

HERRIMAN CITY SPECIAL EVENT PERMIT LEVEL II APPLICATION

Applications for special events must be filed with the City at least 30 days prior to the date on which the activity is proposed to be held.

EMAIL: gxgpw@herriman.org

PHONE (801) 446-5323 - Herriman City Hall (801) 446-8658 -Herriman City Events



<input type="checkbox"/>	Approved	_____
<input type="checkbox"/>	Rejected	_____
<input type="checkbox"/>	Date Received:	_____
<input type="checkbox"/>	Receipt #	_____
<input type="checkbox"/>	Rental Amount:	_____
<input type="checkbox"/>	Deposit Amount:	_____
<input type="checkbox"/>	City Rep:	_____

Number of Participants expected: _____

Number of volunteers/event staff: _____

EVENT DATE(S):

Start time: _____ End Time: _____

PERMIT COST: \$ _____

Set-up -- Start time: _____

LATE FEE: \$ _____

Clean up -- End Time: _____

FACILITY RENTAL COST: \$ _____

STAFF/SET-UP COST: \$ _____

(Clean up must be completed by park closing time) 10:00PM

TOTAL COSTS: \$ _____

Type of event (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Family Reunion/Party | <input type="checkbox"/> Church Function | <input type="checkbox"/> Business Party |
| <input type="checkbox"/> Festival/Party | <input type="checkbox"/> Fundraiser <i>(see page 7)</i> | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Demonstration | <input type="checkbox"/> Protest/Rally |
| <input type="checkbox"/> Walk/Run | <input type="checkbox"/> Competition/ Race | <input type="checkbox"/> Other _____ |

Applicants Name (Sponsor): _____

Organization _____ **Event Title:** _____

Mailing Address: _____

City, State, Zip: _____

Day Phone: _____ **Cell/Other:** _____

E-mail: _____ **Fax:** _____

Alternate Contact: _____ **Phone number:** _____

Event Web Address: _____

Proposed Event Location: _____

W&M Butterfield Park *(see site map & amenities on Page 5)*

Other Park Reservation *(must provide park rental permit)*

Which Park: _____

Other: _____

Please check all Pages included with your permit. Permit void if Pages 1, 2, 4, 8 (signed), 9 & applicabe maps are not attached.

- | | | | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------------|--|---------------------------------|
| <input type="checkbox"/> Page 1 | <input type="checkbox"/> Page 2 | <input type="checkbox"/> Page 3 | <input type="checkbox"/> Page 4 | <input type="checkbox"/> Page 5 | <input type="checkbox"/> Page 6 |
| <input type="checkbox"/> Page 7 | <input type="checkbox"/> Page 8 | <input type="checkbox"/> Page 9 | <input type="checkbox"/> Consent Page | <input type="checkbox"/> Other Permits/License (Health, Mass Gathering, Fundraiser, Sales Tax) | |

Check all that will apply to your "Event"

Vendors/Merchants # of vendors: _____
 Vendors selling products/ Food
 Vendors giving away products/ services

It will be your responsibility to contact the:
 Utah St. Tax Commission 801-297-6303

Food Catered by restaurants/ vendors
 Given away
 Prepared on site

It will be your responsibility to contact the:
 SL Valley Health Department., 801-313-6620

Music Type: Acoustic Amplified
 PA/Audio System: Type : _____ Company Providing: _____
 Fencing/ Scaffolding (Please include details on site map)
 Portable Sanitary Units How Many: _____ Company Providing: _____
 Garbage Cans/ Collection Recycling
 Temporary Stage: Dimensions: _____ (Please include details on site map)
 Cooking Devices Type : _____
 Propane/ Gas or liquid used or stored

Portable propane BBQ grills are allowed (Do not place on tables/benches or any other surface that could be damaged from heat)

Blow Ups/Carnival Rides etc. (must include certificate of insurance listing Herriman City as additional insured) Company Name: _____
 (Not allowed in Herriman City Parks: Dunk Tanks, Water Slides, Inflatables etc.)

Tents/Pop-up canopies (must notify Parks Dept. to mark underground utilities) Company Name: _____
 Qty _____ Dimensions _____

Temporary Structures
 Qty _____ Dimensions _____

Open to the Public
 Admission Charged: Price: _____
 Parade # of Entries: _____
 Animals Qty _____ What Kind: _____

Drawing or Raffle
 Motion Pictures/ Videos Public Showing (requires Public Performance Exhibition License)
 Other: _____

Yes--Emergency Medical Technician: Company Name: _____ # of Personnel: _____
 No--In case of Emergency Dial 911/Event Organizer must have First Aid Kit on site.

Electrical Requirements (Check availability and potential costs with location)

Clean up Who will be over clean up? You/ Volunteers Herriman City

Road Use & Security:

Road Closure **Location:** _____
 (Please include details on site map)

Block or neighborhood parties that request street closure must submit a consent of all affected neighbors.

Barricades How Many: _____ Company Providing: _____

Sidewalk Usage
 (Pavement & parking markings to control spectators or direct participants will not be allowed unless the material used is approved by Public Works).

UDOT Road/ Use Permit
 Off Duty Police Officers for additional security Agency Name: _____ # of Personnel: _____
 Private Security hired Company Name: _____ # of Personnel: _____

Events using "City Streets" will require off duty HPD officers for traffic control. Standard Costs: \$30/hour/officer with a 3 hour minimum.

Competitive Races:

Competitive Walk/ Run (Roads Closed)
 Competitive Ride (Roads Closed)

Non-Competitive Races: All participants are required to adhere to all traffic laws.

Walk/Run: Non-Competitive (Roads Open) Will stay on sidewalks and follow pedestrian laws
 Non-Competitive Ride (Roads Open) Will follow bike laws

Volunteer Monitors: provided by you How many volunteers: _____

PARK RULES AND REGULATIONS

Your cooperation in observing the following rules and regulations will help you to conduct a successful event in Herriman City parks.

- 1- Reservation is made for specified time only. If no reservation precedes or follows, the area may be used on a "first-come-first-serve" basis. All facilities close at 10:00 p.m. Unless otherwise stated on signs. All exceptions must be pre-approved by the City.
- 2- The following is prohibited in park areas: Alcoholic beverages, fireworks, fires, illegal or unlawful firearms and discharge of firearms, camping or lodging, yard or rummage sales, smoking, laser tag, air soft guns, amplified music unless approved, slip 'n slides and other water activities ie: ice blocking, dunk tanks. Do not use tarps or freeze ice cream on the grass or dump anything on the turf except water.
- 3- No charcoal BBQ grills unless in a city designated area. Must extinguish all hot coals and charcoal briquettes. Never place hot coals in garbage receptacles.
- 4- Portable propane BBQ grills are allowed (Do not place on tables/benches or any other surface that could be damaged from heat).
- 5- Dogs must be on a leash and be licensed; owners will be held liable for their dogs.
- 6- Park pavilions are used heavily each day during the summer months. Please leave the pavilion in as good, if not better condition than when you arrived. Remove table covers, tape and any cooking oil or grease from tables, grills and floors. Pick up all bottles, cans, paper, etc. Return chairs & tables to designated areas and place garbage in receptacles or take bagged trash with you when you are finished.
- 7- This Permit should be with a responsible person at the facility during the reserved activity.
- 8- If the event involves music or other amplification, it must conform to Herriman City Noise Ordinance 4.6.1. Permits may be canceled on-site by the Herriman Police Department due to excessive noise.
- 9- Driving vehicles on lawn areas is not allowed. Use parking lots only for vehicle parking.
- 10- Herriman Parks and Recreation does not provide for: water taps, opening of gates, or additional power. Extension cords may not be run from bathrooms. Only certain parks have water taps and power outlets.
- 11- Electricity is for limited use only. If a circuit overloads, reduce the load and push the GFI reset. Repeated tripping of the circuit breaker will cause the power to go out permanently. Power will not be reset until the next business day.
- 12- Tables must not be moved from one area to another. Tables that are anchored must remain fastened to the floor.
- 13- City parks have a variety of amenities, including playgrounds, play courts, trails and open space. These amenities may not be reserved, but are available on a first come first serve basis to the public. Athletic fields are used by Recreation teams for league games and practices. Athletic fields are rented by the department to teams and clubs.
- 14- Caution must be used in setting pounding stakes into the ground as they may damage underground electrical or irrigation lines. Contact Herriman City Parks at 801-254-7667 if you plan to use stakes. You will be held liable for any damages made.
- 15- Restroom facilities are provided at many parks for public use. These buildings are open for use from April 15th through October 15th of each year. Events scheduled outside of this period, or large events that exceed the capacity of park restrooms, will require event organizers to rent portable restroom facilities.
- 16- Report any problems or damages to Parks Department, 254-7667 (If calling after hours call 446-5323 press for parks, leave a detailed message and you will be contacted).
- 17- Notify Herriman Police Department (Office: 801-858-0035 or Non Emergency Dispatch: 801-840-4000) if you witness damages or vandalism to the park.
- 18- Lock up all buildings or gates that have been opened.
- 19- The keys must be returned to the office on the next business day. The park(s) will be inspected and upon compliance with the preset rules your deposit will be returned within 5 -10 business days.
- 20- Failure to abide by these provisions will cancel all future reservation privileges.

W&M BUTTERFIELD PARK DETAILED SITE MAP

PLEASE INCLUDE OR ATTACH A DETAILED SITEPLAN AND/ OR ROUTE MAP.
 Be aware that if you are faxing a map, many elements may not be visible.

Your map should include:

- The names of streets, placement of barricades, and/ or road closures
- The areas where participants and vendors/ merchants will park
- Parade forming and disbanding areas, bleachers, etc.
- EMT Center/ First aid Station, Food stands, vendor and booth placement
- Locations of restrooms, water facilities, waste containers



W&M BUTTERFIELD PARK AMENITIES

ROSE CREST PAVILION		EQUESTRIAN FACILITY		BASEBALL COMPLEX		MISC. PARK	
<input type="checkbox"/>	2 Dressing Rooms	<input type="checkbox"/>	Large Arena	<input type="checkbox"/>	4 Baseball Diamonds	<input type="checkbox"/>	3 Volleyball Courts
<input type="checkbox"/>	Restrooms	<input type="checkbox"/>	2 Small Arena	<input type="checkbox"/>	Restrooms	<input type="checkbox"/>	3 Gazebos
<input type="checkbox"/>	Ticket Booth	<input type="checkbox"/>	Ticket Booth	<input type="checkbox"/>	Batting Cages	<input type="checkbox"/>	Playground
<input type="checkbox"/>	Stage	<input type="checkbox"/>	Rodeo Office				
		<input type="checkbox"/>	Stall Barn				
		<input type="checkbox"/>	Announcer Stand				
		<input type="checkbox"/>	2 Restrooms				
MANNED TASKS (additional fees apply)				MISCELLANEOUS CHARGES			
<input type="checkbox"/>	Concession Stand	Time of operation	_____ to _____	<input type="checkbox"/>	Equipment clean up		
<input type="checkbox"/>	Water Truck	Time of operation	_____ to _____	<input type="checkbox"/>	Labor Charges		
<input type="checkbox"/>	Arena Tractor	Time of operation	_____ to _____	<input type="checkbox"/>	Damage Costs		
<input type="checkbox"/>	Field Groomer	Time of operation	_____ to _____	<input type="checkbox"/>	Other		
<input type="checkbox"/>	Sound System	Time of operation	_____ to _____	<input type="checkbox"/>	Other		
<input type="checkbox"/>	Lighting	Time of operation	_____ to _____				
<input type="checkbox"/>	Set up / Take Down						

DETAILED SITE MAP

PLEASE INCLUDE OR ATTACH A DETAILED SITEPLAN AND/ OR ROUTE MAP. COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE.

Be aware that if you are faxing a map, many elements may not be visible.

Your map should include:

- The names of streets, placement of barricades, and/ or road closures
- The areas where participants and vendors/ merchants will park
- Parade forming and disbanding areas, bleachers, etc.
- Vendor and booth placement

Do I Need To Contact The Health Department?

Determine if event is public or private.

The Health Department does not regulate private events such as weddings, family reunions, or parties.

A public event is one, which is:

- A. Advertised to the public in any way, and
- B. Anyone may attend if they show up

Whether you charge an admission fee, or solicit fund raising, is not a factor. If you are sponsoring a public activity, you must contact the Health Department under the following conditions:

- 1 You are planning a public outdoor event where you expect to attract 500 people or more, for two hours or longer. In a location not designed for your purpose.
- 2 You are planning an indoor public event for 500 or more, in a temporary structure or one that was not designed for your purpose. Examples could be concerts, haunted houses, or events in warehouse spaces.

If your activity meets any of these criteria, you will need to obtain a **Mass Gathering Permit**:

Visit: www.slvhealth.org/programs/foodProtection/massGatheringPermit.html

If applicable Herriman City will not issue their Special Event Permits until the Health Department Mass Gathering Permit is completed and a letter of approval has been issued.

Food Vendors- If you are participating in a **Mass Gathering** or other public outdoor event, you will need to obtain a **Temporary Event Permit**

Whether food is for sale or free is not relevant to these health concerns. This permit is required even if you are already a restaurant operator or caterer.

Visit: www.slvhealth.org/programs/foodProtection/tempFoodBooths.html

for a Temporary food application. However, you must apply for the Temporary Food permit in person at Salt Lake Valley Health Department located at: 788 East Wood Oak Ln. Murray, Utah 84107

Before applying for a permit, please decide on the following:

- The complete menu including beverages.
- The booth structure (whether provided by the event sponsor or the vendor).
- The equipment that will be required, including a hand washing station.
- Methods to maintain hot and cold product temperatures.
- How all foods will be transported and stored.
- Where and how clean up of equipment will be done.
- Who will be in charge of the booth (must have a Food Handler Card).

For information call the Salt Lake County Health Department at (385)468-4538 or visit www.slvhealth.org

If applicable Herriman City will not issue their Special Event Permits until the Health Department Food Permit is completed and a letter of approval has been issued.

Do I Need To Contact Utah Division of Consumer Protection?

The Division of Consumer Protection is charged with administering the Utah Charitable Solicitation "Act" Utah Code Title 13 Chapter 22. In summary the Act requires all entities and persons making a charitable solicitation to obtain a charitable solicitation permit prior to making any solicitation. The Act also requires the solicitation to state accurately what the funds raised will be used for.

The Act defines a charitable solicitation as any request for money or any other thing of value upon the representation that all or part of it will be used for a charitable purpose. The Act details types of activities that can be used to make a charitable solicitation. This list includes request by telephone, radio or television, the sale of or offers to sell or request donations in exchange for any advertisement, book, chance, coupon, device, membership, admission, service or any other item.

There are a number of exemptions to registration that include among others governmental entities, state accredited schools and IRS recognized churches.

Upon registration or establishment of an exemption the Division issues either a certificate of registration or a letter confirming exemption. Registrations are valid for 1 year after issuance and letters of exemption do not expire.

A Charitable Organization Permit Application can be obtained by calling (801)530-6601. The application can also be obtained online at www.dcp.utah.gov. The web page also has links to the Charitable Solicitation Act and the Charitable Solicitation Act Rules.

If applicable Herriman City will not issue their Special Event Permits until the Division of Consumer Protection has issued a Charitable Organization Permit and a letter of approval has been issued.

Do I Need To Contact Utah State Tax Commission?

A special event is a one-time event or an event that runs for 6 months or less where taxable sales are being made, which include ticket sales and registration fees, sales tax must be collected. Special events fall under a variety of situations including sporting events, marathons, state and county fairs, festivals, antique shows, gun shows, food shows art shows, auctions, liquidations, hobby shows, concerts, seasonal stands, and other similar events.

Herriman City is required to notify the Utah State Tax Commission of your event.

Event organizers will need to call 801-297-6303 for a temporary sales tax license.

The City may deny or revoke a permit for any of the following reasons:

- Whenever it finds the Sponsor has previously violated the provisions of a special event permit or has submitted false or incomplete information on the application.
-
- The special event would unreasonably interfere with the movement of services, capability of police, fire, ambulance, or other emergency services.
- The special event would unreasonably interfere with the recreational use contemplated for a neighborhood park.
- The special event would unreasonably interfere with another special event for which a permit has been issued.
- The special event would create an undue burden on the personnel resources of the City.
- The special event would have an unduly adverse impact on the environment or public health or safety.
- The special event poses a significant change or threat to the public health, welfare, or safety.
- The special event does not comply with these guidelines.

Insurance/ Liability

Certificate of Liability insurance naming Herriman City as Additional Insured (attach)

- 1 Minimum coverage of \$1 Million per occurrence, with \$2 Million general aggregate. If the governmental immunity limits our subsequently altered by legislation or judicial opinion, the Sponsor must provide a new certificate of insurance within 30 days after being notified in writing by the City, certifying coverage and compliance with the modified limits or new law limits are specified, in a manner acceptable to the City.
- 2 The insurance must be issued by an insurance company licensed to do business in Utah and either currently rate A- or better by AM Best Company or listed in the United States Treasury Department current listing of approved sureties (Department of Circular 570) as amended.
- 3 The policy or endorsement must name as an additional insured the City, its officers and employees and agents, and as required, any other public entity involved in the event.
- 4 If any work for the special event is subcontracted to a separate company, the Sponsor must require all subcontractors to provide the same insurance as provided herein.
- 5 The certificate and policy must provide that coverage will not be canceled or modified without providing 30 days prior written notice to the City in a manner approved by the City Attorney.

Signature of Sponsor

Sponsor affirms that they agree to strictly comply with all laws, ordinances, codes, and regulations of the City, Salt Lake County (to the extent applicable), State of Utah, and the United States. The Sponsor assumes any and all the risk involved in conducting Sponsor's activities and forever waives, releases, and discharges any and all rights and claims for damages, suits, actions, etc., known or unknown, against the City, its officials, agents, employees and assigns with respect to Sponsor's activities. In addition, Sponsor agrees to save and hold harmless and indemnify the City and its officers, agents, employees, and assigns from all damages, injury, loss, or expenses, including attorney fees caused by Sponsor, its servants, agents, employees, guests, and business invitees arising or alleged to arise from Sponsor's activities. Sponsor further affirms that all statements contained in the application and associated documents are true and correct.

Sponsor Signature: _____

Printed Name: _____

Dated: _____

Approval Checklist

Contact Herriman City Events Manager to help determine signatures required for your event.

Application to be turned into Herriman City Events Manager: Phone 801-254-7667, Fax 801-254-7598 or email dbills@herriman.org

Recommendation	Date Signed	Department Review	Signature	Explanation if not recommended for approval or special notes
Approve	Date:	Parks Department 801-254-7667	Print:	
Disapprove			Signature:	
N/A				
Special Requirements:				

Approve	Date:	Public Works 801-254-7667	Print:	
Disapprove			Signature:	
N/A				
Special Requirements:				

Approve	Date:	City Engineer 801-446-5323	Print:	
Disapprove			Signature:	
N/A				
Special Requirements:				

Approve	Date:	Herriman Police Department	Print:	
Disapprove			Signature:	
N/A				
		Will be sent to HPD Secondary Employment _____ <i>Initials</i>		Other Agency _____
Special Requirements:				

Approve	Date:	Unified Fire Authority 801-830-0042	Print:	
Disapprove			Signature:	
N/A				
		First Aid Kit required on scene _____ <i>Initials</i>		Other Agency _____
Special Requirements:				

Approve	Date:	State of Utah Division of Consumer Protection "Fundraisers" 801-530-6601	Must include copy of permit or letter of exemption:	
Disapprove				
N/A				
Special Requirements:				

Approve	Date:	SL Valley Health Dept (if food will be served) 801-944-6629	Must include copy of permit:	
Disapprove				
N/A				
Special Requirements:				

Approve	Date:	SL Valley Health Dept (if mass gathering) 801-944-6629	Must include copy of permit:	
Disapprove				
N/A				
Special Requirements:				

Approve	Date:	Utah State Tax Commission 801-297-6303	Print:	
Disapprove			Signature:	
N/A				
Special Requirements:				

Approve	Date:	Events Department 801-254-7667	Must include copy of permit or letter of exemption:	
Disapprove				
N/A				
Special Requirements:				

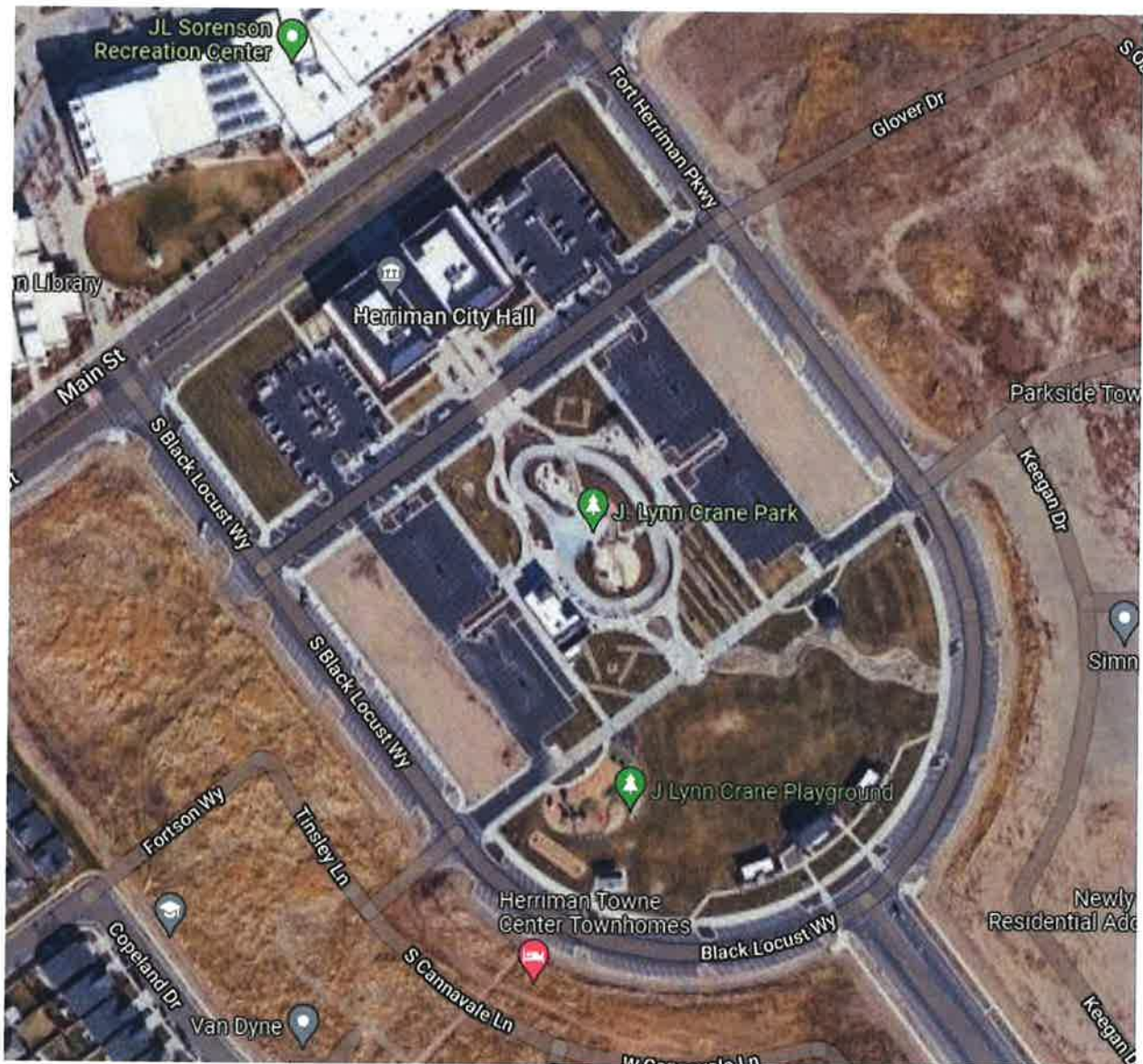
If Event leaves Herriman City geographical area, other City/County permits may/will be required. This is the responsibility of the Event Sponsor.

Neighborhood Consent Form

Block or neighborhood parties that request street closure must submit a consent of all affected neighbors.

	Name	Address	Consent Signature
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J. Lynn Crane Park – Bandstand
Rental



Rental is for the Bandstand space only. The rest of the park remains open to the public. Renters must provide their own sound system. Electrical power is limited. A backstage dressing room, restrooms and lights are available if requested with permit submission.