FRANCIS CITY
SPECIAL EVENT PERMIT GUIDELINES

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. If you should have any questions which are not answered in this application packet, please contact Francis City at 435-783-6236.

You will need to fill out a special event permit application if your event:

- Will interfere with vehicular or pedestrian traffic (occurs on City streets or right-of-way), or
- Takes place on any property within Francis City limits

A special event permit does not include a “noise permit”. Noise violations may result in citation(s) issued to event applicant/responsible person if a violation occurs.

This includes block parties, parades, athletic events, and other special events, as defined below:

- **Block Party**: A festive gathering which requires the closure of a street. A special event permit is not required for block parties not requiring street closure.
- **Parade**: A march or procession which interferes with pedestrian and/or vehicular traffic.
- **Athletic Events**: An occasion when a group of participants collectively engage in a sport or other form of physical exercise which interferes with pedestrian or vehicular traffic. This includes bicycle and foot races.
- **Other Special Events**: Street fair, arts and crafts show, carnival, soapbox derby, rally or other event.

PROCESSING PROCEDURE:

Once you obtain a permit application, please submit the completed application to the Francis City Hall not less than 30 business days before the date of the event for block parties, 45 business days before the date of the event for events involving the sales or service of alcohol, and 60 business days before the date of the event for all other events, and no more than one year prior to the event date. This will allow sufficient time for processing the application. The application will be routed through the Business License Administrator for approval to ensure that the application meets the requirement of each respective department. This review process may require additional time if questions and/or problems with the application arise. If alcohol is to be served at the event, you must also contact the Liquor Licensing Authority and Francis City Council to obtain a permit.

APPLICANT RESPONSIBILITIES:

- **Attach route or event map**: A map is required for all events.
- **Fee**: A $350/day fee will be required for all events, plus a $400 cleaning deposit which is refundable if everything is left in clean condition.
- **Indemnification Agreement**: Prior to issuance of a permit, the applicant, and sponsor if applicable, must sign an indemnification agreement. This agreement indemnifies the City of Francis from any liability, which may arise as a result of the special event.
- **Signatures of affected residents and/or businesses**: Required for any street or sidewalk blockages or closures.
FRANCIS CITY
SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION
Sponsoring Organization: ____________________________________________
Name of Applicant: ________________________________________________
Address: _________________________________________________________
City, State, Zip: ___________________________________________________
Daytime Phone: ________________________ Cell Phone: ____________________
Email: _______________________________ Event Website: ___________________
Contact Person Event: ________________________ Cell Phone: _____________

EVENT INFORMATION
Name of Event: ____________________________________________________
Location or Address of Event: _______________________________________
Facilities to be used: Please Circle
Park       Street       Private Property       Other
Type of Event: Please Circle
Foot Race    Bicycle Race    Parade   Community Celebration   Block Party   Street Fair
Other:

Date of Event: _____________  Event Time: from: _____ (a.m./p.m.) ___ to: ___ (a.m./p.m.)
Set-up Date: ____________ Time: _______ Take-Down Date: _______ Time: ___________
Blockage/Closure Time: Starting _____ (a.m./p.m.) Until: ______________ (a.m./p.m.)

Location of Street Blockage/Closure: ___________________________________________
Estimated Number of Participants/Spectators: _____________________________________
GENERAL INFORMATION

Parking Control? (Attach Plan) Yes______ No________
Traffic Control/Security (Attach Plan) Yes ____ No _________ (Required for any Street Closure)
Sound Amplification Equipment? Yes _____ No ________
Medical Aid Stations? Yes _____ NO ________
Alcoholic Beverage Present? Yes _____ No ________ (City License Required)
Sale of Merchandise? Yes _____ No ________
Sale of Food/Beverages? Yes _____ No ________

Description for any information marked “yes” above:

__________________________________________________________
__________________________________________________________

Will event involve open burning? Yes ____ No _____
Will event involve any open flame cooking? Yes ____ No _____
Will event involve the use of tent or canopy of 400 sq. ft.? Yes ____ No _____
Will event involve fireworks display? Yes ____ No _____

(Permit required from the South Summit Fire Department-Attach Copy)

Will event involve use of a City Park/ park building or facility? Yes ____ No _____. Approved By: _____

(Approval required from Francis City Office)

ROUTE INFORMATION (for parades, races, etc.)

Assembly Location: ______________________________ Assembly Time: ______________________________
Completion Point: ___________________________ Event Start Time: _____________________________
Route Map Attached? (Required)

Floats: _____ Number: _____ Types: _____ Signs/Banners: _____ Material: _____ Size: _____

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Signature: ___________________________ Date: ____________________________
RESIDENT’S AGREEMENT
FOR STREET CLOSURE/BLOCKAGE

Special Event Name: ________________________________

Special Event Applicant: ________________________________

Location: ______________________________________

Date of Closure/Blockage: ____________ Time: ________________

(Note: signatures are required by all residents affected by the closure of use of the street)

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