

Park City Municipal Corporation

Master Festival & Special Event Application

Special Events 435.615.5150 specialevents@parkcity.org

<u>Complete</u> applications for Master Festival Licenses are due no later than 90 days prior to an event. <u>Complete</u> applications for Special Events are due no later than 60 days before an event. Incomplete applications cannot be reviewed. Applications submitted after the timeframe described above may be denied for approval. To view a list of items needed for complete applications, visit the Applications & Planning page under the Special Events tab at www.parkcity.org.

APPLICATIONS DO NOT CONSTITUTE AS A VALID PERMIT UNTIL APPROVED BY THE SPECIAL EVENTS DEPARTMENT APPLICATION FEES

All new/ first time applications require a \$160.00, non-refundable application processing fee. All applications for annual/returning events require an \$80.00, non-refundable application processing fee. Additional fees for other services, including Health Department, Fire Department, and City Services will be estimated and provided to the applicant.

			EVENT TY	PE INFO)RMA	ATION						
MASTER FESTIVAL CRITERIA	Attraction of over 500 par and or spe	ticipants	Requires Partial o Street Closure or u Public Right of W	ise of	Use of City park, buildings or other properties or transportation system		_	Use of off –site parking facility		Use of Amplified Music in or adjacent to a residential neighborhood		
SPECIAL EVENT CRITERIA (PUBLIC OR PRIVATE EVENT)	Causes signific via disturband and o	routine of the or affected ne	Disruption of the normal routine of the community or affected neighborhood			Necessitates temporary but liquor licensing in conjunct public impacts			Necessitates the use of opersonnel			
			EV	ENT TY	PE							
Street Fair/Festival				Trail Event Con tions required; see Special Event r details or visit www.parkcity.org			ncert Road Bike Event					
Other Type of Event (Please Specify):												
APPLICANT AND SPONSORING ORGANIZATION INFORMATION												
NAME: (FIRST, LAST) TITLE/POSITION:												
STREET ADDRESS:						CITY, STATE, ZIP CODE:						
MAILING ADDRESS: CITY, STATE, ZIP CODE:												
(If different from above TELEPHONE (WORK)	l IE:	E: WEBSITE:										
	.											
EMAIL ADDRESS:		SOCIAL MEDIA:										
BUSINESS OR ORGANIZATION:						Is organization a registered non-profit? Yes No (If yes, please provide copy IRS paperwork)						
ONSITE CONTACT:	MOBILE PHONE:											
NAME OF EVENT:				<u> </u>								
FIRST TIME EVEN	FIRST TIME EVENT ANNUAL EVENT (How many years				?) Will a fee be charged for attend					dance or pa	rticipation?	
Overall Event Description (Briefly explain event and activities. This may be included in your operational plan or on a separate piece of paper):												
EVENT DATES AND TIMES EVENTS WITH ATTENDANCE GREATER THAN 500 REQUIRE A SUMMIT COUNTY MASS GATHERING PERMIT												
EVENT DATE(S): EVENT HOUR				S - START TIME:					END TIME:			
SET-UP DATE/S: TIME/S:				BREAKDOWN			DATE/S: TIME			S:		
ESTIMATED ATTENDANCE - PARTICIPANTS:				SPECTATORS:					TOTAL:			
EVENT LOCATION(S): PLEASE LIST SPECIFIC TRAILS, FIELDS, STREETS, PARKS, BUSINESS OR BUILDINGS												



Park City Municipal Corporation

Special Events 435.615.5150

specialevents@parkcity.org **Master Festival & Special Event Application** STREET CLOSURE INFORMATION STREET CLOSURE ROUTE MAP MUST BE INCLUDED WITH YOUR APPLICATION STREET CLOSURES ATTACH A STREET CLOSURE PLAN AND TIMELINE IN A SEPARATE DOCUMENT WHEN SUBMITTING YOUR APPLICATION Will this be a Complete Road Closure? Will this be a Partial Road Closure? Will this be a Rolling Road Closure? YES NO YES NO Does the event cross over city boundaries? YES NO Into Summit County Into Wasatch County Names of Streets to be Closed: * SITE MAP, with proposed route if applicable, MUST BE INCLUDED WITH APPLICATION * Between: And: Street: Between: And: Street: Between: And: And: Street: Between: Description of reason for closure: Days of Closure: (including Start Date: Time Of Closure: Reopen Date: Start: End: setup and breakdown) **PARADE INFORMATION** Assembly Area: Disbanding Area: # of Anticipated Parade Entries: **PUBLIC FACILITY USE FACILITY MAP MUST BE INCLUDED WITH APPLICATION ADDITIONAL FEES MAY APPLY** Check anv or all Miners Hospital Main Street - Miner's Park McPolin Barn that apply: City Park Softball Field Library Field Dirt Jump Park City Park Rugby Field Quinn's Sports Complex Fields Skate Park City Park Gazebo Area Ice Arena School District Fields City Park Covered Picnic Area Rotary Park EVENT PARKING (PARKING MAP MUST BE INCLUDED WITH APPLICATION) Does the event request for closure, restriction, removal or use of any public parking: If yes, complete a Request for Special Use of Public Parking Application and attach to application. Estimate Total Parking Spaces Needed for Event (Spectators, Participants, Attendees) -Will event parking be on Private property? YES Written Permission from Owner of Private Parking Area is Required and should be attached with this application. Will there be transportation services to and from Parking Lots? YES NO Transportation Contact Phone Number and Email Address: Transportation Provider Name: TEMPORARY STRUCTURES & IMPROVEMENTS - STRUCTURE MAP MUST BE INCLUDED WITH APPLICATION All temporary structures must be approved and inspected by the Park City Building Department at 435-615-5100. Check all that apply Bleachers Inflatable's Canopies Stage/s Temporary Lighting Tent/s < 200 sq ft Trailer/s Structures over 6' in height Tent/s > 200 sq ft Will you have electrical needs? YES NO Do you propose to use generators? YES NO What is the purpose of the structures:

Will you be using flammable materials, including fuels and gasses? YES NO

Will you be requesting permits for fireworks? YES NO

If yes to either above question, a Fire Permit Application must be submitted 20 days prior to the event.

Toilet Facilities - Depending on the size, scope and location of this event the SUMMIT COUNTY HEALTH DEPARTMENT may require additional public faculties. Site plan must include the location of public facilities.



Please list range of marketing budget

Park City Municipal Corporation

Master Festival & Special Event Application

Special Events 435.615.5150 specialevents@parkcity.org

OPERATIONAL - PART B

WASTE MANAGEMENT & RECYCLING The Park City Municipal Corporation encourages sustainable efforts in Waste Management including the recycling of as much event waste as possible. Please refer to the Park City Event Planning Guide for a list of local recyclers to find out how they may assist you. All applications must include a waste management plan that includes pre and post event details **FOOD AND MERCHANDISE SALES** Will there be sale of Merchandise? Will there be sale of or complimentary food? YES YES NO NO Describe Items for sale: Will food items be pre-packaged? YES NO Will food items be cooked at event? YES NO Will food items be prepared off site? YES NO All individual vendors must obtain a Park City Business License & Summit County Temporary Food Service Permit If cooking onsite a permit may be required for use of appliances Will there be beer, wine, and/or liquor sales during The Park City Finance Department requires application for a Beer & Liquor License. the event? YES The Utah Dept. of Alcoholic Beverage Control (UDABC) may require application for a Single Event Liquor License or other state permit. **TEMPORARY SIGNS** NO If yes, attach sign plan describing sign content, sizes and locations Will there be Temporary signs at the event? YES ANIMALS AT EVENT Will there be animals at the event? YES NO If yes, attach plan to address nuisances or health hazards associated with the animals. **COMMUNICATIONS NEEDS** Will there be installation of antenna for communications? YES If yes, attach site plan and specifications of antenna. SAFETY - SECURITY An Operational Plan is required for all events outlining: Security and Crowd Control specifics, Fire District and Access Information, First Aid & EMT requirements (Refer to Park City Special Event Planning Guide for more information) Does your event require Law Enforcement services beyond routine periodic patrol? YES NO Upon review the Park City Police Department may require additional on-site personnel for event approval **MARKETING OF EVENT** Proper marketing your event is vital to its success. Please contact the Park City Chamber Bureau (www.parkcityinfo.com) as a resource. Who is the target market for this event? Where is the target market for this event? Local Regional National International Will this event be televised? YES Local Regional National International Describe coverage: Please list print advertisements including newspapers and magazines: Social Media Links:

\$500 - \$1000

> \$1000

\$100 - \$500

< \$100



Park City Municipal Corporation

Master Festival & Special Event Application

Special Events 435.615.5150 specialevents@parkcity.org

APPLICATION INFORMATION

INSURANCE REQUIRMENTS

INSURANCE MUST BE RECIEVED AT LEAST 10 DAYS PRIOR TO EVENT

Park City Municipal Corporation requires proof of liability insurance in the minimum amount of two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) aggregate. The applicant shall name Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured.

RULES AND REGULATIONS

To insure prompt and accurate processing of your application, ensure that <u>ALL</u> support materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes.

COMPLETE APPLICATIONS

A complete application must include an event site plan that includes, but may not be limited to the following: street closures, signs, operational vehicles, barricades, tents and other temporary structures, activity locations, bleachers, portable and fixed toilets, water stations, event headquarters, solid waste & recycle containers, entrances/exits, walkways, fire lanes, event route, security / crowd control personnel, power sources, cooking facilities, etc. Complete applications must also include the appropriate application fee, operations plan and timeline, parking and transit plan, road closure plan and schedule, safety and emergency plan, weather date and weather contingency plan, emergency plan, communication plan, route and trails map and/or parks and fields use schedule, volunteer and staff plan and schedule, residential and community notification and mitigation plan, permission letters from private land or property owners, sign and banner plans as well as trash, waste and recycling plan.

WE WELCOME YOUR INQUIRES - PLEASE CONTACT US AT SPECIALEVENTS@PARKCITY.ORG

Applicants are welcome to request a meeting to discuss the event prior to submitting applications.

EVENT COSTS

The Applicant shall assume and reimburse the city for any and all costs and expenses determined by Park City Municipal Corporation such as City's staff's time if required at event, additional garbage or waste in city receptacles, providing, erecting or moving equipment such as barricades, directional or event signs, garbage and waste receptacles. Park City Municipal Corporation may require a deposit that shall not exceed one thousand dollars (\$ 1,000.00) to cover such expenses. Events may incur costs from other departments or agencies.

AGREEMENT AND SIGNATURE the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the

, , ,	t this application on its behalf. The information contained herein, including suppo	,
Name (Printed)		
Signature:		Date:

Refer to <u>www.parkcity.org</u> and click on the Applications & Planning page to access the Special Event Planning Guide for answers to the most frequently asked event related questions.

Contact Information:

Tommy Youngblood, Special Events Coordinator & Filming Permits

Jenny Diersen, Special Events Coordinator & Facility Rental

435.615.5187 tommy.youngblood@parkcity.org

435.615.5188 jenny.diersen@parkcity.org

Website: www.parkcity.org - click Special Events under the Living Here tab

Complete Application Check List

We encourage you to contact us prior to submitting an application. *Items marked with this symbol may not be required for all events.

Completed Application Volunteer / Staff Plan and Schedule

Application Fee – with accounting code Certificate of Insurance

Site Map with details as described above (google earth suggested)

Letters of Permission from Private Land or Property Owners

Road Closure Plan and Schedule*

Route and Trails Map*

Fields / Parks Use Plan and Schedule*

Operations Plan and Timeline

Parking and Transit Plan Safety Plan – Police, EMS, Fire, Private Security

Emergency Plan Weather Date and Weather Contingency Plan

Sign and Banner Plans* Trash, Waste & Recycle Plan

Public / Community Outreach Plan

Bicycle Storage Security Plan*

Complete applications for Master Festival Licenses are due no later than 90 days prior to an event. Complete applications for Special Events are due no later than 60 days before an event. All events, including first year or reoccurring, are not permitted until approved by the Special Events Staff and/or City Council.