

Inter-Agency Task Force
Cross Jurisdictional Events Coordination
Information Packet

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Inter-Agency Task Force
Cross Jurisdictional Events Coordination
August 25, 2010

Agenda

1. Managing/ regulating of cross jurisdiction events from a health/safety/welfare standpoint
 - Development of more regular meetings with regional players
2. Current Park City Council direction
 - *Further develop and populate the event calendar; while continuing to balance impacts on community character and quality of life of residents, and quality of experience of visitors.*

The 2 –year work plan described in the visioning session included:

1. Continue to refine and make the application and review process more intuitive and user friendly.
 2. Better align resources (especially Parks, Streets, Building Maintenance) to ensure staff can properly accommodate and address operational needs at events, without sacrificing normal responsibilities or taking on unnecessary overtime. This discussion may return during the budget process.
 3. Continue to further develop and populate the Event Calendar; while being careful to consider and balance impacts on community character and quality of life by mitigating and minimizing potential impacts – especially in the downtown and residential cores.
 4. Establish criteria to rank and prioritize events within the Event Calendar.
 5. Focus on our world-class recreational amenities by making tournaments and recreational, tourism-based events a priority.
 6. At the Park City Ice Arena and Sports Complex, favor local play to tourism events at the ice rink (75% local /25% tourism); while focusing on tourism use and tournament play on the fields (75% tourism to 25% local).
3. Event calendar- Growth & management of regional events

| Fiscal Year | Number of Events | Number of Event days | # of Main St Closures- Full & Partial |
|-------------|------------------|----------------------|---------------------------------------|
| 2006 | 60 | 170 | 7 |
| 2007 | 71 | 234 | 18 |
| 2008 | 82 | 294 | 31 |
| 2009 | 79 | 264 | 36 |

4. Budget Policy -

-General discussion on Special Events budget policy



SPECIAL EVENT RATING CARD

Name of Event _____

Date of Event _____ Hours of Operation _____

New Event _____ Existing Event _____ # of YEARS _____

| | | |
|---|----------|---|
| Economic Value | Rate 1-5 | |
| Increase: Lodging Sales | [] | |
| Increase: Retail Sales | [] | |
| Increase: Restaurant Sales | [] | |
| TOTAL | | 0 |
| Community Value | Rate 1-5 | |
| Creates a Sense of Community | [] | |
| Upholds Park City's Values | [] | |
| Improves Quality of Life | [] | |
| TOTAL | | 0 |
| Visitor Value | Rate 1-5 | |
| Attracts visitors to Park City | [] | |
| Increases National Media Exposure for Park City | [] | |
| TOTAL | | 0 |
| Event Impact | Rate 1-5 | |
| Event date's placement on existing calendar | [] | |
| Fit with proposed site | [] | |
| Need for City Resources | [] | |
| TOTAL | | 0 |
| Event Value | | |
| Event's Marketing Plan & Marketing Resources | [] | |
| Organizer's Credentials & Experience | [] | |
| Potential for Event Growth | [] | |
| TOTAL | | 0 |

EVENT TOTAL _____

- *Establish criteria to consider closure of Main Street:*
 - The event should promote Historic Old Town and Main Street, enhance business without interfering or impacting existing business operations
 - The event should be appropriate in crowd size for the district
 - The event should well produced with clean and attractive elements that complement the district
 - The event should give evidence of being well organized; and should have clear, defined goals for both the participant and the district
 - The event should designate and have one individual designated as the event organizer; and demonstrate ample, capable staffing
 - The event must be adequately financed and should have evidence of financial responsibility and a business plan
 - The event should be in balance with the existing calendar of events in and around Park City, as well as Historic Old Town; should consider focusing on off-time periods
 - The event must submit a marketing plan and demonstrate a willingness to work with the HMBA to implement
 - The event should be prepared to present a waste management plan consistent with PCMC Sustainability best practices
 - The event organizers must comply with all PCMC codes and obtain all necessary permits, including proof of liability insurance
 - Does the amount of Main Street closure time justify the activity/duration of the actual event

PART III - SPECIAL EVENTS SERVICES

The City's role in supporting special events encompasses a wide range of services. Depending on the size and impact of a given special event the City may be required to provide:

- Police Services (Crowd, Traffic and Access control).
- Transit Services (Enhanced frequency or capacity).
- Parks Services (Field maintenance, Grounds maintenance, Trash).
- Streets Services (Street Sweeping, Electronic signage, Barricades).
- Parking Services (Special use of parking, Parking enforcement).
- Building Services (Inspections and Code enforcement).
- Special Events and Facilities Services (Facility leases).

Some of these services can be provided without incremental cost or loss of revenues. However, most special events services do have an impact on departmental budgets in the form of overtime labor, equipment, materials, or foregone revenue. The purpose of this policy is to ensure departments are properly funded to provide the special event support they are tasked with providing.

A. Procedures for Amending Departmental Budgets

For budgeting purposes special events can be categorized into two groups:

1. Those events that are managed under multi-year contracts with the City
2. Those year to year or one time events whose size and scope do not justify long term contracts.

B. Events Managed Under Multi-Year Contracts

For these events, Departments shall request budget adjustments during the first budget process after these agreements are signed. These budget adjustments will be based upon

POLICIES & OBJECTIVES

the level of services outlined in the special event contract and will remain in the budget only for the term of the contract.

C. Year to Year or One Time Events

For those events for which long term agreements do not exist the costs for providing services shall be estimated and included within Council's or the City Manager's review of the application. If through the approval process fees are waived these calculations will then serve as the justification for a one-time budget adjustment during the next budget process.

D. Funding Mechanisms for Special Event Budget Increases

The City uses a three tiered approach to fund special event services. Those three tiers are:

1. Special Event Fees
2. Economic Benefit Offset
3. Other General Fund Resources

E. Special Event Fees

Pre-approved fees will be set to recoup the incremental cost of providing the City services detailed in an event Master Festival or Special Event application. If an event requests and receives approval for a waiver of any or all fees, the City will first look to an Economic Benefit Offset to provide funding in lieu of the waived fees.

F. Economic Benefit Offset (EBO):

The economic benefit offset (EBO) of a given event can only be calculated for those events which are known to have a significant impact on sales tax collections and have at least one year of history to analyze. The EBO of an event is calculated using historic sales tax collection data to measure incremental sales tax growth attributable to that event. In the past Council has indicated a willingness to waive fees for up to half the incremental sales tax gained from major special events. The SEBC recommends that Council formally adopt this 50 percent waiver limit. If the Economic Benefit Offset is inadequate (on a fund specific basis) to offset waived fees, the City will then look to other General Fund sources to provide funding in lieu of waived fees.

G. Other General Fund Resources

When the economic benefit of a special event (on a fund specific basis) cannot be calculated or is inadequate to offset the amount of waived fees, the SEBC recommends the City identify other general fund sources to offset any waived fees. Staff will communicate available sources to Council or the City Manager when presenting Master Festival or Special Event applications that contain a fee waiver request.

Special Event and Master Festival Licenses

Special Event License

Staff Review of Application
Fee Estimate
Administrative Approval
Calendar Update
Barricade and Electronic Sign Update
Insurance
Building Permit for Temporary Structures
Event Billing
Wrap-up for File

Master Festival License

Staff Review of Application
Fee Estimate
City Council Review or Administrative Approval
Calendar Update
Barricade and Electronic Sign Update
Insurance
Building Permit for Temporary Structures
Staff Pre-meeting
Event Billing
Wrap-up Meeting and File Update

Film Permit

Review of Application, may include Parking Department and Police Department
Fee Estimate
Insurance
Approve Application
Turn in Approved Application to Finance Department

Standard Master Festival and Special Event License Review Procedure

Pre Application Discussion (Not Required)

Application Request

Application Review

 Fee Estimate

 Approval Process

Pre Event Planning

Event

Post Event

Pre Application Discussion (Not Required)

Regulating Documents: Park City Municipal Code Section 4-8-6
E-Documents: Common MFL Questions (Application Folder)
2005 Event Calendar

Note: 1) Pre application discussions are not always required. It depends on the size and scope of the event, or recommended if this is a new event to town.
2) At times, the pre application discussion can count into the 60 to 90 day review period required by the Municipal Code. This is determined on a case by case basis.

Process Steps and Descriptions for the Pre Application Discussion

- 1) Review the definitions of a Master Festival License and Special Event with the potential applicant. 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. The license and conditions allows the use and minimizes the impacts to the adjoining neighborhoods and the entire City.

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.

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. (Section 4-1-1.36 and 4-1-1.45)

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.

- 2) Review the Event Calendar with the potential applicant and determine if there is an existing event on the date requested. If there is an existing event on the date, review the scope of the event with the potential applicant to determine if the events will adversely impact one another. In making this determination 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. (Section 4-8-6)

If it is determined that the events will not adversely impact each other, proceed. If the potential event would adversely impact the event on the calendar, recommend the potential applicant change dates. The potential applicant could submit the application, but if the findings outlined in Section 4-8-6 of the Municipal Code can not be met we must deny the application.

- 3) Review City Service Costs with the potential applicant. Most new applicants do not understand that there are additional costs when holding an event in Park City. Review potential costs such as police, parks reservation, barricades, and transit with the potential applicant. A fee estimate is not typically provided until an application is submitted. This prevents an obligation to fees without knowing the full aspects of the event.
- 4) Review the other submittal items needed with the application. Property owner's permission, parks reservations and site plans are just some of the items the potential applicant will need to gather prior to submitting the application. It is always best to recommend the potential applicant talk with the Main Street Merchants Association if their event has significant impacts to Main Street. If the potential applicant is able to secure a meeting with the board, it is recommended that City staff attend to observe comments.

Application Request

Regulating Documents: None

E-Documents: Common MFL Questions (Application Folder)
MFL and Special Events Application (Application Folder)
Insurance Information (Application Folder)
Map of Area (Maps Folder)

Note: 1) It is best to try and spend just 5 minutes with an applicant prior to handing them the documents. This allows staff to review verbally what the event is and answer any questions that may come up on the application. Please see Pre Application Discussion.

2) Only 1 application is needed if the event occurs over multiple days or weekends.

Process Steps and Descriptions for the Application Request

- 1) Provide the applicant with the following documents:
 - Common MFL Questions (Application Folder)
 - MFL and Special Events Application (Application Folder)
 - Insurance Information (Application Folder)
 - Map of Area (Maps Folder)

Application Review

Regulating Documents: Park City Municipal Code Section 4-1-1.36
Park City Municipal Code Section 4-1-1.45
Park City Municipal Code Section 4-8-4A
Park City Municipal Code Section 4-8-6

E-Documents: None

Note: 1) Applicant's tend to rush while filling out the application and don't realize that this is the first opportunity many departments have to understand the event. It may be best to follow through with a phone call if the application is incomplete or unclear.

Process Steps and Descriptions for the Application Review

- 1) Review the application to make sure the questions have been answered completely and the scope of the event is represented. If the application is incomplete or unclear, contact the applicant to revise the document.
- 2) 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). All applications fees are due and payable upon submission of a completed application. Applications shall be considered incomplete unless and until the application fee is paid in full.
- 3) Determine if the application is processed as a Special Event or Master Festival. Events such as outdoor music, grand openings, or fundraisers are often Special Events. Master Festivals are typically large scale events such as Art Festival, 4th of July Celebrations and the Sundance Film Festival. Any time an event occurs on City property it is a Master Festival. (Section 4-1-1.36 and 4-1-1.45)
- 4) Determine if Part I of the application was submitted within the appropriate time period. Master Festival applications must be in at least 90 days prior to the event. Special Event application must be in at least 60 days prior to the event. If the application was not submitted in a timely manner the Special Events Department has the ability to waive the requirement, however the Special Events Department must show good cause to accept the application and must notice Council through a Manager's Report. This typically occurs when the applicant has held a premeeting or if there are no City services involved in the event. (Section 4-8-4A)
- 5) Confirm if there is a date conflict with an existing event on the same date. If there is an existing event on the date, review the scope of the event with the potential applicant to determine if the events will adversely impact one another. In making this determination 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. (Section 4-8-6)

If it is determined that the events will not adversely impact each other, proceed. If the potential event would adversely impact the event on the calendar, recommend the potential applicant change dates. The potential applicant could submit the application, but if the findings outlined in Section 4-8-6 of the Municipal Code can not be met we must deny the application.

- 5) The next step is to electronically route the application to the Staff Review Team. The team consists of the following people. At least one person from each City department is included on the team. Both Part I and Part II should be routed to the Staff Review Team once the application is received.

Barb Clark – Fire District – bclark@pcfd.org
Bob Kollar – Chamber – bob@parkcityinfo.com
Brian Anderson – Parking – brian@parkcity.org
Bruce Lee – Streets – blee@parkcity.org
Carey Coffey – Recreation – ccoffey@parkcity.org
Clint Dayley – Golf – clint@parkcity.org
Darren Davis – Transit – ddavis@parkcity.org
Eric DeHann – Engineering – dehaan@parkcity.org
Dave Gustafson – Special Events – dgustafson@parkcity.org
Eric DeHaan – Engineering – dehaan@parkcity.org
Eric Nessel – Transit – eneset@parkcity.org
Jonathan Weidenhamer – Planning – jweidenhamer@parkcity.org
Karen Yocum – Recreation – Karen@parkcity.org
Kevin Callahan – County - kcallahan@co.summit.ut.us
Leslie Freeman – Health Department – lfreeman@utah.gov
Lloyd Evans – Police – Lloyd@parkcity.org
Lynn Nagel – Police – lynn@parkcity.org
Maria Barndt – Parks – maria@parkcity.org
Matt Twombly – Capital Projects – mtwombly@parkcity.org
Max Paap – Special Events – mpaap@parkcity.org
Michelle Downard – Building – mdownard@parkcity.org
Mike Lennon – Building Maintenance – mlennon@parkcity.org
Pace Erickson – Streets – pace@parkcity.org
Phil Kirk – Police – pkirk@parkcity.org
Polly McLean – Legal – pmclean@parkcity.org
Rick Ryan – Police – rick@parkcity.org
Robin – State Tax Commission – specialevent@utah.gov
Ron Ivie – Building – rivic@parkcity.org
Scott Adams – Fire District – sadams@pcfd.org

Shauna Stokes – Building – stokes@parkcity.org
Troy Dayley – Parks – troy@parkcity.org
Stacey Noonan – Quinns – snoonan@parkcity.org

The e-mail to the Staff Review Team should be titled "APPLICATION – Event Name". This will help the team members track the e-mail. Within the e-mail include a brief description of the event. Attach the application and any other supporting documents. If the other documents are not electronic, have the front desk scan in the attachments. The e-mail needs to specify a date comments must be returned by and request an estimate of fees for City services. The date is usually one week after the e-mail is sent. It is generally understood that no response equals no comment.

If a response from a department causes concerns and may result in denial of the application, follow through with that department. If the comment is small it can be followed through during the pre event planning phase.

If the event is a large scale event, it can be a benefit to have a Staff Review Team meeting prior to starting the approval process to identify any conditions for the license.

Fee Estimate

Regulating Documents: Park City Municipal Code Section **4-8-8**
Festival Facilitation Fee Resolution
E-Documents: FY2006Fees

- Note: 1) The fee estimate is done at the time of Staff review if it is a small event. If the event requires a large amount of City Services the fees will be calculated over a series of meetings to determine what is needed.
- 2) Once the fee estimate is provided to the Applicant and is agreed to, the final invoice can not go over the final total costs provided to the Applicant before the event. However, if the scope of the event is changed or City Services are increased on our own accord, the estimate must be updated and provided to the Applicant.
- 3) Three long term agreements exist (Arts Festival, Sundance Film Festival and Triple Crown Softball) that fall outside of the Festival Facilitation Fee policy. Process the three applications as outlined in the agreements.

Process Steps and Descriptions for Fee Estimates

- 1) Within the Staff Review of the application, an estimate of department costs can be requested. The costs must be based on estimated costs for city services arising from the event, including but not limited to the use of city personnel and/or equipment, city transportation services, inspections, and user fees. The costs assessed should not include indirect costs such as the time for a department to review the application, order supplies, etc. A final assessment of City costs will occur upon completion of the Special Event. At times, depending on the scope of the event, a few meetings may need to be held between departments to come up with a final estimate on costs that will be charged.

While the Business License Festival Facilitation Fee covers the costs of Police traffic control, transportation, Main Street cleaning, and electronic signs, the amount along with the assistance through the new funding source must be shown on the applications.

- 2) Once the estimates are received from the departments, the Special Events Department prepares an estimate. The estimate is configured within the FY(currentyear)fees document. A new tab should be started for the specific event. Please refer to the Excel – Fees Knowledge Sheet for tips. The sheet should then be saved as its own document and sent to the Applicant for review.
- 3) If the scope of the event changes, or City Services have changed from what the Applicant originally saw, the fee estimate must be updated and sent to the Applicant for review. If the fees are increased, and the Applicant is not made aware the increase in fees must be absorbed by the City.

Approval Process

- Regulating Documents: Park City Municipal Code Section 4-8-3
 Park City Municipal Code Section 4-8-4(B)
 Park City Municipal Code Section 4-8-4(C)
 Park City Municipal Code Section 4-8-5
 Park City Municipal Code Section 4-8-6
- E-Documents: Sample Council Report (Form Folder)
 Sample Council Approved License (Form Folder)
 Sample Fee Estimate (Form Folder)
 Sample Administrative Approval License (Form Folder)

Process Steps and Descriptions for the Application Review

- 1) Refer to Sections 4-8-3 and 4-8-4 to determine if the application will be approved administratively or if it requires approval by the City Council.
- 2) Follow through on any issues brought up during the Staff review. If these issues are cause for denial, try to work with the Applicant to modify the event so that it would resolve the issues. If not, proceed with the following steps, but recommend denial of the application. If the staff review process mentioned smaller issues that could be resolved during the pre event planning, wait until that time to address them.

For a large scale event, it is best to hold a meeting with all departments to walk through the scope of the event to make sure all issues have been address. When this meeting brings up questions that would require direction to proceed down one of two paths, it is recommended that the item be scheduled before the City Council in work session. Bringing an event to work session is rare, if the decision can be made internally then that is best.

Process and Steps for Council Approval

- 1) Schedule the event on a Council meeting with the City Recorder. The event should be approved a minimum of 30 days prior to the event. The more time between the event and the Council approval, the better.

Keep in mind the report timelines when scheduling the date for Council review. All reports should be complete and reviewed by the Department manager by the Wednesday the week before the meeting. The Legal Department must get the report no later than one week before the event and the City Manager has final review and must have the report in hand the Friday before the meeting. Please see table below.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------------------|---------------------|------------------------|
| | | Department Manager | Legal Department | City Manager Review |

| | | | | |
|---|--|--------|----------------------------|--|
| | | Review | Review | |
| Report into City Recorder by 10am | | | Council Meeting | |

- 2) To begin writing the Council Report, pull either an old Council Report or a template of a Council Report.
- 3) Gather information for the background section of the report. The background section should include any general information on the event, if it has occurred in the past, any previous council meeting and the general description of the activities associated with the event.

The Analysis section of the report should include all information regarding temporary structures, transportation, parking and anything else that will be mentioned in the findings allowing the overall approval of the event.

Continue completing the Department Comments section, alternatives and significant impacts sections.

The Findings section will refer directly back to Section 4-8-5 of the Municipal Code and will start with #2 in the findings. The first finding should describe the event in detail including dates and times.

If there is an existing event on the date, subfindings (Section 4-8-6) must be made under #6 to match the following criteria:

- a) geographic separation of the events;
- b) proposed time and duration of the events;
- c) anticipated attendance volumes;
- d) necessity for public personnel, equipment, and/or transportation services at the events; and
- e) anticipated traffic and parking impacts.

Please clearly describe what the geographical separation is, not just that there is one.

The final finding added should tie back to meeting one of Council's goals.

The Conclusion of Law is always the same and shall read.

- 1) The application is consistent with the requirements of the Park City Municipal Code, Title 4, Chapter 8.

The Conditions should reflect any concerns or outstanding items that must be completed or followed during the event. It is always best to reiterate deadlines and end times for the event within this section.

- 4) Once the schedule for the meeting is set, call the Applicant to confirm the time for them to attend the meeting.

Process and Steps for Administrative Approval

- 1) To begin writing the Administrative Approval, pull either an old Approval or a template of an Administrative Approval.
- 2) The Administrative Approval basically contains the findings for the approval of the event. The first paragraph should include a basic outline of the type of application and process for approval.

The Findings section will refer directly back to Section 4-8-5 of the Municipal Code and will start with #2 in the findings. The first finding should describe the event in detail including dates and times.

If there is an existing event on the date, subfindings (Section 4-8-6) must be made under #6 to match the following criteria:

- f) geographic separation of the events;
- g) proposed time and duration of the events;
- h) anticipated attendance volumes;
- i) necessity for public personnel, equipment, and/or transportation services at the events; and
- j) anticipated traffic and parking impacts.

Please clearly describe what the geographical separation is, not just that there is one.

The final finding added should tie back to meeting one of Council's goals.

The Conclusion of Law is always the same and shall read.

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4, Chapter 8.

The Conditions should reflect any concerns or outstanding items that must be completed or followed during the event. It is always best to reiterate deadlines and end times for the event within this section.

- 2) Once complete, send the approval to the Department Manager for a quick review.
- 3) Once finalized, add electronic signature to the Approval, convert to an Adobe Acrobat file, and e-mail to applicant. Place a copy of the approval in the file.

Pre Event Planning

Regulating Documents: None
E-Documents: City Services (Current Year Folder)

Process Steps and Descriptions for the Pre Event Planning

- 1) Calculate the City Services needed for the event including barricades, electronic signs, Police hours, etc. Update that information into the City Services file. This information is distributed to all City Department contracts via the Intranet. For large requests or significant changes, send an e-mail reminder to the department contact to look at the change.
- 2) Review the temporary structures list with the Applicant and provide the applicant with a schedule of when structural information needs to be submitted to the Building Department. The information needs to be in a minimum of 14 days prior to the event.

Once the information has been submitted, schedule the inspections for the temporary structures. It is best to schedule the inspections for the first day the structure is in place. This will allow time to address any issues prior to the start of the event.

The Special Events Department should have representation at the inspection, along with a liaison from the event that can correct any issues with the structures.

- 3) If the event requires significant security due to the anticipated number of attendees it is best to hold a meeting between the Police Department and security company before the event. At this meeting, times the security personnel arrive and leave should be reviewed along with placement within the venue.
- 4) If the event has a large amount of associated City Services, schedule an overall meeting with all impacted departments to run through the timelines for the event. It is optional to have the Applicant at the meeting. It is best to touch base with the Applicant prior to the event to run over any conditions or outstanding issues.
- 5) The insurance certificate must be submitted to the City prior to the event in the amount of two million dollars (\$2,000,000) or more as may be required by the Special Events Department or the City Attorney's Office, and shall further name Park City Municipal Corporation as an additional insured. Review the certificate with the Legal Department if it is unclear if the certificate meets the requirements.

- 6) The application is sent to both the Health Department and Utah State Tax Commission. If the event involves these departments significantly, and they have not responded to e-mails, it is best to give them a call to touch base.
- 7) Significant sized events should have a contact list, where those City personnel on duty the day of the event have included their cell numbers. The Applicant should never contact the other departments directly, and should always work with the Special Events Department. This ensures proper service, and does not allow the Applicant to request services that has not been outlined to be included in the event.
- 8) Prior to the start of the event, it is always good to get information out to the Frontline personnel in the City. This group would include all those who answer major phone lines coming into the City. One way to update this group is to keep the information on the Intranet site current. Another way is to e-mail them with a quick update regarding the event.

Event

Regulating Documents: License Approval
E-Documents: None

Note: 1) Depending on the size and scope of the event, it may require just a quick check in at the beginning, a phone call or the Special Events Department's presence during the entire event. This is up to the assigned person.

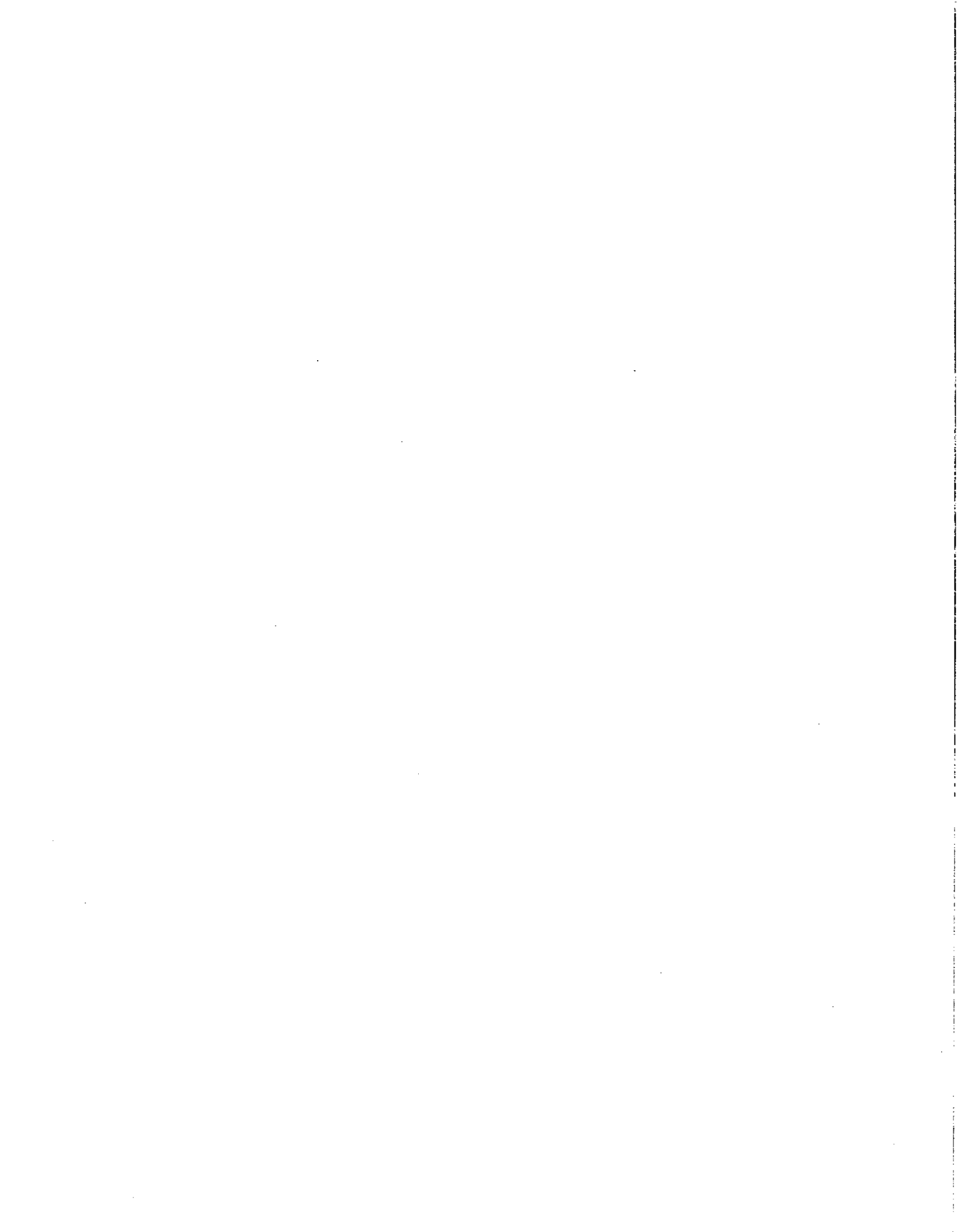
Post Event

Regulating Documents: None
E-Documents: Applicant Survey

- 1) Once the event is complete contact all departments involved to solicit comments regarding how the event went and any changes for next year. If the event was significant it is good to hold a meeting to discuss the issues.
- 2) Once the comments are received place the comments in the file as a wrap-up. Again, if there are any significant comments it is good to send a copy to the Applicant if they were not involved in a wrap-up meeting.
- 3) Approximately ten days after the event the invoice should be sent to the Applicant. To finalize the invoice contact the departments that provided services and confirm the amount to charge. Please note, that if the total is more than what was provided to the Applicant in the estimate, the department that did not receive pre approval of the cost is responsible for the difference. The applicant has 30 days to pay the invoice.

All totals are deposited in the 11-32180-0000-000 account, unless it is parking fees. Those costs go into 57-35310-0000-000.

- 4) As part of the department performance measures, surveys are sent to applicants requesting responses to the level of service provided by the City. Once the survey is complete have the applicant e-mail it to specialevents@parkcity.org.
- 5) Once all tasks are complete make sure the following information is included in the file before it is closed out.
 - Applications
 - Insurance
 - Council Report or Administrative Approval
 - Invoice
 - Wrap-up Report



**PARK CITY MUNICIPAL CORPORATION
SPECIAL EVENT AND MASTER FESTIVAL LICENSE
EVENT APPLICATION - PART I**



Special Events
435.615.5150
specialevents@parkcity.org

PART I of the Special Event and Master Festival License (MFL) must be completed and submitted electronically to the Special Events Department no less than 90 days prior to a MFL or no less than 60 days prior to a Special Event.
The application will be reviewed by the Special Events Department. *Granting of the permit is not guaranteed.*

APPLICATION FEES - DUE AT TIME OF APPLICATION SUBMITTAL
All new applications require a \$100 application processing fee.
All applications for returning events require a \$50 application processing fee.
The Application Fee is NON-REFUNDABLE.

ADDITIONAL FEES
Additional fees for other services, including Health Department, Fire Department, and City Services will be estimated and provided to the applicant. Applicant will receive a final invoice approximately two weeks after the event concludes.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

| | |
|---------------------------------------|--------------------------------|
| NAME | |
| STREET ADDRESS | |
| CITY, STATE, ZIP CODE | |
| DAY PHONE | |
| FAX PHONE | |
| E-MAIL ADDRESS | |
| SPONSORING ORGANIZATION | |
| Contact Person "ON SITE" Day of Event | Name: _____ Cell Number: _____ |

EVENT INFORMATION

Type of Event (Check all that apply):

| | | | | | |
|---|--|---|--|---|---|
| Master Festival Criteria: A PUBLIC EVENT (If one box is checked, the event is automatically a MFL) | <input type="checkbox"/> Attraction of crowds over 500 | <input type="checkbox"/> Street Closure | <input type="checkbox"/> Use of City park, building or property | <input type="checkbox"/> Use of off-site parking facility | <input type="checkbox"/> Use of amplified music |
| Special Event Criteria: PRIVATE OR PUBLIC EVENT | <input type="checkbox"/> Causes significant public impacts via disturbance, crowd, traffic/parking | <input type="checkbox"/> Disruption of the normal routine of the community or affected neighborhood | <input type="checkbox"/> Necessitates temporary business or liquor licensing | <input type="checkbox"/> Events signs, visible from public property | <input type="checkbox"/> Temporary structures |
| <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Parade | <input type="checkbox"/> Trail Event | | | |
| <input type="checkbox"/> Road Bike Event | <input type="checkbox"/> Park Festival | <input type="checkbox"/> OTHER (please specify): _____ | | | |
| <input type="checkbox"/> Street Fair | <input type="checkbox"/> Concert | | | | |
| EVENT TITLE: | | | | | |
| FIRST TIME OR ANNUAL EVENT (IF ANNUAL, HOW MANY YEARS?) | | | | | |
| EVENT DATE (S) | | | | | |
| EVENT HOURS | START: | | | END: | |
| SET-UP | DATE: | | | TIME: | |
| BREAK DOWN | DATE: | | | TIME: | |

| | | | |
|------------|---------------|-------------|--------|
| ATTENDANCE | PARTICIPANTS: | SPECTATORS: | TOTAL: |
| LOCATION | | | |

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| OVERALL EVENT DESCRIPTION (Briefly explain event and activities): |
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| MARKETING YOUR EVENT (Your Marketing Plan is criteria for approval of your event) | | |
| Contact the Park City Chamber/Bureau to help market your event | 435.649.6100 | www.parkcityinfo.com |
| PLEASE DESCRIBE MARKETING AND PROMOTIONAL EFFORTS FOR YOUR EVENT: | | |
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| RULES AND REGULATIONS |
| <ul style="list-style-type: none"> • A non-refundable application fee is required at the time the application is submitted to Park City Municipal Corporation. For new events the application fee is \$100, for returning events the application fee is \$50.00. • Part I of the application must be submitted a minimum of 90 days prior to a Master Festival License (MFL) and 60 days prior to a Special Event. Part II of the application for both a MFL and a Special Event must be submitted 45 days prior to the requested event date. • A site plan of your event is required with your application identifying street closures, signs, supply trucks, barricades, tents, activity location, portable toilets, bleachers, other temporary structures, water stations, headquarters, solid waste containers, entrance/exits, walkways and any other details that would assist the Special Event Staff with understanding the setup of your event. • For runs, walks and parades a site plan outlining your route must be submitted along with your Special Event Permit application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued. • Permit Applications may require review by the City Council for approval or denial. Need for review is based on size, location, scope and impact of event. • An applicant must schedule a meeting with Special Event Staff 30 working days prior to event. • A certificate of insurance must be filed with Special Event Services ten (10) working days before the event in the amount of \$2,000,000. The City of Park City requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. Park City Municipal Corporation must be listed as additionally insured. If you do not have insurance, the City of Park City is able to provide you insurance, at a cost, through the TULIP Program. Please visit our website at; www.parkcity.org/Special Events & Facilities/applications/index.html. • All debris and trash must be removed from an event site immediately after the event. Failure to do so may require more City Services. All expenses will be the responsibility of the event applicant. It is highly recommended that the applicant provide recyclable receptacles at the event. Please contact a local recycle company (information provided in Application Part II). Thank you. • Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. Park City Municipal Corporation City Code requires one (1) chemical toilet for every 65 people. The figure is based upon the maximum number at your event during peak time. The total number of toilets will be determined on a case-by-case basis. • You must receive approval for your event before you promote market or advertise your event. Conditional |

approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.

- Only readily removable barricades may be used for street closures and a 20-ft lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

- In some cases, the hiring of officers from the Park City Police Department, a professional security company, or a combination of both may be required in order to obtain a Special Event Permit. The Park City Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.

- The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access;

- The Building Department must review parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Building Department will require an inspection before and/or during the event.

- All temporary structures, i.e. tents, stages, platforms, etc. must be engineered and stamped by a State of Utah Licensed Engineer.

- The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by City to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:

A. The cost of providing, erecting, and moving barricades and/or signs;

B. The cost of providing and moving garbage or waste receptacles;

C. The cost of city personnel who are required by the city to work overtime hours

- The City may require, as a condition to issuance of a permit, that a sum be deposited with the city to meet such costs. The required deposit shall not exceed one thousand dollars (\$1,000.00).

AGREEMENT AND SIGNATURE

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)

Signature *(if electronic signature is available):*

Date:

REMITTAL INFORMATION

Park City Municipal Corporation (PCMC)
 ATTN: Special Events
 PO Box 1480
 Park City, Utah 84060
 435.615.5150

If you would like to pay by credit card or make your payment in person please contact Tommy Youngblood at 435.615.5187.

OFFICE USE ONLY

PERMIT APPLICATION #:

ASSIGNED TO:

NOTES:



Special Events
435.615.5150
specialevents@parkcity.org

**PARK CITY MUNICIPAL CORPORATION
SPECIAL EVENT AND MASTER FESTIVAL LICENSE
EVENT APPLICATION - PART II**

PART II of the Special Event and Master Festival License (MFL) must be completed and submitted electronically to the Special Events Department no less than 45 days prior to a MFL and a Special Event.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
The application will be reviewed by the Special Events Department. **Granting of the permit is not guaranteed.**

NAME OF EVENT:

| | | |
|--|-------|--------------|
| APPLICANT AND SPONSORING ORGANIZATION INFORMATION <input type="checkbox"/> <i>check if same as Part I</i> | | |
| NAME | | |
| STREET ADDRESS | | |
| CITY, STATE, ZIP CODE | | |
| DAY PHONE | | |
| FAX PHONE | | |
| E-MAIL ADDRESS | | |
| SPONSORING ORGANIZATION | | |
| Contact Person "ON SITE" Day of Event | Name: | Cell Number: |

| | | | | | |
|---|--|---|--|---|---|
| EVENT INFORMATION <input type="checkbox"/> <i>check if same as Part I</i> | | | | | |
| Type of Event (Check all that apply): | | | | | |
| Master Festival Criteria: A PUBLIC EVENT (If one box is checked, the event is automatically a MFL) | <input type="checkbox"/> Attraction of crowds over 500 | <input type="checkbox"/> Street Closure | <input type="checkbox"/> Use of City park, building or property | <input type="checkbox"/> Use of off-site parking facility | <input type="checkbox"/> Use of amplified music |
| Special Event Criteria: PRIVATE OR PUBLIC EVENT | <input type="checkbox"/> Causes significant public impacts via disturbance, crowd, traffic/parking | <input type="checkbox"/> Disruption of the normal routine of the community or affected neighborhood | <input type="checkbox"/> Necessitates temporary business or liquor licensing | <input type="checkbox"/> Events signs, visible from public property | <input type="checkbox"/> Temporary structures |
| <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Parade | <input type="checkbox"/> Trail Event | | | |
| <input type="checkbox"/> Road Bike Event | <input type="checkbox"/> Park Festival | <input type="checkbox"/> OTHER (please specify): | | | |
| <input type="checkbox"/> Street Fair | <input type="checkbox"/> Concert | | | | |
| EVENT TITLE: | | | | | |
| FIRST TIME OR ANNUAL EVENT (IF ANNUAL, HOW MANY YEARS?) | | | | | |
| EVENT DATE (S) | | | | | |
| EVENT HOURS | START: | END: | | | |
| SET-UP | DATE: | TIME: | | | |
| BREAK DOWN | DATE: | TIME: | | | |
| ATTENDANCE | PARTICIPANTS: | SPECTATORS: | TOTAL: | | |
| LOCATION | | | | | |

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| OVERALL EVENT DESCRIPTION (Briefly explain event and activities): <input type="checkbox"/> <i>check if same as Part I</i> |
| |
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| |

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| MARKETING YOUR EVENT (Your Marketing Plan is criteria for approval of your event) <input type="checkbox"/> <i>check if same as Part I</i> |
| Contact the Park City Chamber/Bureau to help market y our event 435.649.6100 www.parkcityinfo.com |
| PLEASE DESCRIBE MARKETING AND PROMOTIONAL EFFORTS FOR YOUR EVENT: |
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| PARADE/STREET CLOSURE INFORMATION <i>A site plan is required with the application</i> | | |
| NAMES OF STREETS TO BE CLOSED | | |
| | Between | and |
| | Between | and |
| | Between | and |
| | Between | and |
| PARADE/RUN/WALK ROUTE <i>(Please Describe)</i> | | |
| | | |
| Are you requesting a COMPLETE or ROLLING street closure? | | |
| Why are you requesting this street closure? | | |
| | | |
| Time of Street Closure | Start: | End: |
| Assembly Area: | Disbanding area: | |
| Number of anticipated entries | | |

| | | |
|--|--------|------|
| PUBLIC PARKING <i>A site plan is required with the application</i> <i>Additional Fees May Apply</i> | | |
| Request for closure of or access to any public parking spaces? | | |
| If you answered "YES", then you must complete a <i>Request for Special Use of Public Parking Application</i> . | | |
| Please Describe: | | |
| | | |
| Date (s) of Closure | Start: | End: |
| Time of Closure | Start: | End: |

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| PARKING ON PRIVATE PROPERTY <i>Written Permission from Owner of Private Parking Area is Required</i> | |
| Will there be transportation services to and from parking lots? | |
| If yes, who is the transportation provider? | |
| If an evening event, will there be lighting in the parking lot? | |

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| TEMPORARY STRUCTURES Must be approved by the Park City Building Department at 435.615.5100 or www.parkcity.org/building/index.html . | | |
| <input type="checkbox"/> Bleachers * | <input type="checkbox"/> Tents <200 sq. ft. ** | <input type="checkbox"/> Tents >200 sq. ft. *** |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Trailer(s) | <input type="checkbox"/> Inflatables |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Other Electrical Needs | <input type="checkbox"/> Temporary Lighting |
| <input type="checkbox"/> Other | | |
| * If you are using City Owned Bleachers you must fill out an application and sign a release. | | |
| ** Temporary Structures less than 200 square feet require 50 lbs of weight per leg. | | |
| *** Temporary Structures greater than 200 square feet require approval from the Building Department. | | |

| | | |
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| TEMPORARY IMPROVEMENTS, STRUCTURES, AND OTHER ITEMS | | |
| Park City Building Department at 435.615.5100 or www.parkcity.org/building/index.html . | | |
| Will you be using flammable materials, including fuels and gasses? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, a Fire Permit Application must be submitted 20 days prior to the event. | | |
| Will you be requesting permits for fireworks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, describe launch site: | | |
| Start time of fireworks show: | | |
| If yes, a Fire Permit Application must be submitted 20 days prior to the event. | | |
| Will you have electrical needs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, a Fire Permit Application must be submitted 20 days prior to the event. | | |

Park City Municipal Corporation encourages sustainable efforts in Waste Management. This effort would involve recycling as many materials as possible. Please contact a local recycle business to find out how they can assist you with making your event a Green Event. Your Waste Management Plan is criteria for approval of your event.
 CURB IT RECYCLING: 435.901.2568 or www.curbitrecycling.com
 GOOD EARTH RECYCLING: 435.655.0272
 RECYCLE UTAH: 435.649.9698

WHAT IS YOUR WASTE MANAGEMENT PLAN DURING SET-UP OF YOUR EVENT, DURING YOUR EVENT AND AFTER YOUR EVENT? Please explain in detail.

| | | |
|---|-------|-------|
| List the number trash containers and dumpsters at the location: | | |
| Will additional trash containers and dumpsters be rented? | | |
| If yes, how many: | | |
| Name of Provider: | | |
| Contact Information: | | |
| INSTALLATION | Date: | Time: |
| REMOVAL | Date: | Time: |

SALES AND FOOD VENDING

Will there be the sale of merchandise?

If yes, describe the items for sale

Will there be sale of concessions or complimentary food?

If yes, how many food vendors:

What types of food will be served

If cooking on site please describe types of *cooking appliances used (i.e. open flame or electrical):

*A Building Permit may be required depending on the cooking appliance.

Please contact the Building Department at 435.615.5100 with Building Permit inquiries.

Have individual vendors filled out the local sales tax form?

Utah State Tax Commission 800.662.4335 or www.tax.utah.govHas each food vendor received a *Summit County Temporary Food Service Permit*?Summit County Health Department 435.336.3234 or www.summitcountyhealth.org**TEMPORARY SIGNAGE** *A Sign Plan is required that describes the location and sizes of all signs.*

Will there be temporary signs for your event?

 Yes No

If yes, attach a Sign Plan that describes the location and sizes of all signs.

*City Code: No individual Special Event Banner may exceed 36 square feet in size.***SALES OF LIQUOR** *Application for a single event requires 45 day notice.*

Will there be beer, wine, and/or liquor sales during the event?

 Yes NoHas the Park City Finance Department approved your *Beer and Liquor License Application*? Yes NoPark City Municipal Corporation Finance Department 435.615.5225 or www.parkcity.org/finance/index.htmlHas the UDABC approved your *Single Event or Temporary Beer Permit*? Yes NoUtah Dept. of Alcoholic Beverage Commission (UDABC) 801.977.6800 or <http://www.alcbev.state.ut.us/>

Describe the location of sales:

What are the hours of sales?

Start:

End:

Describe the type of containers for sale:

Do the Alcoholic Beverage Servers have State Certified Server Training?

 Yes No**ANIMALS AT EVENT**

Will there be animals present at the gathering?

 Yes No

If yes, attach the plan to address nuisances or health hazards associated with the animals.

COMMUNICATION NEEDS

Will there be the installation of antenna for communications?

 Yes No

If yes, attach a site plan and specifications of antenna.

SAFETY/SECURITY/VOLUNTEERS

Please describe your procedures for both crowd control and internal security:

Has the Park City Fire District been contacted regarding your event?

 Yes NoPark City Fire District 435.940.2532 or sadams@pcfd.org

List Fire District contact person:

Park City Fire District may require on-site medical personnel at an additional charge.

Does your event require Law Enforcement services beyond routine periodic patrol?

 Yes No

Do you desire Law Enforcement services beyond routine periodic patrol?

 Yes No

Park City Police Department may require on-site personnel. The Special Events Department will contact the Police Department for determination. The cost for Law Enforcement services is \$45 per hour with a minimum of 4 hours.

Will a separate Security Company be hired for your event?

 Yes No

If yes, for what purpose?

NAME OF COMPANY:

CONTACT PERSON:

CONTACT INFORMATION:

PUBLIC FACILITIESPlease contact the Summit County Health Department 435.336.3234 or www.summitcountyhealth.org for public facilities criteria.

Provide the number and description of existing toilets at the location:

Will portable toilets be rented?

 Yes No

List locations:

Name of Provider:

Contact Information:

INSTALLATION

Date:

Time:

REMOVAL

Date:

Time:

EVENT LOGISTIC MEETING

Applicant is required to schedule a meeting with the Special Events Staff at least 30 days prior to the event.

Please contact Tommy Youngblood at 435.615.5187 or tommy.youngblood@parkcity.org to schedule your meeting.**INSURANCE REQUIREMENTS Must be submitted at least 10 days prior to event.**

Park City Municipal Corporation requires proof of liability insurance in the amount of two million dollars (\$2,000,000) or more, and applicant shall further name Park City Municipal Corporation at PO Box 1480, Park City, Utah 84060 as an additional insured. If you do not have an insurance provider you may be able to qualify for insurance through Park City Municipal Corporation. Please view the information at;

<http://www.parkcity.org/citydepartments/specialevents/applications/index.html>