

SALT LAKE CITY SPECIAL EVENTS

2009

INSTRUCTIONS AND PROCESSING REQUIREMENTS:

Applications must be submitted no later than 30 days prior to the event set up date to allow adequate time for various City Departments, and outside agencies to review the details of the permit request and to propose their recommendations.

- **A \$100.00 Processing Fee** is due and payable at the time the application is submitted. Payment may be made with all major credit cards, debit cards, cash or check. **Please make checks payable to Salt Lake City Corporation.**
- **A Commercial General Liability Insurance Policy** is required to hold an event within Salt Lake City (see attached Insurance Requirement Instructions). **Although you may receive your event permit, the permit itself is invalid if the Insurance Certificate is not received (14) days prior to the set up date of the event.**
- **A Detailed Site Map must be included with the application before the review process begins.** The site map should include: proposed road closures, barricade plan, merchant booths, food vendors, portable toilets, tables, tents, fencing, stages, and any other activities or special requests. **Site maps for parades must include information regarding the number and type of floats, other entries, locations of advance staging, and disbanding areas. Please do not use colored markers on your maps, as these will not fax clearly.**
- **A Park Reservation is required when requesting to utilize a Salt Lake City park, square, or plaza to hold a Special Event.** Once the special events application is submitted the proposed date(s) will automatically be reserved if available. **Reservations are pending until final approval has been granted and the conditions of the permit have been completed by the Applicant.**
- **In accordance with City Ordinance Chapter 15.30 smoking is prohibited in City parks, recreational areas, cemeteries and near mass gatherings (please refer to the attached ordinance enacting chapter 15.30).**

The City recommends that you do not print brochures, packets, maps, advertisements, etc., or circulate promotional information until you have City approval of your event. The City will not be responsible for those printed materials, promotional information etc...if dates, sites, and/or other requested services are denied, amended, or changed during the permit process.

SALT LAKE CITY SPECIAL EVENTS PERMIT APPLICATION

Special Events Office
1965 West 500 South
Salt Lake City, UT 84104
Phone: 801-972-7845 Fax #: 801-972-7842



Processing #2009-

Date
Received:

Applicant's Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Work Phone: _____ Cell/Pager/other: _____

Fax: _____ E-mail: _____

2nd contact person: _____ phone number: _____

If you would like your event information posted on the Salt Lake City Civic Community Calendar at slcgov.com, and/or to have the inquiries regarding your event forward to you please provide the following information:

The Event Web Address: _____

A Contact Name and Phone Number: _____

Event Title: _____

Location: _____

Date(s) event will take place: _____

Times: Set up date and time: _____

Starting time of event: _____

Ending time of event: _____

Tear down time and date: _____

Number of participants expected: _____

Number of vendors/merchants expected: _____

Number of volunteers/monitors: _____

Insurance Company: _____

Agent's name: _____ Phone number: _____

SLC SPECIAL EVENTS 2009**Check Items that apply****Location:**

- Library Plaza (contact Troy Baker, Park Supervisor @ 972-7817 to coordinate site map set up)
 Liberty Park (contact Troy Baker, Park Supervisor @972-7817 to coordinate site map set up)
 Memory Grove (contact Lee Bollwinkel, Parks Supervisor @972-7807 to coordinate site map set up & arrange to open gate, Diana Karwacki @ 521-7969 to coordinate scheduled wedding receptions at the Heritage House)
 Pioneer Park (contact Lee Bollwinkel @ 972-7807 to coordinate site map set up)
 Park Reservation (contact City Parks @ 972-7800; County Parks @ 483-5473)
 Protected Watershed Area (Canyons: City Creek, Parleys, Big and Little Cottonwood) (call Vickie Baer@483-6880)
 State Capitol Building/Property Use (contact Bonita Jones @ 538-3264)
 Washington Square (Building contact Alden Brienholt @ 535-6163 & Grounds contact Troy Baker @ 972-7817)

Set-Up:

- Booths/Vendors giving away products/services
 Booths/Vendors selling products (contact Business Licenses 535-6644 & Utah ST. Tax Comm. @ 297-6303)
 Vendors Number: _____ Type: _____
 Electrical Requirements
 Fencing/Scaffolding Bleachers _____
 Food: catered by restaurants (contact Bureau of Food Protection, SL Valley Health Depart. @ 313-6620)
 Food: given away (contact Bureau of Food Protection @ 313-6620)
 Food: prepared on site (contact Bureau of Food Protection @ 313-6620)
 Garbage Cans/Collection (contact Dave Lust @ 535-6928)
 Mass Gathering permit needed if attendance is 500 or more (Call Dan Moore @ 313-6629 SLV Health)
 Music – Amplified
 PA System for speeches (must obtain privately)
 Private Group/Party
 Propane/Gas or Liquid used or stored (contact SLC Fire Prevention Bureau @ 799-4150)
 Portable Sanitary Units (contact Dan Moore, Salt Lake Valley Health Depart. @ 313-6629)
 Stage used: Where: _____ (attach site map with application)
 Temporary Structures (contact Fire Department @ 799-4150)
 Tents (contact Fire Prevention Bureau @ 799-4150)

Road Use and Security:

- Bag meters (take meter numbers to Transportation Depart. at 349 So. 200 E. Ste #450)
 Barricades (must obtain privately)
 Off Duty Police Officers for additional security (contact Officer Tom Gallegos @ 799-3211)
 Private Security Hired: Company name: _____ Number of Personnel _____
 Road Closure: Where: _____ (attach site plan with application)
 Sidewalk usage: Where: _____ (attach site map with application)
 UTA Bus Routes (contact Ron Halton @ 262-5626 ext. 3190); UTA TRAX's Operations (contact Damon Blythe @ 502-2258) to obtain a work permit
 UDOT Road/ Use Permit (contact Amber Mortensen @ 887-8763)

Races:

- Bicycle
 Competitive Run
 Monitors: provided by you for walk/run How many? _____
 Walk: non competitive
 Will stay on sidewalks and follow pedestrian laws.

Miscellaneous:

- Admission Charged? How much? _____
 Open to the Public?
 Alcoholic Beverages: (contact Business Licensing @ 535-6644)
 Library Plaza (9) Banner Poles (Artwork/graphics must be pre-approved)
 Animals: What kind: _____ How many: _____
 Drawing or Raffle (contact SLCPD Detective Scott Williams @ 799-3656)
 "Fireworks/Fire Performances/Open Flame" (contact SLC Fire Prevention Bureau @ 799-4150)
 Motion Pictures/Videos – public showing (must have a Public Performance Exhibition License 1-800-462-8855)
 Parade: # of Floats _____ Forming area: _____ Disbanding area: _____

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PLEASE DRAW A SITE PLAN AND/OR ROUTE MAP. A COMPUTER DRAWN SITE
PLAN MAY ALSO BE USED IN PLACE OF THIS SHEET.



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PLEASE EXPLAIN EVENT IN DETAIL. ATTACH A LETTER OR A FLYER IF AVAILABLE.

SALT LAKE CITY SPECIAL EVENTS PERMIT APPLICATION

INSURANCE INSTRUCTIONS

The applicant for a special event permit must possess or obtain special event commercial general liability insurance. The policy must protect Salt Lake City Corporation, the applicant, and anyone directly or indirectly employed by either of them. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the event time period. The event time period includes the dates of the set up, scheduled event, take down, and clean-up operations. The coverage must be indicated on the certificate of insurance as "Special Event" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy of evidencing the "Special Event" coverage.

Evidence of the required insurance must be provided to Salt Lake City no less than (14) days before the event set up date. The event permit will be cancelled if the City does not receive such evidence by that deadline. It is the applicant's responsibility to see that their insurance company/agent receives the proper insurance instructions and forwards the proper evidence of insurance to the City by the deadline.

INSURANCE REQUIREMENTS:

- 1. Minimum coverage of \$1,000,000 per occurrence with a \$2,000,000 general aggregate**
If governmental immunity limits are subsequently altered by legislation or judicial opinion, the applicant must provide a new certificate of insurance within 30 days after being notified thereof in writing by the City, certifying coverage in compliance with the modified limits or, if no new limits are specified, in an amount acceptable to the City.
- 2. The insurance must be issued by an insurance company licensed to do business in the state of Utah and either:** (a) currently rated A- or better by A.M. Best Company; or (b) listed in the United States Treasury Department's current Listing of Approved Sureties (Department Circular 570), as amended.
- 3. The policy or endorsement must name as an additional insured the applicant, and Salt Lake City Corporation, its officers, employees, and agents, and as required, any other public entity involved in the event. The date and title of the event must be clearly stated.**
- 4. If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event commercial general liability insurance, with the City as an additional insured, in the required minimum amounts.**
- 5. The certificate and policy must provide that coverage shall not be canceled or modified without providing 30 days prior written notice** (10 days in the case of failure to pay premiums) to the City in a manner approved by the City Attorney.