



Special Event Permit Application

Event Type (check one)

Standard Event

- Less than 500 attendance
- Application deadline 45 days prior to event
- \$50 nonrefundable fee due at submittal

Large Scale Event

- More than 500 attendance
- Application deadline 90 days prior to event
- \$250 nonrefundable fee due at submittal

Name of Event

Brief Event Description

Event Location

Date(s) of Event

Hours of the Event

To

Number of
Participants

+

Number of
Spectators

+

Number of
Staff

=

Estimated
Attendance

Name of Applicant

Email Address

Cell Phone Number

Street Address

Sponsoring Organization (if any)

Website for Event Promotion

Will event be attended by more than 500 people & 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, any special event using a city park must complete a rental agreement and reserve a city facility. Contact the Parks & Recreation office (801) 576-6570 for information and to check availability of city facilities.

Has event already been publicized?

Yes No

First time event?

Yes No

Will event included children?

Yes No

Will event include animals?

Yes No

Will event be competitive?

Yes No

Will event include a tent over 400 sq. ft.?

Yes No

Will event include a stage or platform greater than 24 in. in height?

Yes No

Will event include fireworks?

Yes No

Will event include any use of propane gas (Liquid Petroleum Gas)?

Yes No

Will event include cooking within a tent?

Yes No

Will event include special effects such as smoke or pyrotechnics?

Yes No

If yes to any of the above, provide details

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. Forward this documentation to the Special Event Coordinator by email.

Will event use any Draper City trail? Yes No

If yes, you may be required to also submit a trail event permit application, pay a \$200 trail event fee, a \$200 refundable deposit, and possibly per participant fees. Contact the Special Event Coordinator 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 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 for availability and information.

Will event include amplified music or sound?

Yes No

Amplified music or sound is prohibited in all city parks.

Is the event a solicitation or fundraiser for a charity?

Yes No

Events must be in 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.

Will event promotional signs be placed in Draper City?

Yes No

If yes, you must submit a temporary signage permit application, contact the Special Event Coordinator for information.

Will event take place on Draper City streets?

Yes No

If yes, traffic control support from Draper City Police Department and a traffic control plan may be required, contact the Special Event Coordinator 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 Bangerter 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 fees be charged to participate or attend the event?

Yes No

If yes, list fees charged

If yes, 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 food be sold at the event?

Yes No

If yes, list 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 merchandise or services be sold at the event?

Yes No

If yes, list merchandise vendors

If yes, 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 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 policy must name Draper City as an additional insured.
- Applicant must submit a "Certificate of Insurance" document to satisfy the insurance requirements
- Certificate holder shall be listed on the Certificate of Insurance as:
 - Draper City
 - 1020 E Pioneer RD
 - Draper, UT 84020
- Forward the Certificate of Insurance to the Special Event Coordinator by email

Security and Control Plan

Describe your event security and control plan (attach separate sheet if needed)

Parking Plan

Describe your event parking plan (attach separate sheet if needed)

First Aid and Emergency Services Plan

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

Detailed Site Plan

Use this site plan to illustrate the entire layout of your event (attach separate sheet if needed)

If applicable the following must be included in the Site Plan

- Location of Restrooms, Water Stations, and Garbage Containers
- Location of First Aid Station
- Location of Power
- Location of Ingress & Egress for Emergency Vehicle
- Location of Parking Areas
- Location of Vendors

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.

By way of their signature below, Applicant hereby acknowledges and agrees that they are solely responsible to pay all estimated support costs for their event as determined by Draper City. Support costs include, but are not limited to, police, fire, and emergency medical protection, park maintenance, power, water, road closures, cleanup of City facilities before, during, or after the special event, and other costs to the City directly attributable to the special event.

Applicant Signature

Date

QUESTIONS

Special Event Coordinator
Parks and Recreation Department
(801) 576-6584
david.wilks@draper.ut.us

CHECKLIST

- Included a detailed site plan?**
- Answered every question?**
- Paid the application fee?**
- Provided proof of insurance?**

DEADLINES

- **1 YEAR PRIOR** Special event permit application may be submitted up to one year in advance of the event
- **90 DAYS PRIOR** Events with *more* than 500 participants & spectators must submit application a minimum of 45 days prior to the event
- **45 DAYS PRIOR** Events with *less* than 500 participants & spectators must submit application a minimum of 45 days prior to the event
- **30 DAYS PRIOR** Invoices for police services must be paid in full a minimum of 30 days prior to the event
- **14 DAYS PRIOR** Single event business license applications must be submitted and fees paid at Draper City Hall, Community Development Department, a minimum of 14 days prior to the event
- **5 DAYS PRIOR** Liability insurance certificates must be provided at least five days prior to the event
- **10 DAYS AFTER** Per participant fees for events on city trails are due 10 business days after the event