

Instructions for Completing Special Event Application

NOTE: APPLICATION IS DUE 45 CALENDAR DAYS PRIOR TO THE EVENT

General Information:

- A Special Event Application **MUST** be completed for any event planned to take place on Brigham City property where the public is invited to attend or an event that involves blocking public streets or sidewalks. It is also required for a private event (mass gathering) that involves more than 1000 people.
- Provide all information as requested. **APPLICATIONS MUST BE SUBMITTED 45 CALENDAR DAYS PRIOR TO THE EVENT DATE.**
- All information **MUST** be provided, illegible and/or incomplete requests will be returned.

Form Information:

1. Name of Event: If the event doesn't have an official title such as the "March of Dimes Walkathon", enter a generic description such as "Fun Run for Red Cross", "Easter Egg Hunt", etc.
2. Date(s): Date or dates the event will be held.
3. Time: Starting and ending times.
4. Type of Event: Check the appropriate box(es). If "other" is checked, write the type of event in the space provided.
 - Runs, walks, marches and all other events using Brigham City Streets, Parks, etc. must include a map with the route clearly indicated by using a black marker so the map can be copied for distribution to affected city departments.
 - Maps must indicate which streets and/or sidewalks are to be used, water stations, site plan, etc.
 - Applications for parades must include a map that indicates the route, staging and disbanding areas and an estimate of the number of entrants, floats, etc.
 - Closure of a Utah State road within Brigham City limits requires the approval of the Utah Department of Transportation. An "Application for Right of Way Encroachment Permit" may be obtained from UDOT District 1. The non-refundable fee is \$25.00 and it cannot be waived for any organization.
5. Location or Starting Point (include map):
 - If the event includes use of a Brigham City Park, a site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application. Reservations may be made by contacting the Brigham City Parks Division at (435)734-6615. Non-reservable parks are not available for special event use due to the lack of sufficient facilities and services that are inadequate for large functions.
 - FEES: All applicable park reservation fees will be charged and must be paid before the reservation can be confirmed. The Parks Office may assess a cleaning fee, determined by the type of event, number of participants, etc.
6. Description of Assistance Needed From City Departments (Police, Fire, Streets, Parks, etc.): List any special assistance you require such as traffic control for crossing streets during a walkathon, access to electricity, extra dumpsters, etc. City may not provide all services requested. The City may require specific City services to be provided. Charges for City services may apply.
7. Set-Up: List day, date and time.
8. Take Down: List day, date and time.
9. Estimated Attendance: Approximate number of participants and/or spectators expected at the event. If expected attendance is 1000 or more, mass gathering rules may apply. Contact the Bear River Health Department (Information in #11).
10. Alcoholic Beverages: Check the appropriate box. Alcoholic beverages are permitted under a Special Event Permit at sports venues at Rees Pioneer Park and excluding the swimming pool and playground portions of Rees Pioneer Park. Special

requests for serving alcoholic beverages at any event must be approved by the city council through the special event application process.

11. Health Department Contacted: A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact Bear River Health Department, 817 Parker Ln, Brigham City, UT 84302, Phone (435) 734-0845 to obtain the permit. When the permit is obtained, a copy should be forwarded to the Brigham City Community Activities and Services Department. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times.

12. Non-Profit 501.C3 Tax Identification #: If the organization has a non-profit 501.C3 classification, enter the identification number here.

13. Organization Name: Title of organization or the event name if not affiliated with an organization.

14. Contact Person: Name of the person that the Coordinating Department may contact in case of questions or if an emergency situation occurs. Also include a secondary or alternate contact person who may be reached if the first person is unavailable.

15. Address: Address for correspondence from the Coordinating Department to the organization making the request.

16. Phone Number: Please include as many numbers as necessary for the Coordinating Department to be in contact with the person in charge of the event. This should include numbers in case of an emergency during an event held at times other than normal office hours.

17. You must provide Liability Insurance that complies with the following requirements.

- Minimum coverage \$1,000,000.00 each occurrence and \$3,000,000.00 aggregate.
- Brigham City Corporation named as Additional Insured.
- The date(s) and title of the event must be clearly stated
- The certificate must state that the coverage cannot be cancelled or altered without written notification to the certificate holder (Brigham City Corporation).

18. Check each item that applies to your event and give an explanation. This information will help us to provide you the best service possible. If we require additional information about any of the items or if there are restrictions associated with any of the items checked, you will be contacted.

19. Explanation of items checked above: Give detailed information about items checked in section above.

20. Attachments: Maps are required if you will be having an event that has a walk, run, or race as well as booths or lawn space being used. Proof of insurance will also need to be attached

21. Submit: You will be notified of approval or denial of your event by the Community Activity and Services department within five business days of receipt. Any additional information that may be needed to complete the initial request after this form is submitted may be emailed to soberg@brighamcity.utah.gov .

EXHIBIT "A"
TO RESOLUTION NO. 18-02

CITY OF BRIGHAM
SPECIAL EVENTS PERMIT FEES

Special Event Application Review and Permit Fee.....\$25.00 (non-refundable)
(i) Late Fee (if submitted and approved less than 45 calendar days of event).....\$250.00

Park Rental and Associated Fees (this does not include bowery rentals)

(i) Discovery Grove.....\$30.00
(ii) John Adams.....\$40.00
(iii) Lindsay.....\$30.00
(iv) Mary Christensen Park.....\$30.00
(v) Rees Pioneer Park.....\$60.00
(vi) Rotary Constitution Park.....\$40.00
(vii) Snow.....\$30.00
(viii) Watkins.....\$30.00
(ix) Bill of Rights Plaza.....\$60.00
(xi) Mantua Closure Fee.....\$200.00 per day
(xii) Mantua User Fee.....\$100.00 per event
(xiii) Road Closure Fees.....\$100.00 per intersection

City Services

(i) Police.....\$65.00 per hour per officer
(ii) Ambulance Stand By.....Refer to Ambulance Standby Pay Resolution
(iii) Traffic Operations (non-public safety).....\$25.00 per hour, per staff person, per street
(iv) Trash Container drop-off/pick-up.....\$10.00 per additional container
 i. 300 gallon.....\$30.00
 ii. big bin.....\$175.00
(v) Public Works Maintenance.....\$25.00 per hour, per staff person
(vi) Street Sweeper.....\$75.00 per hour equipment and labor

Miscellaneous Fees (if applicable)

(i) Fireworks Show Permit.....\$300.00
 i. Fire Stand By Personnel.....Refer to Fire Department Fee Resolution
(ii) Temporary Business License Fee
 i. Refer to Business License Fee and Bond Table Resolution