



### SPECIAL EVENT PERMIT APPLICATION

- I. Salt Lake County Ordinance Chapter 14.56 requires that the sponsor of any organized race, run, walk, bicycle race, block or neighborhood party, parade, carnival or similar activity, occurring in any unincorporated Salt Lake County public roadway or property must request permission of the County, through submission of this form to **Salt Lake County Engineering, 2001 South State Street # N3-120, PO BOX 144575, SLC, UT 84114-4575; Fax (385)468-6603.**
- II. Block parties will submit paperwork with the signatures of the affected neighbors' concurrence to the road-closure.
- III. Block parties, political events, parades of less than one mile, school events held on, or directly adjacent to, school property, and events sponsored in whole by the County are excepted from the insurance requirements set forth in section 14.56.100 of the Salt Lake County ordinance.
- IV. Salt Lake County reserves the right to deny permit applications for proposed special events which pose a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public.
- V. Applicants are encouraged to submit the permit application, including payment, liability insurance certificate, and map, to the permits section at least thirty (30) calendar days before the event is scheduled to take place, but **no later than twenty-one (21) calendar days prior to the event.**
- VI. A violation of Salt Lake County Ordinance Section 14.56.040 shall be a Class B Misdemeanor. Failure to obtain a permit as required by this chapter may also result in enforcement action by the Unified Police Department which, in its discretion, may stop an event which has not been issued a permit and/or may issue citations where event staff or participants violate other state statutes or county ordinances, including but not limited to traffic rules and regulations, disturbing the peace, public issues, failure to disperse, trespass, or other health and safety regulations.
- VII. Any request for events on public roadways, except as covered by (III) above or sponsored by a County agency, must have obtained a certificate of insurance naming Salt Lake County as an additional insured as indicated in Salt Lake County Ordinance 14.56.120.

NAME & ADDRESS OF EVENT: \_\_\_\_\_

TYPE/DESCRIPTION OF EVENT: \_\_\_\_\_

ADMISSION FEE/ DONATION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: (start) \_\_\_\_\_ (end) \_\_\_\_\_

CHECK FOR PROCESSING FEE MADE PAYABLE TO SALT LAKE COUNTY (PLEASE CONTACT PERMIT SPECIALIST BEFORE ENCLOSING): Yes No

CERTIFICATE OF \$1,000,000.00 LIABILITY INSURANCE NAMING SALT LAKE CNTY AS ADDITIONAL INSURED ATTACHED: Yes No

WILL ANY AMPLIFIED MUSIC OR PUBLIC ADDRESS SYSTEM BE USED AT THE EVENT: Yes No

NAME OF SPONSORING GROUP: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PROPOSED LOCATION: INCLUDE A ROUTE MAP, BARRICADE PLAN, AND/OR DETOUR MAPS AS REQ. \_\_\_\_\_

TIMES OF ROAD CLOSURE IF NEEDED: \_\_\_\_\_

INCLUDE A SITE PLAN INDICATING THE LOCATION OF THE FOLLOWING FEATURES:

- |  |                                 |                                   |
|--|---------------------------------|-----------------------------------|
| a. Name of Area                                | d. Restrooms & Water Facilities | g. EMT Center / First Aid Station |
| b. Address                                     | e. Waste Containers             | h. Contact Person / Coordinator   |
| c. Entrances, Exits, Roadways, Walks & Parking | f. Food Stands                  | i. Security Staff                 |

YOUR EMERGENCY MEDICAL TECHNICIAN WILL BE: \_\_\_\_\_ AGENCY: \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS & SPECTATORS: \_\_\_\_\_ EXPECTED AVERAGE SPECTATORS LENGTH OF STAY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_