

# Special Event Pre-Application Form



All Special Event Pre-Application Forms should be sent to **Stephanie Valdez** in the Special Events Department at [stephanie.valdez@parkcity.org](mailto:stephanie.valdez@parkcity.org). For questions, please call 435.640.5063.

The Special Events Department no longer accepts rolling applications. The Special Events Manager will try to assign events one week after receiving a Special Event Pre-Application. Other major events or holidays may delay our response. If this is a New event (any event that has not occurred within the last year in Park City's jurisdiction), please reach out to Jenny Diersen (435.640.5063) to schedule a meeting prior to submitting this form. All applicants must submit the following Special Event Pre-Application Form and receive administrative permission from the Park City Special Events Department and provide proof of liability insurance in an amount determined by the City prior to submitting a Special Event Application. Any new or significantly changed event should also review the [Peak and Local Time Period Calendar](#) which may restrict new events during specific times. Special Event Applications are accepted up to 18 months in advance and are due as follows:

**1. First Friday in October for events between March and August**

Reviewed and approved, approved with conditions, or denied by the last City Council meeting in February.

**2. First Friday in April for events between September and February**

Reviewed and approved, approved with conditions, or denied by the first City Council meeting in September.

Events that are determined a Level 1 or Level 2 are exempt from these deadlines but must submit a completed application no less than 30 days prior to the scheduled start of the event, unless otherwise approved by the Special Event Manager.

Special Event Date(s) or Application are not approved until the Special Event Application is reviewed and approved in a Special Event Permit according to [section 4A](#) of the Municipal Code.

Contact Information	
Primary Contact First & Last Name	
Business/Organization Name	
Email Address	
Phone Number	
Website	

Event Description
Brief description of event (include food & beverage plan, if applicable)

Event Information	
Event Name	
Requested Date(s)	
Proposed Time	
Estimated Attendance	
Event Location Please list all that apply: Event Location, Fields, Parks, Public Facilities, Trails, Private Facilities & Letter of Permission, Streets, Other	
New Event <small>(has not occurred within the last year in Park City's jurisdiction)</small>	Annual Event
If annual, what changes do you anticipate and why? (dates, attendance, etc.)	