information.

Will event include fireworks? Yes No

You may be required to obtain an additional permit, contact the Special Event Coordinator (801) 576-6584 for information.

Is the event a solicitation or fundraiser for a charity? Yes No

Events must be in full compliance with the Utah Charitable Solicitations Act which requires charities to register annually with the Utah Division of Consumer Protection, unless they are exempt. Contact the Utah Division of Consumer Protection (801) 530-6601 for information. If applicable Draper City will not issue their special event permit until the Division of Consumer Protection has issued a charitable organization permit and a letter of approval has been issued.

Does event involve the sale or consumption of alcohol? Yes No

If yes, you must obtain an alcohol single event permit from Draper City, contact the Community Development office (801) 576-6530 for information. You must also obtain a temporary alcohol permit from the Utah Department of Alcohol Beverage Control, contact them (801) 977-6800 for information.

Are you placing promotional signs in Draper City advertising the event? Yes No

If yes, you must submit a temporary signage permit application, contact the Special Event Coordinator (801) 576-6584 for information.

Will event take place on Draper City streets? Yes No

Traffic control support from Draper City Police Department and a traffic control plan may be required. Contact the Special Event Coordinator (801) 576-6584 for information.

Are you requesting support from the Draper City Police at the event? Yes No

A request for police support is no guarantee of approval. If approved, cost is \$50.50 per hour, per officer, with a two-hour minimum. There are restrictions on the number of events in Draper City that can receive police support, with no more than two events per month allowed and none in the month of July. Police services have not been secured until cost has been paid in full.

Will event use State ST, 12300 S, 11400 S, 700 E, or Bangert Hwy? Yes No

If yes, you must also obtain a UDOT special event permit from the Utah Department of Transportation, call (801) 887-8763 for information.

Will event require a full road closure? Yes No

If yes, you must also obtain a Draper City street closure permit, contact the Special Event Coordinator (801) 576-6584 for information.

Will fees be charged to participate or attend the event? Yes No

If yes, list fees charged: _____

You must contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and register the event. You must also obtain a single event business license from Draper City at least two weeks prior to the event, contact the Community Development office (801) 576-6530 for information. If applicable Draper City will not issue their special event permit until the event has been registered with the Utah State Tax Commission Special Events Unit.

Will merchandise or services be sold at the event? Yes No

If yes, list number and type of merchandise vendors: _____

You must contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and register the event. Each vendor must also obtain a single event business license from Draper City at least two weeks prior to the event, contact the Community Development office (801) 576-6530 for information. If applicable Draper City will not issue their special event permit until the event has been registered with the Utah State Tax Commission Special Events Unit.

Will food be sold at the event? Yes No

If yes, how many food vendors: _____

All food vendors at the event must display (i) a current business license from a political subdivision within the State of Utah; and (ii) a current health department food truck permit from a local health department within the State of Utah; and (iii) a current approval of a political subdivision within the State of Utah that shows that the food truck has passed a fire safety inspection. Food vendors not displaying these three items shall not be allowed to operate. Additionally, applicant must contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and register the event. If applicable Draper City will not issue their special event permit until the event has been registered with the Utah State Tax Commission Special Events Unit.

Will complimentary food be served at event?

Yes No

If yes, describe food and who is serving: _____

You must contact the Salt Lake Valley Health Department (385) 468-3845 to determine if a temporary food permit is required. If applicable Draper City will not issue their special event permit until the Salt Lake County Health Department has issued a temporary food establishment permit.

INSURANCE REQUIREMENTS

Applicants must provide liability insurance with a minimum two million dollars (\$2,000,000) per occurrence, with three million dollars (\$3,000,000) general aggregate coverage. The liability insurance must name Draper City as an additional insured.

SECURITY & CONTROL PLAN

Describe the security, patron, and crowd control plan, including the number and type of staff that will be on site (attach separate sheet if needed):

PARKING PLAN

Describe the event parking plan (attach separate sheet if needed):

EMERGENCY SERVICES

Describe the event first aid and emergency services plan (attach separate sheet if needed):

SITE PLAN

In the space below depict the proposed layout of the entire property to be used for the event and show all activities associated with the event, including the following (attach separate sheet if needed):

- Restrooms, water stations, & waste container
- Food & merchandise vendor areas
- Entrances, exits, roadways, and walkways
- Parking areas for participants & staff
- Live entertainment & sound systems
- Medical/first aid station
- Temporary & permanent power sources
- Emergency vehicle ingress & egress
- Exact address of the event location
- Temporary structures

AFFIDAVIT

By applying for a special event permit, applicant agrees that they have the sole responsibility to be knowledgeable about and comply with all local, state and federal laws 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.

As required by the Federal Americans with Disabilities Act of 1990, as amended, all special events held on city property (including buildings, parks, and public rights-of-way) must be accessible to people with disabilities. Applicant acknowledges that special events are required to meet all ADA requirements and are the responsibility of the applicant.

In consideration for the issuing of a special event permit and use of city streets and sidewalks or city property, the applicant agrees to indemnify, save harmless and defend Draper City, its officers and employees, against any claim for loss, damage or expense sustained by any person on account of injury, death or property damage occurring by reason of or arising out of the special event.

Applicant Signature

_____ **Date**