

2603 Santa Clara Drive, Santa Clara, UT 84765
Phone: (435) 673-6712 or email www.santaclarautah.gov

SPECIAL EVENT PERMIT CHECK LIST & APPLICATION AS PROVIDED BY SANTA CLARA, UTAH, CITY CODE CHAPTER 12.22

Documents:

- _____ 1. Complete Special Event Application (Due 45 days before event). Events filed less than 45 days in advance will not be accepted.
- _____ 2. **\$150.00/\$300.00 (500+ people) Application Fee.**
- _____ 3. Written Description/Narrative of the event.
- _____ 4. Event Site Plan. It must include street names, placement of barricades, road/sidewalk closure, vendor/merchant parking, vendor booth placement, inflatables, amusement devices, table placement, portable toilet placement, fencing, tents, temporary signage, etc.
- _____ 5. Security Plan. This is required by the police department. It must include: an estimated amount of people expected at your event, a security director on the site at all times with a cell phone, the total number of security personnel (required to be 21 years or older), security personnel must be in security shirts or vests that look the same, and a name and phone number of someone to contact as necessary.
- _____ 6. Written Authorization for events held on private property by the property owner.
- _____ 7. Provide a Certificate of Insurance with a minimum limit of one million dollars (\$1,000,000.00) per person in any occurrence and two million dollars (\$2,000,000.00) aggregate.
- _____ 8. Alcohol Sales/Single Event Liquor License Application – Please contact the State of Utah, Alcoholic Beverage Control at (801) 977-6800.
- _____ 9. Temporary sales tax number for event and vendors. Please contact state of Utah special events tax division – (801) 297-6303.
- _____ 10. Health Department approval for any food provided at the event. Southwest Health Department – (435) 986-2580.
- _____ 11. Proof of park reservation or city facility reservation.
- _____ 12. Sign and return a Special Event Hold Harmless Agreement.

Event Details:

1. Event Name: _____
2. Applicant Names(s)& Contact information: _____
3. Organization: _____
4. Applicant Address: _____
5. Mailing Address: _____
6. Phone Number & Email: _____
7. Location of Event: _____
8. Event Date(s) including Start Time & End Time: _____
9. Clean up Date(s) including Start Time & End Time: _____
10. Approximate Number of Persons attending the event per day including staff: _____
11. Is the event being held on private property: _____
12. Will Food be served at the event: _____
13. Will Alcohol be sold or served at the event: _____, if yes, please submit Single Event Liquor License application.
14. Will Outdoor Music be part of the event: _____, if yes, written notification for neighbors within 300' is required including name, signature, address and phone number. Door hangers may also be required to notify neighbors.
15. Will the event require power? (Y/N) _____
 - A. Small Temporary Power Pedestal – 8 Available (see Appendix “A”)
(4 – 120V, 20A outlets in each pedestal)
Number of pedestals needed _____
\$50.00 each (2 Days) \$ _____
Additional days: _____
\$10.00/Day per pedestal \$ _____
 - B. Medium Temporary Power Pedestal – 2 Available (see Appendix “A”)
(2 – 120V, 20A), (2 – 120V, 30A), (2 – 240V, 50A)
Number of pedestals needed: _____
\$75 each (2 Days) \$ _____
Additional days: _____
\$15/Day per pedestal \$ _____

C. Large Temporary Power Pedestal (see Appendix "A")

Option 1- (15 – 120V, 20A), (3 – 240V, 50A) 1 Available

Option 2- (6 – 120V, 20A), (6 – 240V, 50A) 1 Available

Option (1, 2, Both): _____

\$100 each (2 Days) \$ _____

Additional days: _____

\$20.00/Day per pedestal \$ _____

16. Will the City Hall Banquet Room/Parking Lot be reserved (Y/N) _____

See Banquet Room Rental Application for details

17. Santa Clara- Ivins Fire Dept. event approval (Y/N) _____(signature line)

See Fire Dept. for details: Non-dedicated standby _____ Dedicated standby \$ _____

18. Santa Clara- Ivins Police Dept. event approval (Y/N) _____(signature line)

See Police Dept. for details: Non-dedicated standby _____ Dedicated standby \$ _____

****A completed application of City Forms shall be submitted to the City at least forty-five (45) calendar days before the event is scheduled to take place, to allow sufficient time to process the application.***

I HEREBY DECLARE THAT THE FOREGOING INFORMATION GIVEN ON THIS APPLICATION FOR A SPECIAL EVENT PERMIT IS TRUE AND THAT FALSIFYING ANY INFORMATION CONSTITUTES CAUSE FOR REJECTION OF MY PERMIT.

Signature Applicant(s)

Date

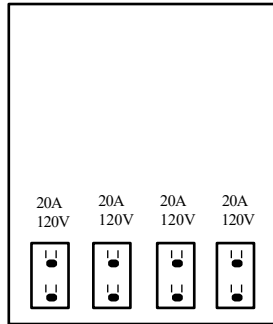
****This permit is approved subject to any conditions communicated to the applicant in writing at the time of issuance.***

City Approval

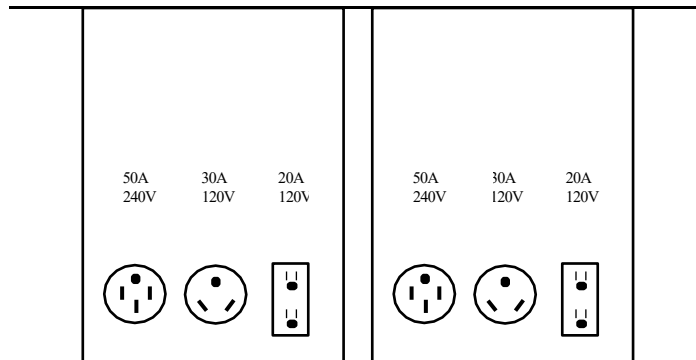
Date

Appendix A

Small Temporary Power Pedestal, (8 Available) 4/120v/20 AMP

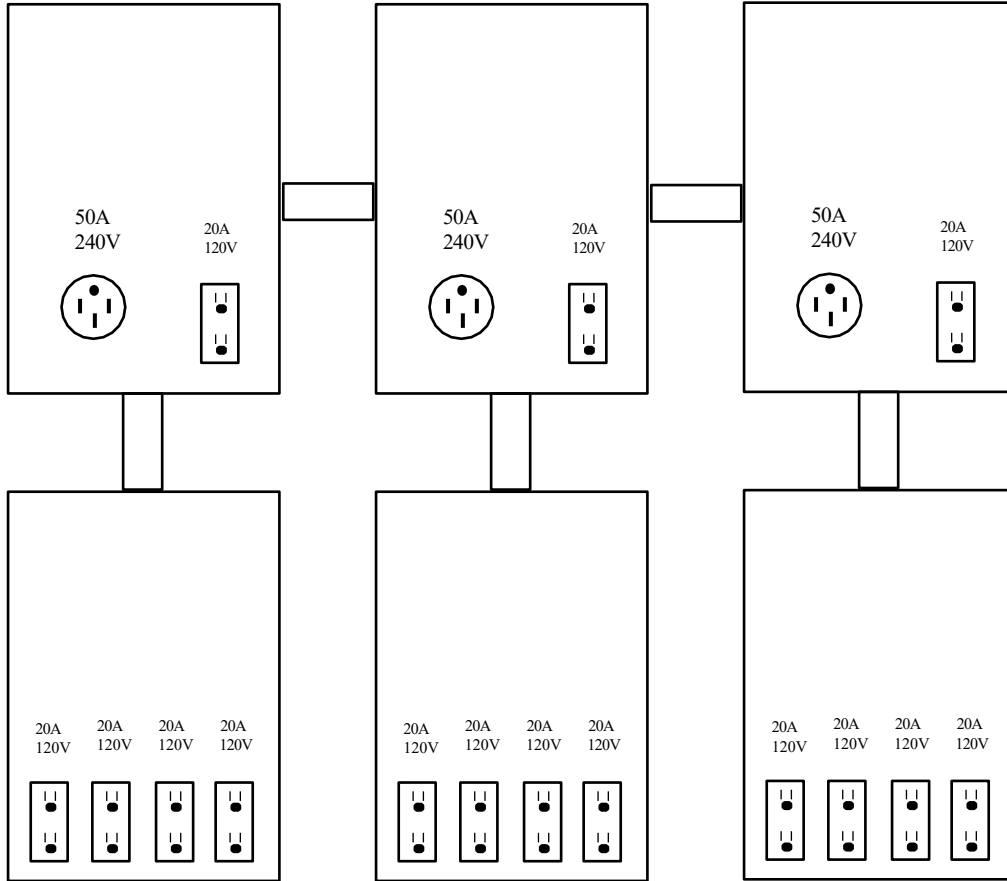


Medium Temporary Power Pedestal, (2 Available) 2/120v/20 AMP, 2/120v/30 AMP, 2/240v/50 AMP

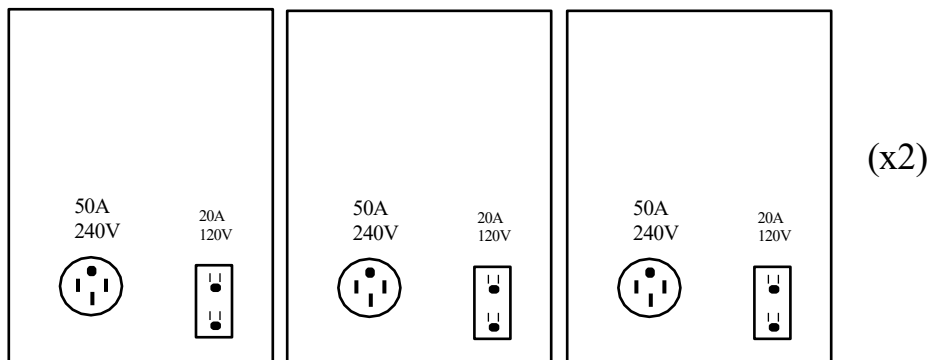


Appendix A

Large Temporary Power Pedestal, Option 1, (1 Available) 15/120v/20 AMP, 3/240v/50 AMP



Large Temporary Power Pedestal, Option 2, (1 Available) 6/120v/20 AMP, 6/240v/50 AMP



HOLD HARMLESS AGREEMENT

The City of Santa Clara (hereinafter known as the City) and the User hereby enter into an agreement as follows with the understanding that information contained herein does constitute a contract within the State of Utah. All parties to the contract further agree to submit to the jurisdiction of the courts in the State Utah any claims arising out of this contract. This agreement will not be binding upon the City until accepted and approved by the City Manager or his authorized designee.

The User:

- (1) Shall hereby release and hold harmless the City from, and agrees to indemnify it against any and all claims, damages, injury, cost of investigation, Worker's Compensation and Attorney's fees arising from, or as a result of use of City owned property, facilities or equipment;
- (2) Shall obtain, at User's own cost and expense, any and all licenses or permits required by law or ordinance;
- (3) Shall take the premises as they are found at the time of occupancy by the User. In the event the User finds it necessary to remove or change the equipment, the changes shall be made by the User at the user's expense and shall be replaced as found. No removals or changes shall be made without prior written approval of the City;
- (4) Shall remove from the premises at the conclusion of the activity all equipment and material owned by the user;
- (5) Shall have all deliveries of needed equipment and materials made only after written approved arrangements with the City are received;
- (6) Shall not reassign this agreement or sublet the premises, or any part thereof, for any purposes other than herein specified, without the written consent of the City;
- (7) Shall not bring on the premises, keep, possess, or allow use of any illegal drugs, alcoholic beverages, controlled substances or gambling devises of any kind;
- (8) Shall not use, store, or permit to be used or stored in or on any part of the City's premises, any substance or thing prohibited by any law or ordinance, or by standard policies of fire insurance companies operating in the State of Utah;
- (9) Shall assume full responsibility and liability for the character, acts, and conduct of all persons admitted to the facilities or property owned by the City;
- (10) Shall provide a certificate of insurance at least 48 hours prior to the activity indicating Evidence of Public Liability Insurance coverage;
- (11) Shall not allow smoking in City owned buildings, facilities, or on City owned property;
- (12) Clean the facility and restore all equipment and furnishings to their original order. The immediate area outside the facility must also be cleaned;
- (13) Shall make available a first aid kit and inform the other persons of its location.

The City:

- (1) Shall furnish light, heat, and water by means of the appliance installed for ordinary purposes. Interruptions, delays or failure in the furnishings of any of the above, caused by anything beyond the control of the City shall not be chargeable to the City;
- (2) Shall not be responsible for any damage, accidents or injury that may occur to the User, his agents, servants, employees, spectators and any or all other participants, and/or property of any cause whatsoever arising out of or resulting from the above;
- (3) Reserves the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose for which the premises are being used, shall be obnoxious or hostile to the best interest of the City;
- (4) Reserves the right to give City activities a priority for use and alter this agreement by notifying the User not less than 48 hours prior to the activity, any;
- (5) May at its option, attach a rider which outlines the fee schedule and other detailed specifications of this agreement and which becomes a part of this agreement.

I certify that I have read and will abide by the rules and regulations which appear above.

Signature of the Applicant: _____ Date: _____

____ Approved ____ Denied Fee Paid: _____ Permit #: _____ Authorized by: _____