



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:** _____

