

# **Grantsville City Special Events Permit Application**

## **Policies and Instructions**

### **Level 2 Application**

#### **General Information**

Grantsville City (“City”) recognizes special events as valuable to the community. Such events constitute an integral component of the City’s overall support service obligation. In the City’s roles of both support and regulation of special events, City Departments must operate in a consistent and coordinated manner.

A special event is defined as an activity or series of activities, specific to an identifiable time and place, produced in conjunction with community organizations often held on public property, and which may occur on a one-time or a recurring basis. Such events may include but are not limited to street closures, block parties, fund raisers, street parties, runs, rides, races, walks, and other community events. They may occur on streets and/or sidewalks, parks, and other City-owned property. They may also include mass gatherings. For the purposes of this policy, special events shall not include privately sponsored events which rent space inside City facilities.

#### **The Application**

The City uses a single application form for all special events. The first two pages of the form are required for every event and other supplemental forms are to be completed as needed.

#### **Application Fees** *(See supplemental fee schedule for City Resources needed for the event)*

- Application fee for a Level 1 Event: No Fee
- Application fee for a Level 2 Event: No Fee
- Application fee for a Level 3 Event: \$50.00
- Application fee for a Level 4 Event: \$150.00
- Application fee for a Mass Gathering Permit: included in the Consolidated Fee Ordinance (in addition to other application fees)
- Fees are non-refundable. Whether the event is approved or not the fees paid are intended to cover the cost of the event review.

#### **Levels of Events**

There are four levels of events defined by Grantsville City.

- **Level 1 Event:** pavilion rental only where the criteria outlined in Levels 2, 3 and 4 events do not apply.
- **Level 2 Event:** generally small events not open to the general public, for which an admission fee is not charged and with no commitment or support of City resources. This level of event typically consists of less than 150 participants, but may vary depending on circumstances. These events might include a neighborhood block party, the use of a City street for a party, and/or a small-group fund raiser.
- **Level 3 Event:** medium sized events involving some level of City participation in traffic control, use of barricades, etc. This level of event typically consists of less than 300 participants, but may vary depending on circumstances. These events might include races, festivals, carnivals, parades, or medium sized events held in City parks.

- **Level 4 Event:** large scale events involving extensive City support in traffic control, setup, cleanup, use of City equipment, etc. This level of event typically consists of more than 300 participants, but may vary depending on circumstances. These events might include marathons, triathlons, bicycle races, large scale parades, and/or other events of similar size and scale.

### **Deadlines**

Applications must be submitted in advance for event permits. An application may not be submitted more than 18 months in advance of an event's proposed date. Minimum application periods in advance of the event include:

- 7 days in advance for Level 1 and Level 2 events
- 90 days in advance for Level 3 and Level 4 events

### **Damage/Destruction of Public Property**

Any damage or destruction of public property as a result of the event will be the responsibility of the permit holder. You are required to sign the attached liability statement.

### **Insurance Requirements**

For all Level 4 events, the City requires event insurance. The applicant must execute an indemnification agreement prepared by the Legal Department and provide evidence of insurance to the City prior to the issuance of a permit which is required to have:

- × A certificate of insurance with coverage of at least \$2 million per occurrence with a \$3 million aggregate limit naming Grantsville City, its officers, employees and volunteers as additional insured's. The certificate must also state that coverage will not be cancelled without ten days prior written notice to the City.

### **Review Process**

The Mayor's Office will ensure all Level 3 and Level 4 events will be reviewed by those necessary to issue the permit. The Mayor's Office shall present the application at the City's Weekly Department Head Meeting for its consideration. These Department Heads include the Mayor, City Attorney, Police Chief, City Finance Director, City Treasurer, Zoning Administrator, Public Works Director, and Enforcement Officer. They shall look at the impact of the proposed event, the logistics of the event, and the requested and required City services for the event (if any) and whether all other licenses, permits and agreements are in place.

**Grantsville City**  
**Special Events Permit Application**  
**Level 2**

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Description: (Be Specific, Attach Additional Pages if Needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Set Up Time Start: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event Take Down Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_  
(Attach a Map Showing the Location and/or Route)

Number of Participants Expected: \_\_\_\_\_

**Contact Person/ Person in Charge:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_  
(required)

Does your event include the following? *(Please answer each question)*  
*(Public Property includes city-owned land, streets, sidewalks, facilities and parks)*

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| A. Community Event on Public Property<br>(If yes, you must complete Section A)  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Event Using Grantsville City Pavilions, Parks, Trails or Adjacent<br>Parking Lots<br>(If yes, you must complete Section B) | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Event Using Grantsville City Streets or Sidewalks<br>(If yes, you must complete Section C)                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Event Involving More Than 300 Participants on Private Property<br>(If yes, you must complete Section A)                    | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Block Party<br>(If yes, you must complete Section A and D)   | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Filming on Public Property<br>(If yes, you must complete Section F)  | <input type="checkbox"/> | <input type="checkbox"/> |

***Please complete the appropriate supplemental forms based  
on the type and scope of your event.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit all appropriate forms, attachments, and applicable fees to:

Grantsville City  
Mayor's Office  
429 East Main Street  
Grantsville, Utah 84029

Payment must be received before application will be processed.

## Section A: Community Event / Block Party / Large Assembly

Attach a detailed map of the location showing where activities will take place

	Yes	No
Will this event interfere with or interrupt pedestrian traffic?	<input type="checkbox"/>	<input type="checkbox"/>
Will this event interfere with or interrupt vehicle traffic?	<input type="checkbox"/>	<input type="checkbox"/>
Will this event require closing a street?	<input type="checkbox"/>	<input type="checkbox"/>

*(Road closures require the applicant to rent barricades.  
Please show the location of proposed barricades on the map)*

Will this event involve music or other amplification?	<input type="checkbox"/>	<input type="checkbox"/>
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*(Amplification would include microphones, sound systems or megaphones.  
City Nuisance Ordinance applies.)*

If yes, please describe the source of music or amplification:

Will food be served at this event?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, please provide proof of food handler permits.

Will any funds or proceeds be collected from this event?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, will a fee be charged for admission?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, will products be sold at this event?	<input type="checkbox"/>	<input type="checkbox"/>
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How many restrooms will be available?

Toilets:

Sinks:

List available parking including the number of spaces available:

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What Grantsville City services do you anticipate needing for this event?

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## Section B: Special Park / Pavilion Use

Pavilions Needed (if any):

*(Please complete Pavilion Reservation Agreement on the following page.)*

Attach a detailed map of activities and their specific locations.

	Yes	No
Will any funds or proceeds be collected from this event?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, will a fee be charged for admission?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, will products be sold at this event?	<input type="checkbox"/>	<input type="checkbox"/>
Will this event involve music or other amplification?	<input type="checkbox"/>	<input type="checkbox"/>

*(Amplification would include microphones, sound systems or megaphones.  
City Nuisance Ordinance applies.)*

If yes, please describe the source of music or amplification:

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Will you be bringing in or setting up any special equipment?

If yes, please indicate below all equipment that will be set up:

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After reviewing the Special Park Use Guidelines, are there event details that should be addressed:

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**Section B: -Continued-**

**Pavilion Reservation Agreement**

Desired Pavilion: \_\_\_\_\_

Name of Park: \_\_\_\_\_

*\*Note: Hollywood Park Pavilion does not have electricity, but water is available near  
bathrooms.*

Time Slot Requested: (Circle)

9:00 am – 2:00 pm

3:00 pm – 9:00 pm

Pavilion Use Reservation Agreement:

I, the undersigned, signify that the information provided on this application is true and correct and I hereby accept full responsibility for any breakage or damage to the property or buildings that occurs pursuant to the use of the reserved facilities by me, my agents, or other event attendees. I agree to indemnify and hold harmless Grantsville City and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of acts or omissions that may be directly or indirectly attributable to myself, my agents, guests, or other event attendees. If permission is granted, I or my designated representatives agree to be present during the entire use of the facility. My signature below signifies that I agree to abide by all of the conditions of this application, the Pavilion Use Reservation Policy and any permit issued based on this application. Furthermore, I also agree to pay Grantsville City all costs Grantsville City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.

I have received a copy of the Pavilion Use Reservation Policy and agree to abide by it.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Must be 18 years of age or older)