



PERMIT APPLICATION FOR SPECIAL EVENT

- THIS SPECIAL EVENT APPLICATION **MUST BE APPROVED 72 HOURS IN ADVANCE** PRIOR TO THE EVENT AND **REVIEW FOR APPROVAL MAY TAKE UP TO 30 DAYS.**
- PLEASE ENCLOSE A CHECK FOR \$100.00, MADE PAYABLE TO THE CITY OF HOLLADAY FOR PROCESSING THE APPLICATION. (THE FEE OF \$100.00 MAYBE BE WAIVED AT THE DISCRETION OF THE MAYOR OR THE CITY ADMINISTRATOR)
- A CERTIFICATE OF \$1,000,000.00 MINIMUM LIABILITY INSURANCE NAMING THE CITY OF HOLLADAY AS ADDITIONAL INSURED IS REQUIRED!

TYPE AND DESCRIPTION OF EVENT: _____

ADMISSION FEE/DONATION: _____ DATE OF EVENT: _____ TIME OF EVENT: _____

NAME OF SPONSORING GROUP: _____

SPONSOR CONTACT: _____ PHONE: _____ EMAIL: _____

EVENT ADDRESS: _____ PHONE: _____

INCLUDE THE PROPOSED LOCATION OR ROUTE MAP, BARRICADE PLANS, IF APPLICABLE, AND A SITE PLAN INDICATING THE LOCATION OF THE FOLLOWING FEATURES:

- | | | |
|--|--|---------------------------------|
| a. Name of area(s) | d. Location of rest rooms and water facilities | g. EMT Center/First Aid Station |
| b. Address (Start/End location, if applicable) | e. Waste containers | h. Contact Person/Coordinator |
| c. Entrances, exits, roadways, walks & parking | f. Food stands | |

EMERGENCY MEDICAL AGENCY/TECHNICIANS WILL BE: _____

ESTIMATED NUMBER OF PARTICIPANTS/SPECTATORS: _____ AVERAGE SPECTATORS LENGTH OF STAY: _____ (HOURS)

Will retail be sold: YES NO If yes, the following is required: Utah State Sales Tax Identification Number: _____ -- _____ -- STC

Will any amplified music or public address system be used at the event: YES NO

All filming events need to provide the following:

Filming schedule, if pyrotechnics will be used and what type, all crash scene information and any demolition information.

- I. The City of Holladay (the "City") requires that the sponsor of any organized race, run, walk, bicycle race, block or neighborhood party, parade, carnival or similar activity occurring, in whole or in part, must first obtain the City's permission initiated through submission of this form to the City at 4580 S. 2300 E., Holladay UT 84117.
- II. Block and neighborhood parties shall submit paperwork with the signatures of all affected neighbors.
- III. Block and neighborhood parties, parades of less than one mile and school activities held in the immediate area of the school are exempt from the insurance requirements set for in section 14.56.100 of the City of Holladay Code of Ordinance (the "Code").
- IV. The City 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. A violation of Code section 14.56.040 is a Class B Misdemeanor. Failure to obtain a permit required by the Code may also result in enforcement action by the City 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 City ordinance, including, but not limited to, traffic rules and regulations, disturbing the peace, public nuisance, failure to disperse, trespass, or other health and safety regulations. Temporary route markers if applicable, should be placed minimally not sooner than 3 days before the event and removed immediately thereafter. Violation of this requirement may prevent future events from being allowed.
- VI. Any request for events on public roadways must have obtained a certificate of insurance naming the City as an additional insured as indicated in Code section 14.56.100, except when the event is sponsored by the City or covered by (III.) above.

Applicant Signature _____ **Date** _____

OFFICE USE ONLY

- Insurance SL Co Health Fire Police Fee Lane Closure & Fee Local Consent DABC Mass Gathering
 Tax Coded

COMMENTS:

Permit Authorized Signature: _____ **Date:** _____

SPECIAL EVENT PERMIT

The City of Holladay requires that the sponsor of any organized race, run, walk, bicycle race, block or neighborhood party, parade, carnival or similar activity occurring on or within City limits must first obtain the City's permission, through submission of the City of Holladay Special Event form. Please allow up to 30 days for the approval process once all required documents and fees have been received. Please read Chapter 14.56 in the City of Holladay code for procedures and other information before requesting a special event permit.

For a complete special event permit application, you will need to submit the following:

- Special event permit fee of \$100.00 cash, check, VISA or Mastercard only and Special Event Application
- Temporary Sales Tax License for the event, if required
- Limited Liability insurance at or over \$1,000,000.00 naming the City of Holladay as additionally insured
- Site plan/map of route/stations for the event
- Road closure plans from UDOT for lane or road closures for the event
- Lane closure permit and fee (TBD by our Public Works) for any applicable lane /street closures
- Mass gathering permit from the Salt Lake County Health Department if the event is longer than 2 hours AND has 500 or more attendees.
- Temporary Food Permit from the Salt Lake County Health Department if event is selling any food, drinks, or alcohol, or utilizing amplified sound, or may involve physical hazards
- IF Alcohol will be served a DABS Single Event permit may be required.
Please contact them at: 801-977-6800
- IF filming a production please include a canvas list from the neighborhood along with a detailed itinerary and map of production.

The special event permit request form can be obtained at City Hall or printed from the city's website at cityofholladay.com. Please return the form along with other applicable information to:

Business License Official
4580 S 2300 E
Holladay, UT 84117

If you have additional questions please or call 801-527-3890.

The Salt Lake County Health Department will need to be contacted for events selling and/or serving food, drinks or alcohol, utilizing amplified sound or which involve physical hazards. Also, events expecting 500 or more attendees AND is longer than 2 hours will need to apply for a Mass Gathering permit.

Please contact the Salt Lake County Health Department at:

2001 State Street S2400
Salt Lake City, UT 84190
(385) 468-4100
<http://slcohealth.org/>