

# SPECIAL EVENT PERMIT APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees (\$100) to:  
 South Jordan City  
 Attn: Candy Ponzurick  
 1600 W. Towne Center Drive  
 South Jordan City, UT 84095

**\*INCOMPLETE APPLICATIONS WILL BE RETURNED**

**\* Please Allow 4-5 weeks for approval**

*Section 1: Event Information*

Event Title:	
Event Location:	Estimated # of Attendants:
Start Date:	End Date:
Hours of Operation: From _____ a.m/p.m To _____ a.m/p.m	
Detailed Description of Event(s):	

*Section 2: Primary Applicant Information*

Applicant:		
Address:	Apt/Suite No.	
City:	State:	Zip Code:
Telephone:	Email:	

*Section 3: Business Information*

Business Name:	
Business Address:	
Type of Organization: <input type="checkbox"/> Corporation; <input type="checkbox"/> Partnership; <input type="checkbox"/> Sole Proprietorship	
Sales Tax # (if applicable):	Federal Tax ID #:

*Section 4: Contact Information for Day of Event*

Contact Name #1:
Office Phone:
Cell Phone:
Contact Name #2:
Office Phone:
Cell Phone:

*Section 5: Attachment Checklist*

- Police and Fire Protection Plan
- Food and Water Facilities Plan
- SL Valley Health Department Certificate (if food will be served)
- Sanitation Facilities Plan
- Medical Facilities Plan (1<sup>st</sup> aid station, EMT, etc)
- Vehicle Access and Parking Plan
- Facilities for Clean-up and disposal
- Lighting & Noise Control Plan
- Event Location Map (marathon's/5k's/walk's need a route map with start/finish lines clearly marked)
- Certificate of Liability Insurance – listing South Jordan City as “additional insured”
- Detailed Traffic Control Plan
- Reserved Park Pavillion Receipt

*Applicant affirms that he/she agrees to comply with all ordinances, codes and regulations set forth by South Jordan City, Salt Lake County, the State of Utah, and Federal Standards. The Applicant shall assume the risks involved in conducting the permitted activities, business or services and shall hold harmless and indemnify the city and its officers, employees, agents, assigns and sureties for any damage, injury, loss or expense, including attorney fees, to applicant or any third party as a result of applicant's permitted activities. Applicant further affirms that all statements contained in this application are true and correct.*

**IF THIS APPLICATION IS SIGNED IN BEHALF OF A COPORATION, THE SIGNATURE ALSO CERTIFIES THAT HE/SHE IS AUTHORIZED TO ACT ON ITS BEHALF.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**\*OFFICIAL USE ONLY \***

Department Review	Date Reviewed	Recommendation	Initials	Explanation if not recommended for approval
Parks		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Police		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Fire		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Public Works		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Streets		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Legal		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Recreation		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Risk Management		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Code Compliance		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		

Permit Number: \_\_\_\_\_ Issued: \_\_\_\_\_

## **SPECIAL EVENT GUIDELINES**

- All special events must make application from the City of South Jordan. Application for a special event permit shall be filed at least thirty (30) days prior to the date on which the activity is to be conducted.
- All Special events involving large numbers of people are required to comply with South Jordan City Special Event regulations. If the event will be attended by more than 500 people, a Temporary Mass Gathering Permit must be obtained from the Salt Lake Valley Health Department.
- All special events must include a detailed site map of planned event and/or detailed map of event route.
- Events involving tents will be required to contact South Jordan City Parks Department (801) 254-3048 The site where the tent(s) will be placed must also be blue staked – please contact blue stakes at: (800-662-4111 or [www.bluestakes.org](http://www.bluestakes.org)).
- Each application shall be accompanied by an explanation, including drawings and diagrams of the prospective promoters plans to provide for:
  - Police and Fire Protection Plan
  - Food and Water Facilities Plan
  - SL Valley Health Department Certificate (if food will be served)
  - Sanitation Facilities Plan
  - Medical Facilities Plan (1<sup>st</sup> aid station, EMT, etc)
  - Vehicle Access and Parking Plan
  - Facilities for Clean-up and disposal
  - Lighting & Noise Control Plan
  - Event Location Map (marathon's/5k's/walk's need a route map with start/finish line marked)
  - Certificate of Liability Insurance – listing South Jordan City as “additional insured” and \$2,000,000 per occurrence
  - Detailed Traffic Control Plan
- If the event will use City roads you must provide an approved traffic control plan. The traffic control plan must include a detour. The traveling public expects routes to be open and free of delay. Therefore, detours must be clearly marked and as direct as possible to minimize inconvenience to through traffic.
- South Jordan City Police Officers must man all road closures during entire closure period. Arrangement must be made with South Jordan City Police Department prior to event at: (801) 254-4708.
- Each sponsor or promoter of a Special Event may be required to reimburse the City an amount equal to all personnel costs for services provided by all City Departments, including but not limited to costs for public safety, public health, and sanitation.

- There must be adequate off-street parking to accommodate the special event. If the special event generates more vehicles than available parking, then the event may be denied.
- Pavement and/or paint markings to control spectators or to direct participants will not be allowed, unless the material used is approved by the affected departments.
- For parades, material or objects are prohibited from being thrown from moving vehicles.
- Any event conducting sales of any type must obtain a Temporary Sales Tax ID Number, from the Utah State Tax Commission, they can be reached at: (801) 297-6303
- Any event that will include food services will be required to obtain a Temporary Event Permit from the Salt Lake Valley Health Department, they can be reached at: (801) 313-6620
- All events held on private property must include a signed and notarized affidavit from the site owner indicating his/her consent for use of the site for the proposed Special Event.
- The following is prohibited in park areas without prior approval:
  - Alcoholic beverages
  - Fireworks, fires and firearms
  - Camping or lodging
  - Conducting business or sale of merchandise
  - Amplified sound
- The city may deny or revoke a Special Event Permit whenever it finds:
  - The applicant, person or entity has previously violated the provisions of a Special Event Permit or has submitted materially false or incomplete information on a Special Event Permit Application; or
  - The special event would unreasonably interfere with the movement or service capability of police vehicles, fire fighting equipment or ambulance service; or
  - The special event would unreasonably interfere with the adopted recreational use polices for a neighborhood park; or
  - The special event would unreasonably interfere with another special event for which a permit has been issued; or
  - The special event would create an undue burden on the personnel resources of the City; or
  - The special event would have an unduly adverse impact on the environment or public health and safety.

- Political or public issue events shall be exempt from the provisions of this article. Individuals or organizations planning such an event shall complete a Special Event Application so that police, fire and other emergency service organizations will be aware of the time, place and scope of the event and names of persons in charge.
- The Applicant/Promoter shall assume the risks involved in conducting the special event activities, business or services and shall hold harmless and indemnify the city and its officers, employees, agents, assigns and sureties for any damage, injury, loss or expense, including attorney fees to applicant or any third party as a result of applicants special event activities.
- Before the issuance of a special event permit, the permittee shall submit written evidence that he or she and all subcontractors have obtained, for the period of the permit, full comprehensive general liability insurance coverage. This coverage shall provide for both bodily injury and property damage. The comprehensive general liability insurance will include as additional named insureds the city and each of its officers, agents, volunteers and employees. The amount of single limit coverage shall not be less than two million dollars (\$2,000,000.00) for each occurrence for bodily injury and for property damage. (Prior code § 6.28.090)
- The park pavilion closest to your event must be reserved by your party.  
(\*If applicable) – Example: You are using the restrooms and other facilities during your event.