

UTAH COUNTY EVENT PERMIT APPLICATION

This application must be submitted a minimum of 30 days prior to the event, and an Event Permit must be obtained a minimum of one-week prior to the event. Applicable fees are set forth in the "Utah County Government Current Fee Schedule and Ordinance." All fees must be paid prior to issuance of the Event Permit. Any issued Event Permit may be revoked by Utah County if any of the terms and conditions contained in the Event Permit or Utah County Code are not complied with.

A certificate of insurance that names Utah County as a "Certificate Holder" and provides general liability insurance coverage (or general liability with an umbrella policy) for the applicant in a minimum amount of **\$3,000,000.00 per occurrence**. The policy must be in effect on the date of the event.

Any person who knowingly permits, maintains, promotes, conducts, advertises, sponsors, organizes, manages, or operates any event as defined in Utah County Code (UCC) § 13-8-2, without obtaining the Event Permit required by Section 13-8-3, shall be guilty of a Class B misdemeanor.

The following application is submitted to the Utah County Public Works Department.

Application Number: _____

1. Name of applicant: _____
2. Applying in behalf of (if other than self): _____
3. Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Fax: _____
Email: _____
4. Is applicant at least 18 years of age: Yes No
5. Name of Event: _____
6. Brief Description of Event: _____

7. Location of even (provide address or description of the Utah County properties involved): _____

8. Date(s) of the event: _____
9. Start and end times:
Start setup: _____ Start event: _____
End event: _____ End cleanup: _____
10. Will tickets be sold, or entry fees charged? Yes No
11. Total number of even participants: _____
12. Total number of non-participant spectators: _____

NOTE: Fees will be calculated using the estimated numbers of participants and spectators combined. If, following the event, it is determined that the actual total number varied from the estimate by more than 50, the County shall be authorized to collect from the applicant any additional amount that should have been paid.

Event Type (select one):

- Athletic Event:** COMPLETE ATTACHMENT “A” and ATTACHMENT “E”
An organized competitive or recreational event in which a group of fifty or more people collectively and simultaneously engage in a sport or form of physical exercise, including but not limited to running, jogging, walking, bicycling, swimming, skating, or equestrian activity. UCC § 13-8-2 (1) (a).
- Entertainment/Reception Event:** COMPLETE ATTACHMENT “A” and/or “B” and ATTACHMENT “E”
An organized event having as its primary purpose the entertainment or amusement of a group of fifty or more people, including but not limited to parades, carnivals, fairs, concerts, receptions, weddings, parties, or other gatherings. UCC § 13-8-2 (1) (b).
- Media Production Event:** COMPLETE ATTACHMENT “C” and ATTACHMENT “E”
An organized activity in which a group of ten or more people engage in the production of photographic, video, or audio recordings, with the exception of news reporting and of small groups of 10 or less people involved in the production of recordings for strictly personal use. UCC § 13-8-2 (1) (c).
- Expressive Activity Event:** COMPLETE ATTACHMENT “D” and ATTACHMENT “E”
An organized group of fifty or more people collectively and simultaneously engaged in an Expressive Activity on County Roads or County Property. UCC § 13-8-2 (1) (d). An Expressive Activity means (a) peacefully assembling, protesting, or speaking; (b) distributing literature; (c) carrying a sign; or (d) signature gathering or circulating a petition. UCC § 13-8-2(2).
- Standard Reservation Event:** COMPLETE ATTACHMENT “D” and ATTACHMENT “E”
The use of any County Road or County Property by reservation as required by the Utah County Facility Use Policy. UCC § 13-8-2 (1) (e). (Park facility used by groups of fewer than 50 persons are exempt from the Event Permit requirements.)

NOTE: The County signatures on this application do NOT constitute an agreement to provide personnel. No personnel from the Utah County Public Works Department will be present at this event unless prior arrangements have been made and agreed to by the Public Works Department and all applicable fees have been paid. No personnel for traffic control or security will be provided for the event by the Utah County Sheriff’s Office unless prior arrangements have been made and agreed to by the Utah County Sheriff’s Office and all applicable fees have been paid. This application covers the Utah County property identified above only. Separate approvals may be necessary from other federal, state, or local governments. Use of the Murdock Canal Trail is subject to the approval of and coordination with each city in which usage will occur, some of whom may require separate permits, contracts, or insurance certificates.

13. Certification:

I hereby certify that I have read, understand, and agree to all terms of this application and all applicable attachments and affirm that to the best of my knowledge all statements contained herein are accurate and correct.

Printed Name and/or Business Name

Applicant Signature

Date

For County Use Only Below This Line

This application has been reviewed and is recommended for approval and the issuance of an Event Permit based upon the representations made and pending the verification of required insurance, submitting a signed Indemnity Agreement & Waiver of Liability Form, and the payment of applicable fees.

• **UTAH COUNTY PUBLIC WORKS DEPARTMENT:**

- Parks, if applicable _____
- Buildings, if applicable _____
- Roads, if applicable _____
- Engineering, if applicable _____

• **UTAH COUNTY SHERIFF'S OFFICE:**

- No Contract Needed
- Utah County Contract # _____
- Private Security

Utah County Sheriff (or Deputy/Designated Permit Approval Authority) _____ Date _____

• **UTAH COUNTY ATTORNEY'S OFFICE:** This application has been reviewed, including verification of required insurance, and is recommended for approval and the issuance of an Event Permit pending the payment of applicable fees.

Utah County Attorney (or Deputy/Designated Permit Approval Authority) _____ Date _____

• **UTAH COUNTY FIRE MARSHAL:**

Utah County Fire Marshal (or Deputy/Designated Permit Approval Authority) _____ Date _____

• **UTAH COUNTY HEALTH DEPARTMENT:**

Utah County Health Department (or Deputy/Designated Permit Approval Authority) _____ Date _____

Total Fee Due: \$ _____ Date Paid: _____ Received By (initial): _____ C.R. # _____

ATTACHMENT E

INDEMNITY AGREEMENT & WAIVER OF LIABILITY

This Indemnity Agreement and Waiver of Liability is presented to Utah County on behalf of:

Fill in the name of the sponsoring organization or person of the event here

Date(s) of Event: _____

To the fullest extent permitted by law, the sponsoring organization or person shall indemnify and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, causes of action, orders, decrees, judgements, losses, risks of loss, damages, expenses, and liabilities arising out of or related to the event described in application number _____. The sponsoring organization or person shall also pay any litigation expenses that the County incurs, including attorney's fees, arising out of or related to the event. The sponsoring organization or person shall assume sole liability for any injuries or damages caused to a third party as a result of the event. The County reserves the right to conduct, control, and direct its own defense for any claims, demands, causes of action, orders, decrees, judgements, losses, damages, expenses, and liabilities arising out of or related to the event.

I represent that I am authorized to accept the terms of this agreement on behalf of the sponsoring organization or person and do accept the terms of this indemnity agreement and waiver of liability. If I am not authorized to accept the terms of this agreement, I acknowledge that I will be personally liable to Utah County.

By: _____
Print name of authorized agent of sponsoring organization or person

By: _____
Signature of authorized agent of sponsoring organization or person

Date: _____, 20____