

SPECIAL EVENT PERMIT APPLICATION



SPECIAL EVENT PERMIT OFFICE

239 SOUTH MAIN STREET SLC, UT 84111

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SLC CORP. SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

STEP 1: Check on site availability (if applicable).

If you are requesting to use a Salt Lake City park, square or plaza to hold a special event, then please check the date and location availability on our [Public Events Calendar](#). We also recommend verifying park availability with **Kathy Rollman of SLC Parks at 801-972-7865** as there may be other unpermitted activities occurring at the park. Once the Special Event Permit Application has been submitted and the processing fee has been paid, 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.

STEP 2: Submit a completed Special Event Permit Application.

Applications must be submitted **3 to 6 MONTHS prior to the event setup date** to allow adequate time for various City Departments and outside agencies to review the details of the permit request and make their recommendations. **The last possible date to apply is no later than 30 DAYS before the event setup date.** We suggest submitting an application ASAP to ensure all requirements are completed in a timely manner. Due to a high volume of permit requests, it may take 2-3 business days for the Special Events Permit Office to process your application submittal.

Applications *must* be turned in with a detailed **site/course route map** before the review process begins. The site/course route map should clearly include all of the following that may be applicable to your event: proposed road closures, barricade plan, food vendors, portable toilets, tables, tents, fencing, stages and special requests.

STEP 3: Pay \$112 processing fee.

Applications are not ready for review until the processing fee has been paid. The \$112 processing fee must be paid **within 7 business days** once the Special Events Permit Office has notified you that your application has been entered into our system. Payment may be made with all major credit cards, debit cards, cash or check. If you do not pay within 7 business days, your permit request will be cancelled and you will need to resubmit an application.

PLEASE NOTE: Payment of the processing fee does NOT guarantee a Final Permit. The processing fee is strictly for entering your application into the permit process for further review. The fee is non-refundable.

Payment methods:

- **Credit Card:** Once your application is processed by the Special Events Permit Office, you will receive an automatic email with a link to pay the fee online. *(All credit card transactions have a 2.12% surcharge.)*
- **Checks:** Please make checks payable to *Salt Lake City Corporation* and mail them to the Gallivan Center, 239 South Main Street SLC, UT 84111.

STEP 4: Complete your Conditional Checklist.

Once payment has been submitted, we send your application to our Event Review Committee to determine requirements and special notes for your event. Due to a high volume of permit requests, **this review process may take 2-3 weeks to complete.** After all entities have reviewed your request, we will send you a Conditional Checklist that must be completed in order to be issued a Final Permit. Please make sure to **compile written approval for all checklist items** and submit them in one email to EventPermits@slcgov.com by your assigned due date.

STEP 5: A Final Permit is issued.

The Special Events Permit Office will review your approval documentation and issue a Final Permit once we know all requirements have been fulfilled. Please have a copy of your Final Permit on-site at your event. If you submit your Conditional Checklist packet after your assigned due date, then you risk a denied permit. If your event is held without a Final Permit, then you will be charged with a Class B Misdemeanor.

DISCLAIMER AND ADDITIONAL INFORMATION

AGREEMENT: By signing and submitting the Salt Lake City Corp. Special Event Permit Application, applicant is held responsible for all information, requirements, and disclaimers found within these instructions.

COST RECOVERY: Be aware that you could incur costs for any services provided *beyond* “basic city services.” An **Estimate of Cost Recovery** form will be provided to you before the event. A permit will not be issued until the cost of the estimate has been paid or security is posted. Additional city services could include, but are not limited to, police services, park cleanup, and/or extraneous administrative work because of changes after application submittal. Final Accounting will be settled after your event and could result in a refund or additional invoice.

MARKETING MATERIAL: The City will not be responsible for those printed materials, promotional items, etc. if dates, locations, and/or other requested services are denied, amended, or changed during the permit process.

INSURANCE INSTRUCTIONS: Depending on the size of your event, you may be required to possess or obtain special event commercial general liability insurance. We will include insurance information on your Conditional Checklist if it is required.

The insurance policy must protect Salt Lake City Corporation, the applicant, and anyone directly or indirectly employed by either. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the event time period. The event time period must be sufficient to cover the entirety of the event from set up to clean up. 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 evidencing the “Special Event” coverage. Always include the event name, date, and location in the description block. **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, equaling a total aggregate of **\$3,000,000**.
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, *Salt Lake City Corporation* and its officers, employees, and agents, and 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.