



## Lindon City Special Event Permit Application

Answer all questions completely. Please print clearly. Attach all necessary documents.

This application must be on file in the Lindon City Police Department at least **5 days prior** to the event.

1. Request is for:  Parade  Run/Walk  Exhibition  Other: \_\_\_\_\_
2. Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_
3. Name of Sponsoring Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
4. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Assembly Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Specific Location of Event: \_\_\_\_\_
6. Is a map of the event route attached:  Yes  No Are street closures required:  Yes  No  
List of streets that will need to be closed: \_\_\_\_\_
7. Estimated number of Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Animals: \_\_\_\_\_
8. Food prepared/served at event?  Yes  No If yes, contact the Utah County Health Dept (801-851-7038)
9. Will alcoholic beverages be served?  Yes  No If so, what types? Attach License \_\_\_\_\_
10. Will tents or other temporary structures be erected?  Yes  No If so, where: \_\_\_\_\_
11. Will signs or advertising be placed on premise?  Yes  No Off Premise?  Yes  No  
If yes, size \_\_\_\_\_ type \_\_\_\_\_ Location \_\_\_\_\_
12. Will the event use any of Lindon City Park Facilities?  Yes  No If so, which: \_\_\_\_\_
13. Will any fireworks or other pyrotechnic devices be used during the event?  Yes  No  
If yes, please explain: \_\_\_\_\_
14. Will police/security, fire, or emergency medical services be on site during the event?  Yes  No  
If yes, please explain: \_\_\_\_\_
15. Check which services are needed:  Cleanup  Barricading  Garbage Pick-up  Street Sweeping  
If yes, please explain: \_\_\_\_\_
16. Is any other special assistance from the City needed:  Yes  No If yes, please explain: \_\_\_\_\_

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# FOR CITY USE ONLY

**Date application received:** \_\_\_\_\_

Certificate of Insurance on file with required coverage:  Yes  No

Liquor License required:  Yes  No If yes, attach a copy of the license. License # \_\_\_\_\_

Food Handlers required:  Yes  No If yes, attach a copy of the permit. Permit # \_\_\_\_\_

Lindon City departments to be notified and department head signature:

LIPD \_\_\_\_\_

LIFD \_\_\_\_\_

LIPUBWORKS \_\_\_\_\_

LIPARKS \_\_\_\_\_

LIPLANNING \_\_\_\_\_

LICITY (business license) \_\_\_\_\_

MAYOR \_\_\_\_\_

OTHER \_\_\_\_\_

Event Classification:  Low Hazard  Medium Hazard  High Hazard  Special Hazard

Permit Fee:  \$10.00 1- 50 Participants  \$25.00 50 – 250 Participants

\$100.00 250 – 500 Participants  \$250.00 Over 500 Participants

Charitable Event – Fee Waived  Other \$: \_\_\_\_\_

Total Fees \$: \_\_\_\_\_ Receipt Number # \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Application:**  **Approved**  **Denied**

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Chief of Police**

\_\_\_\_\_  
**Date**