

# EVNT -		
_____ Application Fee Paid	Date Paid: _____	Date Received: _____
_____ Items for Cost Recovery	_____ Cost Recovery Payment Secured	_____ Insurance Received



**SPECIAL EVENT
PERMIT APPLICATION
SALT LAKE CITY CORP.**



Salt Lake City Special Events
239 South Main Street
Salt Lake City, UT 84111

Phone: 801-535-6110
Fax #: 801-320-1077
eventpermits@slcgov.com

Event Title: _____

Location: _____

Event	Date(s):	Start time:	End time:
Set-up	Date(s):	Start time:	End time:
Strike	Date(s):	Start time:	End time:

Number of participants expected:	Number of volunteers/event staff:
Type of Activity (<i>check all that apply</i>):	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Walk/Run <input type="checkbox"/> Parade <input type="checkbox"/> Demonstration <input type="checkbox"/> Protest <input type="checkbox"/> Rally <input type="checkbox"/> March <input type="checkbox"/> Other:

Applicant's Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Day Phone: _____ **Cell/other:** _____

E-mail: _____ **Fax:** _____

Alternate contact: _____ **Phone number:** _____

Event Web Address: _____

Location:	<i>You may begin to coordinate in advance with these contacts:</i>
<input type="checkbox"/> Library Plaza	Park Supervisor, Troy Baker, 801-972-7817
<input type="checkbox"/> Liberty Park	Park Supervisor, Troy Baker, 801-972-7817
<input type="checkbox"/> Memory Grove	Parks Supervisor, Lee Bollwinkel, 801-972-7807 Heritage House, Diana Karwacki, 801-521-7969
<input type="checkbox"/> Pioneer Park	Parks Supervisor, Lee Bollwinkel, 801-972-7807
<input type="checkbox"/> Washington Square	City & County Building, Alden Brienholt, 801-535-6163 Grounds/Park Supervisor, Troy Baker, 801-972-7817
<input type="checkbox"/> Other Park Reservation	SLC Parks Dept., 801-972-7800 County Parks, 801-483-5473
Which park:	<i>(County Parks - Sugarhouse, Tanner, & Constitution Parks)</i>
<input type="checkbox"/> Canyons: City Creek & Parleys	Watershed Ranger, Vickie Baer, 801-483-6880; Protected Watershed Areas
<input type="checkbox"/> State Capitol Building/Property	State Capitol, Bonita Jones, 801-538-3264
<input type="checkbox"/> Other (<i>describe</i>):	

SLC CORP. - SPECIAL EVENT PERMIT APPLICATION

EVNT _____ - _____

Set-Up:

You may begin to coordinate in advance with these contacts:

<input type="checkbox"/>	Vendors / merchants	SLC Business Licenses, 801-535-6644
	#:	Utah St. Tax Comm., 801-297-6303
<input type="checkbox"/>	Vendors giving away products/services	<input type="checkbox"/> Vendors selling products / food
<input type="checkbox"/>	Food	SL Valley Health Dept., 801-313-6620
	<input type="checkbox"/> catered by restaurants/vendors	<input type="checkbox"/> given away <input type="checkbox"/> prepared on site
<input type="checkbox"/>	Music Type: <input type="checkbox"/> Acoustic <input type="checkbox"/> Amplified	
<input type="checkbox"/>	PA/Audio system Type:	
<input type="checkbox"/>	Fencing/Scaffolding	<i>(please include details on site map)</i>
<input type="checkbox"/>	Electrical Requirements	<i>(check availability and potential costs with location)</i>
<input type="checkbox"/>	Portable Sanitary Units	SL Valley Health Dept., Dan Moore, 801-313-6629
<input type="checkbox"/>	Garbage Cans/Collection/Recycling	SLC's Office of Sustainability, Bridget Stuchly, 801-535-6438
<input type="checkbox"/>	Temporary Stage Dimensions:	<i>(please include details on site map)</i>
<input type="checkbox"/>	Propane/Gas or Liquid used or stored	SLC Fire Prevention Bureau, 801-799-4150
<input type="checkbox"/>	Tents/Pop-up Canopies #:	SLC Fire Prevention Bureau, 801-799-4150
	Dimensions:	
<input type="checkbox"/>	Temporary Structures #:	SLC Fire Prevention Bureau, 801-799-4150
	Dimensions:	

Road Use and Security:

You may begin to coordinate in advance with these contacts:

<input type="checkbox"/>	Road Closure	Location:	SLC Transportation Dept.,
		<i>(please include details on site map)</i>	801-535-6630
<input type="checkbox"/>	Bag Meters	# of Meters:	Take meter numbers to SLC Transportation Dept.: 349 So. 200 E. Ste #450; 801-535-6630
<input type="checkbox"/>	Barricades		<i>(must obtain privately)</i>
<input type="checkbox"/>	Sidewalk usage	Location:	
		<i>(please include details on site map)</i>	
<input type="checkbox"/>	UDOT Road / Use Permit		UDOT, Amber Mortensen, 801-887-8763 <i>(State St, W. Temple, 300 W, Redwood Rd, N. Temple, etc.)</i>
<input type="checkbox"/>	Off Duty Police Officers for additional security		SLCPD, Officer Tom Gallegos, 801-799-3211
<input type="checkbox"/>	Private Security hired	Company name:	# of Personnel:

Races:

<input type="checkbox"/>	Competitive Walk/Run	
<input type="checkbox"/>	Walk: non-competitive	<input type="checkbox"/> Will stay on sidewalks and follow pedestrian laws
<input type="checkbox"/>	Monitors: provided by you for race	How many?:

Miscellaneous:

You may begin to coordinate in advance with these contacts:

<input type="checkbox"/>	Open to the Public	<input type="checkbox"/> Private Group/Party
<input type="checkbox"/>	Admission Charged?	How much?:
<input type="checkbox"/>	Parade	# of Floats:
<input type="checkbox"/>	Alcoholic Beverages	SLC Business Licensing, 801-535-6644 Utah DABC, 801-977-6800
<input type="checkbox"/>	Library Plaza (9) Banner Poles	
<input type="checkbox"/>	Animals	#: What kind:
<input type="checkbox"/>	Drawing or Raffle	SLCPD, Detective Scott Williams, 801-799-3656
<input type="checkbox"/>	Fireworks / Fire Performances / Open Flame	SLC Fire Prevention Bureau, 801-799-4150
<input type="checkbox"/>	Motion Pictures/Videos	<input type="checkbox"/> public showing <i>(requires Public Performance Exhibition License)</i>
<input type="checkbox"/>	Other:	

My signature verifies that I have completed this application to the best of my knowledge and I am aware that I am responsible for paying for city services beyond "basic city services"(if applicable to my event)

Print Applicant's Name

Applicant's Signature

Date

EVENT DESCRIPTION

PLEASE DESCRIBE YOUR EVENT IN DETAIL AND ANY ADDITIONAL INFORMATION OR PAGES.

- *Please be sure to include any elements of your event that will help our review committee.*
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DETAILED SITE MAP

PLEASE INCLUDE OR ATTACH A DETAILED SITE PLAN AND/OR ROUTE MAP. COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE. *Be aware that if you are faxing a map, many elements may not be visible.*

Your map should include:

- The names of streets, placement of barricades, and/or road closures
 - The areas where participants and vendors/merchants will park
 - Parade forming and disbanding areas, bleachers, etc.
 - Vendor and booth placement
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