

March 4, 2009

Dear Special Event Planners and Organizers:

Residents and visitors of our Capital City have long valued the variety and diversity of special events held within its boundaries. Mayor Becker and I want to make sure that special events continue to contribute to our City's prosperity and enviable quality of life.

As you probably know, Salt Lake City has not been immune to the severe economic downturn taking place, and consequently we have to reduce the City's general fund budget by 10%. Regrettably, the City is no longer able to subsidize special events and festivals in the traditional manner.

City Ordinances allow the City to recover costs incurred by Departments from special events. The rental fees paid by events only cover 15% of the overall cost, while the remainder is paid by the individual Departments providing the service. On all event applications received after May 1, 2009, the City will be requesting cost recovery payments for services occurred above normal levels.

I recognize the burden this may place on your event. As the final policies are developed and fee schedules implemented, the City would like to request your help in evaluating our program. We hope this will make this change as transparent, understandable, and smooth as possible. The process is as follows:

By March 15, 2009, recommended changes in policies, procedures and charges will be posted on the City's website at: <http://www.slcgov.com/publicservices/Parks/permits.htm>. Click on the link titled "New 2009 Special Event Policies & Procedures" and you can review the changes. There will also be a link where you can provide online feedback. Feel free to also call the Parks Department at (801) 972-7800 if you have further questions or send an email to: [specialeventchanges@slcgov.com](mailto:specialeventchanges@slcgov.com).

On April 15, 2009, the City will have considered all the feedback and will post the final special event policies, procedures and charges to the same website so that you may plan future events accordingly. The new event policies, procedures and charges will take effect on all events applications received after May 1, 2009. I remind you that you can apply for an event permit up to one year in advance.

The City hopes this process will result in a partnership between city staff and event organizers where costs are shared fairly and allocated among the events and participants in an equitable manner. I look forward to your feedback and participation in this endeavor.

Sincerely,



Rick Graham, Director  
Public Services Department