



SPECIAL EVENT APPLICATION

NOTE: APPLICATION IS DUE 45 DAYS PRIOR TO EVENT

A Special Event Application **MUST** be completed for any event that is planned to take place on North Salt Lake City property when the public is invited to attend or any event that involves blocking public streets or sidewalks. It is also required for a private event that involves more than 200 people. **Adopted 21 Jan 2014**

Name of Event:		Event Date(s):	Time:
Type of Event: <input type="checkbox"/> Public Gathering <input type="checkbox"/> Private Gathering <input type="checkbox"/> Parade (include map) <input type="checkbox"/> Walk or Run (include map) <input type="checkbox"/> Demonstration or rally <input type="checkbox"/> Other: _____			
Location (City Park, Trail, street location or starting point) Include a map with this application that shows all items checked on the following pages:			
Description of assistance requested from North Salt Lake City departments (Police, Streets, Parks, etc.). Additional details should be provided on subsequent pages: <p style="font-size: small; margin-top: 20px;"> Note: Unless the City has agreed to provide such services, you are responsible for cleaning the special event area of clutter & debris and disposing of all waste in accordance with city rules and regulations. You are also responsible for any property damage. </p>			
Set-Up: Day of week: Date: Time:	Take Down: Day of week: Date: Time:	Estimated Attendance If expected attendance is 500 or more, Mass gathering rules may apply. <hr/> Participants: Spectators:	
Priority: Section 3 of the Athletic Field Use Policy and the Trail Use Policy establish North Salt Lake City's priority when considering use applications for City facilities.	Estimate of North Salt Lake resident participants %		
Organization: Name: _____ Phone: _____ Contact: Name: _____ Daytime Phone: _____ Street: _____ Cell or Evening Phone: _____ City: _____ State: _____ Zip: _____ FAX: _____ Email: _____ Website: _____			
Secondary Contact: Name: _____ Phone: _____ Email: _____			
I agree to abide by all rules and regulations of North Salt Lake City and any county, state or federal laws that may be applicable to my event. I agree to indemnify and hold harmless North Salt Lake City Corporation from any and all liability or obligation arising from or in connection with this event. If submitting this application electronically, I agree to be legally bound by the terms and conditions contained in the Application.			
Signature (or name if form is transmitted electronically):			Date:
Received by::			Date:

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event. North Salt Lake City Corporation reserves the right to deny approval of special events that do not comply with City ordinances and/or policies.

Yes	No	ITEM	DETAILS	Fee
<p>Please answer yes or no on all items below as they relate to your event. If requested, provide a detailed explanation under “details” for each “yes” item. Refer to the individual requirements in each section. The information you give us will help us to provide you the best service possible. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. Some items may require additional permits, licenses, or insurance. Events that require extra city support may be assessed fees for services. You will be notified of any fees and they will be payable before your event permit can be issued. If you have questions, please contact the City Manager’s office (801) 335-8709. Your permit will be issued after all necessary departments have responded with their recommendations or approval.</p>				
		Liability Insurance	Certificate of insurance must be provided. North Salt Lake City shall be an addition named insured. Liability limits shall be \$2,000,000 combined single limit for personal injury and property damage. The certificate should be provided to North Salt Lake City with submission of this application.	Events must provide their own insurance.
		Company/Agent: Telephone #: Address: City:	Fax #: State: Zip:	
		Sales Tax	Utah State Tax Commission has been contacted. Call their special events office for tax reporting requirements – 801-297-6303	
		Admission to be charged	Prices:	No Fee
		Special Event Deposit	A deposit is required for each event. Deposit amount is determined by estimated participants and can be found in the comprehensive fee schedule. Deposits minus incurred costs are refundable.	Payable to Licensing Dept.
		Sales – Merchandise, food and/or vendors	Each vendor is required to have a temporary Special Public or Civic Event License. The cost is either \$5 per day, \$15 for up to 7 consecutive days, or a series of weekends up to 15 weeks for \$25. It is preferable that the event coordinator obtain the licenses for all vendors prior to the event	Payable to Licensing Dept.
		Alcoholic Beverages	It shall be unlawful for any person to consume beer or any alcoholic beverage, or to have in his or her possession any beer or alcoholic beverage, within any public park within the jurisdiction limits of the city. (Ord. 94-4, 4-19-1994)	
		Park Reservation	If the event includes use of a North Salt Lake City Park, the park must be reserved. All applicable reservation fees will be charged and must be paid before the reservation can be confirmed. Small, non-reservable parks are not available for special events because of the lack of sufficient facilities and services required for large functions. A site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application.	Fees payable NSL City
		Which Park is reserved? _____		
		Large Inflatables	Shall not be located on grass areas for more than a 12 hour period. Please provide a description of inflatable type. North Salt Lake City reserves the right to deny approval of any inflatable.	
		Electrical requirements	Identify electrical needs and they will be accommodated if possible. Otherwise, generators must be provided by the event organizers.	

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		Trash Cans / Collection	Tipping fee is \$10 per can if extra trash cans are provided by the city. Parks normally have sufficient trash cans provided with a paid reservation. Number & locations of extra trash cans requested:	
Fire Marshal Concerns:				
		Canopies or Tents Quantity Size ----- ----- ----- ----- ----- ----- -----	Per fire code, a permit from the Fire Department is required for any membrane structure or tent with sides and an area of more than 400 square feet; Tents without sides over 700 square feet require a permit. Multiple tents placed side by side (grouped together) may not exceed 700 square feet in combined area. A clearance of at least 12 feet between structures, other tents or groups of tents will be provided. Please contact the South Davis Metro Fire Marshal's office for permits or questions- 801-677-2400 <input type="checkbox"/> Yes <input type="checkbox"/> No Tents will have side walls. <input type="checkbox"/> Yes <input type="checkbox"/> No Heaters will be utilized.	
		Fencing or scaffolding	List sizes. May require Fire Marshal inspection.	
		Fireworks / Pyrotechnics	Prohibited in North Salt Lake City parks and Trails	
		Fire (candles, heaters, fireplace, campfire, etc.)	Describe in detail:	
		Propane gas	Tanks must be secured and may require inspection by the Fire Marshal. Fire extinguishers must be on site.	
		First Aid Station	Requests for ambulance and EMT services must be submitted to the fire department. Call 801-677-2400 to make arrangements.	Fees payable to Fire Dept
Police Department Concerns				
		Music Amplification	Noise Ordinance is applicable. All events with amplified music must apply for a Noise Ordinance Variance.	
		PA System	Noise Ordinance may be applicable. If noise ordinance limits are to be exceeded, application must be made for a Noise Ordinance Variance.	
		Noise Ordinance Variance	Noise Ordinance variance has been applied for.	

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		Foot Race or Walk	Please provide a map showing route including start, finish, traffic control points, volunteer locations, and aid stations (if applicable). Course markings must be done with chalk. Entire course must be cleaned up after the event. In the description of your event on page 5, describe where participants will be on the roadways, number of volunteers or police officers, how you plan on controlling traffic, who has right- of-way, etc.	
		Vehicles <input type="checkbox"/> Cars <input type="checkbox"/> Bicycles <input type="checkbox"/> Motorcycles <input type="checkbox"/> ATV's <input type="checkbox"/> Other	Driving on Trails or lawns in parks is prohibited unless special permission has been granted. Describe vehicular activity:	
		Road Closure Roads to be closed:	Please attach a map. A 20 foot open fire lane must be maintained at all times. You must provide your own barricades and signs. Signage and barricading must comply with UDOT standards. Closures of state highways require a UDOT encroachment permit as well as a traffic control plan. (US 89 & Redwood Rd) Applications must be done online at www.udot.utah.gov or call 801-620-1600. <input type="checkbox"/> We will provide everything to close road and will do it ourselves. <input type="checkbox"/> We need City to close road. Fees will be assessed and are payable in advance. (Mandatory meeting for City barricading plan – call 801-335-8723 to schedule.)	
		Security / Crowd Control	Events must provide their own security. If the police department determines that police presence is necessary or if the event requests police presence, a fee will be assessed. List assistance needed:	Fees payable to Police Department
		Traffic Control	If traffic control is provided by police a fee will be assessed. List assistance needed:	Fees payable to Police Department
Health Department Concerns:				
		Health Department	Health Department has been contacted (necessary for mass gathering or if you are having food vendors at your event).	

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		Mass Gathering Expected attendance:	If a public event has 500 people in attendance for over two hours, a mass gathering permit must be applied for through the Davis County Health Department, Food Facilities Bureau: 22 South State Street Clearfield, Utah 84015 Phone 801-525-5120 Website: http://www.daviscountyutah.gov/health/ Application is due at least 30 days before the event is to be held. Fees are determined by the health department and may vary according to activities at the event.	Fees payable to Health Dept
		Porta Potties / Toilets / Hand Washing Stations (As Per Mass Gathering Permit)	Attendance anticipated at over 500 people for more than 2 hours: If available permanent facilities do not meet the requirements of the mass gathering law, you must provide portable toilets and hand washing stations (hand sanitizers in winter) if available. Indicate quantity & locations on your map or list them below if a map is not required. Please note that portable toilets cannot be located within 100 feet of food. Quantities & Locations:	Event must provide its own portable units.
		Food <input type="checkbox"/> preparation on site <input type="checkbox"/> sales <input type="checkbox"/> catered by restaurant <input type="checkbox"/> prepackaged food <input type="checkbox"/> food vendors	Health Department needs to be contacted - A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact: Davis County Health Department, Food Facilities Bureau: 22 South State Street Clearfield, Utah 84015 Phone 801-525-5120 Website: http://www.daviscountyutah.gov/health/ When the permit is obtained, a copy should be forwarded to North Salt Lake City Parks, Trails, Arts and Recreation secretary. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times. If cooking with oils, such as in a deep fryer, a pan with oil or other type of device with oil being over a ¼ inch in depth, a “K” type fire extinguisher is required.	Fees payable to Health Dept

Please describe your event. Attach additional pages if necessary.

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Do not write below this section. You will be notified of approval, modifications needed, fees, or denial of your event after your application has been reviewed by all departments involved in the approval process.

EVENT APPROVALS:		DEPARTMENTAL RECOMMENDATIONS
Department Approval Signatures:		COMMENTS Including denial of event or modification needed. Include fees to be billed
City Manager:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Police:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Fire:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Public Works & Parks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Other Approval or Information Copy:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Special Events (If Applicable)	Info	Copy of event application sent to: <input type="checkbox"/> Utah State Tax Commission FAX 801-297-6358 <input type="checkbox"/> Davis County Health Department FAX 801-525-5119 <input type="checkbox"/> UDOT FAX 801-620-1665 <input type="checkbox"/> UTA FAX 801-626-1218

