



APPLICATION for a
SPECIAL EVENT PERMIT within
COALVILLE CITY:

For Office Use Only:

Application Date: _____

Staff Approval: _____ Date: _____

Authorized Representative to Whom All Correspondence is to be Sent:

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____ Fax: _____

Owner(s) of Record: Attach written permission / rental agreement from Property Owner(s)

Name: _____

Address of Property Owner:

Phone: _____

Email: _____ Fax: _____

GENERAL EVENT INFORMATION:

Organization or Business Name:

Event Manager: _____ Phone: _____

Assistant Event Manager: _____ Phone: _____

Event Name:

Event Date(s):

Event Time(s):

Event Location(s):

Description of Event:

Estimated Number of Active Participants:

Estimated Number of Spectators:

Estimated Length of Stay of Attendees:

How will boundaries of the event be restricted to public if it's a ticketed event (i.e. fencing)?

Are there existing events that will overlap this proposed event? _____ If yes please describe:

EVENT PARKING:

In addition to the following questions, the applicant shall attach a parking plan for the event, including either text, and/or maps of parking areas, shuttle stops, pedestrian circulation, parking personnel, and private property owner(s) permission (if applicable).

Describe available parking facilities: _____

Who will provide parking personnel, and how many will be on site?

Are lane or street closures being requested? _____ If yes please describe:

SANITARY and EMERGENCY SERVICES:

In addition to the following questions, the applicant shall attach a site plan showing existing and portable restroom locations, water station locations, solid waste container locations, and first aid locations. Also attached shall be locations identified for directional signs, including first aid, restrooms and drinking stations.

Are there existing restrooms at the event location? _____ How many? _____

How many portable toilets will be rented? _____ Who is the provider? _____

Installation Date and Time:

Removal Date and Time:

Number and Location of Trash containers and or Dumpsters: _____

How will trash be picked up after the event? _____

What is the source of water supply? Include outlets: _____

What is the security plan for the event? _____

How many private security personnel will be employed? _____

Has the local Sheriff's office been contacted to provide police protection and traffic control? YES / NO

Requests for off-duty deputies shall be made to the Summit County Sheriff's Office and are at the expense of the Applicant.

Have ambulance services or EMS been contacted regarding the event? YES / NO

Will they be on stand-by at the event? ____ How many? ____

Has the nearest fire station been notified of the event? YES / NO

Will animals be present at the event? YES / NO

Please attach plans to address hazardous conditions as required by Section R392-400-13 of the Utah administration Code. The plan is a contingency for dangerous conditions during the gathering. Plans should include evacuation, cancellation, or delay of the event and provisions for support facilities.

SALES and FOOD VENDING

Will merchandise be sold at the event? YES / NO

Please describe items for sale and their locations (if necessary, attach a site plan identifying locations of for sale items):

Will outside vendors be selling concessions at the event? YES / NO

Please list the name(s) and addresses of all concessionaires, including license or permit numbers:

NOTE: Outside concessionaires are required to obtain a Summit County Temporary Food Service Permit. The food service permit shall be submitted to the Summit County Health Department.

Will alcohol be sold or allowed at the event? YES / NO

NOTE: Permits to sell beer and/or alcohol must be obtained from Coalville City, separately from and in addition to this event permit.

Will there be temporary structures? (grandstands, stages, tents, lighting, ECT.) YES / NO

Please describe the type of items and attach a site plan identifying the locations of structures used:

Will temporary outdoor signs be installed for the event? YES / NO

If YES, please attach a sign plan including sign type(s), location(s), size(s), and text. Include traffic control signs. No signs are allowed on State Highways without state approval.

NOISE DISTURBANCES:

The Coalville City Development Code has a Noise Ordinance Title 7 restricting noise levels from 10:00 P.M. through 7:00 A.M.

Does the event fall within this restricted time frame? YES / NO

Title 7 Chapter 13 Specific Noise Prohibition includes noise near agricultural operations:

Does the event fall within an agricultural location? YES / NO

INSURANCE:

Are there insurance policies covering this event? YES / NO

NOTE: Insurance policies are required for most events. Coalville reserves the right to require insurance based on the nature and location of the event, the number of people attending, and other relevant factors. Standard amounts are as follows:

Events with 5,000 persons or less: minimum policy limit of \$1,000,000

Events with 5,001 to 10,000 persons: minimum policy limit of \$2,000,000

Events with 10,001 persons or more: minimum policy limit of \$5,000,000

Also required is Worker’s Compensation with a minimum policy amount of \$1,000,000

FEES:

Payment of the appropriate fee as outlined in the City Fee Schedule:

Motion Picture/Film Productions - **\$500**

Events and Promotions - **\$75**

Non-Profit Events – **N/A**

SIGNATURES:

I affirm that the foregoing statements are true and correct to the best of my knowledge.

Applicant (Licensee) Signature

Date Submitted

If you have any questions regarding the requirements of this applicaton, please contact RaeShel Hortin at the Coalville City Hall prior to submitting the application, 435-336-5981, raeshel.hortin@coalvillecity.org

File the complete application at:

Coalville City Hall
10 North Main Street
PO Box 188
Coalville, Utah 84017
raeshel.hortin@coalvillecity.org