



APPLICATION for Utah County Event Permit

The following application is submitted to the Utah County Public Works Department in order to comply with Utah County Code Article 13-8. Application must be submitted a minimum of 30 days prior to the event and the 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 conditions for the issuing of or contained in the Event Permit are not complied with, or if any condition previously met ceases to be complied with. Any person who knowingly permits, maintains, promotes, conducts, advertises, sponsors, organizes, manages, or operates any event as defined in UCC Section 13-8-1, without obtaining the Event Permit required by Section 13-8-2, shall be guilty of a misdemeanor. A certificate of insurance, naming Utah County as a "Certificate Holder", evidencing general liability (or general liability and umbrella) insurance coverage for the Applicant in the minimum amount of **\$3,000,000.00 per occurrence** in effect on the date of the event must be provided with the application.

Application Number: _____

1. Name of Applicant: _____
2. Applying in behalf of (if other than self): _____
3. Mailing Address: _____

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 event (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 event participants: _____
12. Total number of non-participant spectators: _____

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.

13. Event Type (select one)

G A. Athletic Event: COMPLETE ATTACHMENT “A”
UCC 13-8-1 (1) (a) 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.

G B. Entertainment/Reception Event: COMPLETE ATTACHMENT “A” and/or “B”
UCC 13-8-1 (1) (b) 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.

G C. Media Production Event: COMPLETE ATTACHMENT “C”
UCC 13-8-1 (1) (c) 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 involved in the production of recordings for strictly personal use.

G D. Standard Reservation Event: COMPLETE ATTACHMENT “D”
UCC 13-8-1 (1) (d) the use of any County Road or County Property by reservation as required by the Utah County Facility Use Policy. (Park facility uses by groups of fewer than 50 persons are excepted from the Event Permit requirements.)

Note: 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. The County signatures on this application do NOT constitute an agreement to provide personnel. 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.

14. Certification

I hereby certify that I have read, understand, and agree to all sections and applicable attachments of this Application including applicable Event Permit requirements and affirm that to the best of my knowledge all statements contained herein are accurate and correct.

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 stipulations set forth herein and pending the verification of required insurance and the payment of applicable fees.

Utah County Public Works Department

Date _____

Utah County Sheriff's Office

Date _____

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

Date _____

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