



PARK CITY MUNICIPAL CORPORATION

MASTER FESTIVAL AND SPECIAL EVENT PROCESS

This document is intended to serve only as a helpful guide for applicants.

What is a Master Festival or Special Events License?

A Master Festival or Special Event license is an approval granted by the City to allow an applicant to hold an event, function or other use, which would normally not be permitted, in Park City or who's actions will impact the surrounding area. The license and conditions allows the use and minimizes the impacts to the adjoining neighborhoods and the entire City.

When is one required?

A license is required when an event, public or private, requires additional licensing beyond the scope of normal business and/or liquor regulations; or when the event creates public impacts through any of the following: (a) the use of City personnel; (b) impacts via disturbance to adjacent residents; (c) traffic/parking; (d) disruption of the normal routine of the community or affected neighborhood; (e) the use of amplified music; or (f) or necessitates temporary business or liquor licensing.

An easy key is that a license is needed at any time where the event draws more than 500 people, requires temporary structures (tents, concession stands) or the placement of banners and signs.

What types of uses are applied for?

Events such as outdoor music, grand openings, or fundraisers are often applied for. This license process also permits large-scale events such as the Art Festival, 4th of July Celebrations and the Sundance Film Festival.

Neighborhood block parties or other events requiring a street closure of any residential street for less than one day is not considered a Special Event. However, notice to the Police Department would still be required.

How is the process started?

The process to receive an event license begins with the submittal of the Master Festival License application. Application materials are available at City Special Events Department, and Part I of the application must be completed and submitted to the Special Events Department no less than ninety (90) days prior to the scheduled opening of any Master Festival and no less than sixty (60) days prior to a Special Event. Assistance in filling out an application can be provided by the Special Events Department and can either be done over the phone or in person.

How many applications are needed when the event occurs on different days or over a weekend?

One application can be used for an event which over multiple days or which occur in series, such as concerts, which specifically authorizes each concert in the series, even if the same performer is performing on separate occasions.

What if other City Departments are impacted by the event?

It is the job of the Special Events Department to coordinate with all City departments on events. The application will be routed to all applicable entities within the City and comments will be returned to the event Staff through the Special Events Department.

Does every event need to be approved by the City Council?

The City Council of Park City shall review applications for large events that fall under the Master Festivals License requirements. Those applications include events attracting large crowds (over 500), propose amplified music, events occurring on City property or events which request

street closures. Once a Master Festival License is granted for an event, the Special Events Department can administratively approve the license in subsequent years unless substantial changes have been made to the event.

The Special Events Department also has the authority to approve smaller events, termed Special Events, administratively. These types of events can include grand openings, tournaments and small fundraisers.

What if there are other events approved for the same day?

No more than one Master Festival or Special Event shall be approved for the same date(s) unless the Special Events Manager or City Council finds that the events will not adversely impact one another and that concurrent scheduling of the events will not adversely impact the public health, safety, and welfare. In making this determination, the Special Events Manager or City Council will apply the following criteria: (1) geographic separation of the events; (2) proposed time and duration of the events; (3) anticipated attendance volumes; (4) necessity for public personnel, equipment, and/or transportation services at the events; and (5) anticipated traffic and parking impacts.

What other licenses are needed to hold an event?

When the event allows for concessions the applicant must complete all proper permitting applications from the Summit County Health Department. Additional licenses are required for the sale of beer or liquor as well as a Building Permit for the placement of temporary structures.

What type of information do I need to provide with the application?

Applications must be accompanied by a detailed site plan showing the area of the event and any temporary structures that will be constructed for

the event. Additional applications such as Building Permits for temporary structures and temporary beer license shall be turned in at the time of application. Applicants are also required to provide proof of liability insurance in the amount of two million dollars (\$2,000,000), and shall name Park City Municipal Corporation as an additional insured.

What are the costs associated with events in Park City?

First-time Master Festival applications shall be assessed a fee of one hundred dollars (\$100). Special Event and renewal Master Festival applications shall be assessed a fee of fifty dollars (\$50). Depending on the scope of the event, there could be associated costs to permit temporary structures like tents and bleachers as well as application costs for temporary liquor or beer permits. Upon receipt of a completed Master Festival or Special Event application, the Special Events Staff will provide the applicant with an estimate of fees based on estimated costs for these additional services.

How can the event run every year?

Applicants who successfully operate a Master Festival or Special Event under the provisions of their license and who wish to have the event on an annual or periodic basis, must renew each Master Festival or Special Event License with the City every year.