



Salt Lake City's Special Events Permit Application Instructions, Processing & Insurance Requirements

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INSTRUCTIONS AND PROCESSING REQUIREMENTS

Applications must be submitted no later than 30 days before the event set up date to allow adequate time for various City Departments and outside agencies to review the details of the permit request and make their recommendations. **Applications aren't considered ready for review until the \$100 application fee has been paid, all items are clearly marked, and both a map and event description are included.**

A \$100.00 Processing Fee is due and payable at the time the application is submitted. Payment may be made with all major credit cards, debit cards, cash or check. **Please make checks payable to Salt Lake City Corporation. To pay by credit card over the phone, call 801-535-6110 after the application has been submitted.**

A Detailed Site Map must be included with the application before the review process begins. The site map should clearly include: proposed road closures, barricade plan, merchant booths, food vendors, portable toilets, tables, tents, fencing, stages, and any other activities or special requests. **Site maps for parades must include information regarding the number and type of floats and other entries, locations of advance staging and disbanding areas.** *Be aware that if you are faxing a map, many elements may not be visible.*

A Commercial General Liability Insurance Policy is required to hold an event within Salt Lake City (see attached Insurance Requirement Instructions following the application). **Although you may receive your event permit, the permit itself is invalid if the Insurance Certificate is not received (14) days before the set up date of the event.**

A Park Reservation is required when requesting to use a Salt Lake City park, square, or plaza to hold a Special Event. Once the special events application is submitted the proposed date(s) will automatically be reserved if available. **Reservations are pending until final approval has been granted and the conditions of the permit have been completed by the Applicant.**

COST RECOVERY ELEMENTS - Be aware that you may be responsible for paying for city services beyond "basic city services" as detailed in an "Estimate of Cost Recovery" form that will be provided to me in a reasonable time before the event. A permit will not be issued until the cost of the estimate has been paid or security posted.

The City recommends that you do not print brochures, packets, maps, advertisements, etc., or circulate promotional information until you have City approval of your event. The City will not be responsible for those printed materials, promotional information etc...if dates, sites, and/or other requested services are denied, amended, or changed during the permit process.



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INSURANCE INSTRUCTIONS & REQUIREMENTS

The applicant for a special event permit must possess or obtain special event commercial general liability insurance. The policy must protect Salt Lake City Corporation, the applicant, and anyone directly or indirectly employed by either of them. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the event time period. The event time period includes the dates of the set up, scheduled event, take down, and clean-up operations. The coverage must be indicated on the certificate of insurance as "Special Event" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy evidencing the "Special Event" coverage.

Evidence of the required insurance must be provided to Salt Lake City no less than (14) days before the event set up date. The event permit will be cancelled if the City does not receive such evidence by that deadline. It is the applicant's responsibility to see that their insurance company/agent receives the proper insurance instructions and forwards the proper evidence of insurance to the City by the deadline.

INSURANCE REQUIREMENTS:

1. **Minimum coverage of \$1,000,000 per occurrence with a \$2,000,000 general aggregate.**
2. **The insurance must be issued by an insurance company licensed to do business in the state of Utah and either:** (a) currently rated A- or better by A.M. Best Company; or (b) listed in the United States Treasury Department's current Listing of Approved Sureties (Department Circular 570), as amended.
3. **The policy or endorsement must name as an additional insured the applicant, Salt Lake City Corporation and its officers, employees, and agents, and as required, any other public entity involved in the event. The date and title of the event must be clearly stated.**
4. **If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event commercial general liability insurance with the City as an additional insured, in the required minimum amounts.**
5. **The certificate and policy must provide that coverage shall not be canceled or modified without providing 30 days prior written notice (10 days in the case of failure to pay premiums) to the City in a manner approved by the City Attorney.**