

Special Event Advisory Committee Meeting Agenda

Date: Monday, April 30, 2018

Place: 445 Marsac Avenue, Park City, City Hall, 1st Floor City Council Chambers

Time: 2:30 to 4:30 p.m.

In attendance:

Absent:

Electronic Participation: Sarah Klingenstein

Meeting Facilitator: Special Events Staff – Jenny Diersen

Meeting Minutes: Chris Phinney

Next Meeting: Wednesday, May 16, 2018 12:00 p.m. - 2:00 p.m.

Agenda Topics:

Topic #1: Meeting Called to Order (2:30 p.m.)

Topic #2: Public Comment (2:30 p.m., 5 minutes)

Topic #3: Staff & City Council Communications Update (2:35 p.m., 10 minutes)

Topic #4: Event Prioritization: (2:45 p.m., 30 minutes)

Significant Changes to Level Three Event: Park City Institute: Big Stars Bright Nights

Topic #5: Special Event Threshold & Next Steps (3:15 p.m., 30 minutes)

Meeting Adjournment estimated at 3:45 p.m.

Attachments:

- Event Prioritization Form, Please Fill out prior to meeting for Topic #4
- 2018 City Special Event Calendar DRAFT

(Estimated time - 2:30 p.m.)

Topic #1: Meeting Called to Order

Motion to Call Meeting to Order:

Time:

(2:30 p.m.)

Topic#2: Public Comment (Any Item Not on the Agenda)

Purpose: Open floor for Public Comment on any Item not on the meeting

agenda.

Action: No Action Required Allocated Time: 5 minutes

(2:35 p.m.)

Topic #3: Staff & City Council Communications Update

Person: Jenny

Purpose: Update SEAC regarding City Council summary of decisions /

upcoming discussions.

Action: No Action Required, this is an informational update.

(1) Committee Questions & Discussion

Allocated Time: 10 minutes

Past Council Meetings

April 19, 2018

No Special Event business

<u>Currently Scheduled Upcoming City Council discussions</u> (dates subject to change)

May 3, 2018

- Work Session: Special Event Level of Service/Next Steps
- New Business: Changes to the Level Three Event Wasatch Ragnar Relay Approval
- New Business: New Level Three Event Park City Farmers Market Approval
- New Business: Changes to Level Three 2018 Park Silly Sunday Market Supplemental Plan Approval
- New Business: Changes to the Level Three Event Park City Institute/Big Stars Bright Nights, Venue Change Approval

May 17, 2018

- New Business: New Level Three Event Latino Arts Festival Approval
- New Business: Fee Reduction Approvals

Public Comment received through seac@parkcity.org listed below

No comments received.

<u>Special Event Calendar Attached</u> (review upcoming events next 30 days)

May 5, 2018 Moose on the Loose, Level Two Event - Chris May 19, 2018 Running With Ed, Level Three Event - Chris

(2:45 p.m.)

Topic #4: Discuss Event Prioritization/ Big Stars Bright Nights

Person: Jenny

Purpose: Prioritize Big Stars Bright Nights Venue and Existing Event

Conflicts **Action:**

Committee Discussion regarding pros and cons of:

- 1. Venue use: Park City Sports Complex (Quinn's Junction)
 - o Agree with venue use?
- 2. Existing Event Conflicts on Event Calendar
 - o Is this event conflicting based on existing event calendar?
 - Does the change of the event cause the City to exceed event threshold from a community perspective?
 - Are there too many of these types of events (Level 3 concerts)?

Open for Public Comment/Input

Attached: Special Event 2018 Calendar & Prioritization Sheet

Allocated Time: 30 minutes

(3:15 p.m.)

Topic #5: Special Event Level of Services and Next Steps

Person: Jenny Diersen

Purpose: Discuss upcoming Council Work Session: Special Event Level of

Service/Next Steps

Action:

- Discuss upcoming Council Work Session: Special Event Level of Service/Next Steps.
 - 1. What is the current Role of Special Events?
 - 2. Is the current level of service appropriate?
 - 3. Who should pay for the fees associated with this level of service?
- (3) Open for Public Comment/Input
- (4) Action: SEAC provide feedback and recommendations of Special Event Level of Services and Next Steps to Council.

Allocated Time: 30 minutes

Meeting Adjourned (estimated time 3:45 p.m.)

Next SEAC meeting is currently scheduled on Wednesday, May 16, 2018 at noon in at the Park City Library Community Room.

Special Event Prioritization Sheet Topic #4

Special Event Prioritization Sheet

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		/	nett Hights Deer Valley	Music lestinal	estival		ospector	il series	(eball	Junday Market	
Special Events Grading	r Criteria	Bill Stars P	DeerValley	Music Fest	resti Arts Festiv	d Dive in at 2	Park City To	Park Tour	sedent nament Park Silve	sur.	
Level of Event		3 7/3/2018 7/13/2018 7/23/2018 8/5/2018 8/10/2018 8/11/2018 8/16/2018 8/24/2018	7/13/2018 8/10/2018	2	3	2	2	3	3		
Event Start Dates Multiple Event Da		9/2/2018 Yes	8/11/2018 Yes	7/23/2018 No	8/5/2018 Yes	8/11/2018 No	8/11/2018 Yes	8/16/2018 Yes	9/2/2018 Yes		
Community Effects											
Reinforce the sense of community and/or community spirit (1 = little enrichment)											
Provides a memorable and unique experience while preserving and enriching Park City's culture diversity and environment.	1 out of 5										
Attendance Accessibility - The event provides affordable access for local residents or those who cannot pay to attend the event.	1 out of 5										
Community Outreach & Involvement - Event provides community outreach for education regarding impacts & provides opportunties for locals to be involved through volunteering or other opportunties.											
Community Benifit - The event provides financial or in-kind benefit to community or local non-profit organizations.	1 out of 5										
Higher score means the event	20 possible points										
Impact Experience Effects (1 = major impacts)											
Traffic & Transportation - Event utilized alternate modes of transportation and traffic											
calming mitigations. Residential Impacts - Event made notable efforts to reduce residential impacts such as	1 out of 5										
traffic, noise & waste. Noise - Event noise was kept between hours allowed and as	1 out of 5										
pertains to the Park City Noise Ordinance. Environmental - Event made efforts to reduce waste to local	1 out of 5										
landfills and reduce energy consumption. Schedule (1 = no impact or little	1 out of 5										
diversity) Season of Occurrence - Event is held during low threshold time,											
or is held in off season and creates substaintial community engagement or benefit.	1, 3 or 5										
Diversity to Event Calendar - Event is unique in its purpose and adds diversity as compared to other events held in Park City. Higher Score means the event is less impactful											
Total higher score means the event has higher economic and community value, and less impacts	Total points possible 50										
Notes and Commen	nts										

SEAC Policies and Procedures



Special Events Advisory Committee (SEAC) Policies & Procedures

Purpose of SEAC

The Mayor and City Council appointed an advisory committee, to be referred to as the Special Events Advisory Committee (SEAC), to advise and make recommendations to City Council from a community perspective on Special Events being permitted within Park City. SEAC provides recommendations to the City Council regarding events that will create a diverse and well balanced offering to the local community. SEAC makes recommendations regarding city service fee reduction policy, as well as, makes recommendations regarding the review of events with regards to citywide carrying capacity threshold and prioritization, as well as overall event review and performance evaluation.

SEAC's purpose is to provide recommendations to City Council and staff on the following regarding the review of Special Events. SEAC does not have the authority to review proposed new events:

- Event Threshold/ Prioritization Discuss, review and prioritize event threshold levels in regards to event types, venue guidelines, and total number of events, and prioritize events that fall on the same calendar day as well as event conflicts during the calendar year.
- City Service Fee Reduction Policy Make recommendations regarding Special Event City Service fee reduction policy. SEAC will not make recommendations regarding fee reduction amounts, but will make recommendations regarding policy changes.
- Event Debrief Provide feedback on event performance once the event is complete including both successes and challenges of the event

Recommendations made by SEAC will be brought by staff to either the City Manager or his/her designee or City Council for final approval. The City Council may refer particular matters regarding Special Events to the Committee for discussion, public input and recommendations.

The SPECIAL EVENTS ADVISORY COMMITTEE (SEAC) is created by Resolution 05-15, and amended by Resolution 16-22, attached as Exhibit A and incorporated herein. SEAC's role is advisory to City Council.

SEAC shall meet on a monthly basis throughout the year on the third Wednesday of each month. Meetings are held from noon to 2:00 p.m. at the Park City Library, Community Room. Special Meetings may be called.

SEAC Composition

Voting Members

SEAC is comprised of seven (7) voting members. Only voting members are allowed to make a motion and to vote on items as agenized. Committee members are not to be compensated. Seven (7) At Large Community Members are appointed by the Mayor with the advice and consent of the City Council and must reside within the municipal boundaries of Park City.

At-Large Community Members

The seven (7) at-Community Members should represent a cross section of various neighborhood areas throughout Park City. Each Community Member shall be appointed to a three-year term, although for the initial term two (2) members will be appointed for two (2) years and two (2) members will be appointed for three (3) years in order to stagger the appointments. Members shall serve no more than two (2) consecutive terms. Terms begin on July 1 and end on June 30. Community Members shall continue to serve until their successors are appointed.

Staff & Council Members (Non-Voting)

Park City Council Liaison

- Communicate to the Committee regarding event issues brought to Council's attention, or acted on by Council.
- Notify Council of event issues brought to the Committee by citizens.
- Align Committee priorities with Council goals.

Park City Municipal Staff Member(s)

- Manage administrative needs of the Committee including, drafting, posting and distributing agendas for each meeting and bring agenda and minutes to be approved to meetings with necessary attachments or supporting documents.
- Communicate with Committee Members regarding Committee Business, including policies, research, outreach and event information.
- Provide input and serve as a resource for the Committee and provide input to the City related to, or at the request of the Committee.
- Prepare and present Staff Reports on recommendations to the City Manager or City Council.
- Coordinate Public Relations and Media or Communications Plans on behalf of the City and Special Events Advisory Committee.
- Coordinate communication with other City Departments on projects and assist in obtaining department approvals with regards to Events related activities.
- Provide feedback to the City Council on the work of the Committee.

Community Involvement

Meetings are open to the public subject to the State Open Public Meetings Act. Each monthly meeting shall provide time within the agenda for public input. The Special Events Advisory Committee (SEAC) supports holding public informational meetings to assess the community's vision for and periodic review of Special Events.

Expectations of SEAC

Meetings typically last two (2) hours. Members are expected to be timely. Agendas and any necessary meeting materials or packets are distributed several days in advance and members are expected to read the information prior to the meeting in order to facilitate a

shorter meeting. SEAC members should expect to participate in 5 to 10 hours of work each month outside of meetings.

SEAC members shall:

- Participate in and adhere to the annual Open Meetings Training provided by the Legal Department, review the Park City Officials Handbook, sign oath of office and disclosure statement.
- Attend City Council meetings or community functions as appropriate discussions or occasions arise.
- Annually appoint a Chair and Vice Chair. The Chair is responsible for running
 meetings, including keeping the board focused on agenda items, and summarizing
 motions or consensus that the committee makes for minutes. Additionally the
 Chairs may assist the staff liaison in setting meeting agendas and presenting at
 City Council or community events. At times when the Chair cannot perform these
 duties, the Vice Chair will be asked to fill in.
- All voting members shall make efforts to adhere to the attendance policy. Two (2)
 absences in a total year are allowed. The members who are absent more than the
 allowed limit may be reviewed by the Special Events Advisory Committee. Should the
 Special Events Advisory Committee find reason to recommend removal of the
 member that does not uphold the attendance policy, City Council shall review the
 matter and confirm or deny the recommendation.

The committee shall not soley represent their own individual viewpoints. In order to best represent the community, SEAC must endeavor to communicate with – and seek input from – the community. SEAC seeks input from the community including residents and locals and should make effort to receive input from various perspectives and inclusive perspectives. Once a recommendation or consensus has been made by the committee, the committee speaks with one voice when representing the opinion of the Committee.

Once a committee decision has been made (rather by vote or consensus), regardless of their personal viewpoint, committee members shall not speak against, or in any way undermine the committee solidarity.

Committee members' contributions to discussions and decision-making shall be constructive. Interactions in meetings shall be courteous and respectful.

All voting members are expected to be in attendance of meetings, as meeting dates and times are published a year in advance. If members cannot attend, they should contact the City Staff Liaison no later than three days in advance, or as soon as they are aware they cannot attend the meeting.

Prior to initiating staff time or resources on a new program or policy, the Committee shall vote on a recommendation to proceed. Special Task Forces for the study of particular issues with regards to Special Events may be created by staff. The City Manager or the City Council shall provide final decision on whether to proceed or not. Task Force members may include members of the Special Events Advisory Committee, but a quorum of the Special Events Advisory

Committee cannot be held during such meetings. The taskforce will serve until they have completed the work for which they were appointed or until their successors are appointed.

The Committee may request background information from the Special Events staff, but such requests shall typically occur at meetings and information shall be requested by the Committee as a whole, and all members of the Committee shall receive a copy of the information.

Committee members shall use reasonable efforts to communicate independent research material and ex parte information received from the public with record to all other Committee members.

The Committee shall meet annually with the City Council as part of the Council's visioning workshop or through a combined meeting, or as otherwise directed by the Council, to receive updated City goals and direction from the City Council.

If appropriate, the Committee may provide recommended revisions to this policy, though City Council shall have final approval authority regarding such policies.

Conducting Business

The Committee shall not conduct any business at a meeting unless the meeting is noticed and quorum is present at the site of the meeting. A quorum shall consist of a simple majority of the voting members, which for SEAC is no less than 4 (four) voting members at the site of a meeting.

Committee members are responsible for disclosing any conflicts of interests with regards to their association with particular Special Events or businesses.

Electronic Participation is allowed and shall be counted as attendance, however, in order to participate electronically, there must be a quorum at the meeting site (for SEAC, this is 4 members at the site of meeting).

- Committee members are responsible for notifying the City Staff Liaison regarding Electronic Participation no later than three (3) business days in advance of their absence so that electronic connections and necessary documents can be acquired.
- No more than one (1) form of electronic voice or video participation shall be permitted at a meeting.
- Committee members may not participate electronically through electronic mail (email) or text message.
- Committee members are not permitted to send text messages or electronic mail (email) regarding committee business to other committee members or members of the public during meetings.

Closed meetings may only be held for purposes authorized by U.C.A. 54-4-5, as amended. A quorum for the transaction of business shall be a simple majority of the Committee Members.

Minutes and recordings shall be kept at all meetings.

SPECIAL EVENT PROCESS AND DEBRIEF FORMS

6. Debrief—Staff works to gather feedback from City departments, business community, and residents on the performance of the event and what possible changes could be made in the future to make the event more successful and bring increased economic and community value. Invoice for any unwaived City Service fees is sent to the organizer as well.

1. Application Submittal—Event organizer submits an application for a permit. Staff reviews the application to ensure that all the necessary information needed to evaluate the event are present. Staff will make a determination on if it qualifies as a City defined event, and if so what level event is it.

EVENT PERMITTING

3

4. Approval—City Council has approval authority for all

Level 3 Events that are new or have significant changes

from the previous year. City Staff have administrative

approval rights for any returning Level 3 event with minimal changes along with all Level 2 & Type 1 Events. *First Amendment Events are reviewed and approved depending on the level of event they are

determined to be.

2. Coordination & Review—

Special Event staff work with other City departments, outside agencies, and other stakeholders to coordinate the operations of the event. Staff also creates an estimated cost of City services and determination of required insurance to host the event and send that to the event organizer.

3. Staff Report & Draft Permit-

Staff creates a staff report for City Council for any <u>new</u> Level 3 event or any Level 3 event that has <u>substantial changes</u> along with a draft permit. The draft permit contains the conditions of approval and mitigation requirements which is a list of all the things that the event organizer must completed for the event to occur.

5. Event Execution—The event organizer puts on the event. City staff monitor the event to ensure that conditions If approval are met as well as helps to solve operational/logistic challenges as they occur.

Special Event Advisory Committee & Event Permitting Process

COMMUNITY VALUE

SEAC

Community Event Survey

ECONOMIC VALUE

Resorts, Chamber, HPCA, Lodging & Restaurant Assoc., etc.

STAFF RECOMENDATION

All Departments, as well as County & School District







STAFF REPORT

Provides background, input from three areas, City budget implications, alternatives for City Council.



CITY COUNCIL

Provides direction/approval on policies and makes final permitting decisions.



PUBLIC INPUT

Special Event Advisory Committee Event Review Debrief Form Guiding Principals



this event?

SPECIAL EVENT CALENDAR 2018

Apri	l 2018					1 3 13 14 15 :	Fr Sa Su Mo 15 14 6 7 27 28	May 2018 Ti We Th Fr Sa i 9 10 14 15 1 10 17 10 17 25 30 31
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From l	Mar 27		T	NEW - NORAM Cup ; Park	City Bas		-1	-1.1 A.1 -1 -1 -1 -1
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8		9	10	11	12	13	3	14
	oncert Series ; Park Cit	D 1 C't D	1					March for Science; TBD
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Apr 29 - May 5								

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May 13 - 19								
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							Gallery Stroll; Main Street	
- 26								
May 20 - 26								
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May 27 - Jun 2								
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Jun							Wasach Back Relay - Ragnar
May 27 -							
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	k Silly Sunday Market ; Lo	Noches de Verano (Mountai	MidWeek MTB series; Round	Last Day of School	Ski Tow	n Lacrosse; Quinns and School Distr	
Jun 3 - 9							Park City Trail Series ; Event T
10		11	12	13	14	15	16
Parl	k Silly Sunday Market; Lo	Noches de Verano (Mountai			NEW - Avalanch	e Soccer - Tentative ; Quinns and Sc	hool District Fields
. 16						Kids Adventure Games Tentative	; Park City Base or Canyons Village
10 -							NEW - Latino Arts Festival; Par
Jun 10							Savor the Summit; Main Stree
							Tiny Tri; PC MARC, Park Mead
17		18	19	20	21	22	23
NEW	- Avalanche Soccer - Tent	Noches de Verano (Mountai	Mid-Week Mtn Bike Series - (Wednesday Night Concert M	Go Skate Celebration; Skate P	State Room Concert ; Deer Va	Tentative - Historic Home To
€ Kids	Adventure Games Tentati						Miner's Park Concert Series;
17 NEW	/ - Latino Arts Festival; Par						YBDIO - Your Barn Door is Op
un Parl	k Silly Sunday Market ; Lo						
24		25	26	27	28	29	30
	k Silly Sunday Market; Lo	Noches de Verano (Mountai		Wednesday Night Concert M			omplex and School District Fields
	ntative - Childrens Justice	Ц				Deer Valley Music Festival ; D	Deer Valley Music Festival; D
						Gallery Stroll; Main Street	Miner's Park Concert Series;
Jun 24						UnCorked - Recycle Center ; R	Park City Skate Series ; Skate
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ſ				Triple Crown			
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- 1	Park Silly Sunday Market ; Lo					Sundance Summer Series Out	Jupiter Peak Steeplechase; Pa
Jul 8							Miner's Park Concert Series;
							Park City Trail Series ; Event T
	15	16	17	18	19	20	21
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21	Park Silly Sunday Market; Lo	Beethoven Festival ; CityPark		Wednesday Night Concert M		Deer Valley Music Festival; D	Deer Valley Music Festival ; D
15 -		Noches de Verano (Mountai				Sundance Summer Series Out	Go Skate Day Celebration ; Sk
In							Miner's Park Concert Series;
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- 28	Park Silly Sullday Warket, LO	Noches de Verano (Mountai				Gallery Stroll; Main Street	Miner's Park Concert Series;
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٦							Park City Skate Series ; Skate
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						Sundance Summer Series Out	Summer in the City Volleybal
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	Art Festival ; Main Street	Beethoven Festival ; City Park	,	Wednesday Night Concert M			Drive In at Prospector ; Lot C
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- 11		Noches de Verano (Mountai					Park City Trial Series ; Event T
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18	Tour of Utah - Stage 7; Main	Noches de Verano (Mountai				KPCW - Back Alley Bash; Tow	Mid Mountian Marathon; Mi
12 -							Miner's Park Concert Series;
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- 25							Classic Car Show ; Lower Main
y 19 -							Miner's Park Concert Series;
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2 - 7		Miners Day					Dirt Jump Jam; Dirt Jump Park
9/2		Noches de Verano (Mountai					Hike 4 Hunger; Deer Valley
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	Park Silly Sunday Market ; Lo	Noches de Verano (Mountai				Autumn Aloft ; Main Street, No	orth 40, Park Meadows Country Club
9/9 - 14							5K9; Park City Hospital and Ro
6/6							Park City Trial Series ; Event T
	16	17	18	19	20	21	22
	Autumn Aloft ; Main Street, Nor	Noches de Verano (Mountai					North Face EnduranceChallang
- 21	Park Silly Sunday Market ; Lo						5K9 Race - Tentative Date; Pa
9/16	Tour De Suds ; City Park to Gu						Scarecrow Festival ; Mcpolin F
Ι.	23	24	25	26	27	28	29
	North Face Endurance Challang	Noches de Verano (Mountai				Gallery Stroll; Main Street	Utah High School Cycling Lea
3 - 28	Park Silly Sunday Market; Lo					PCHS Cross Country Invitatio	
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Sep 30 - Oct 6		Noches de Verano (Mounta	i			Utah High School Cycling Leag	gue; Round Valley Trail System at Qu
	7	8	9	10	11	12	13
Oct 7 - 13		Noches de Verano (Mounta	ai l				ARToberFest; Kimball ArtCent Shot Ski; Main Street - Swede
	14	15	16	17	18	19	20
Oct 14 - 20		Noches de Verano (Mounta				USC Parade - Tentative ; Main	
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Oct 21 - 27		Noches de Verano (Mounta	i			Gallery Stroll; Main Street	
	28	29	30	31	Nov 1	2	3
Oct 28 - Nov 3		Noches de Verano (Mounta	i	Halloween on Main; Main Str			

N	lovember 20	018			November 2018 Su Mo Tu We Th 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	Fr Sa Su Mo 2 3 9 10 2 3 16 17 9 10 23 24 16 17 30 23 24 30 31	December 2018 Tu We Th Fr Sa 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 28 - Nov 3		29	30	31	Nov 1	2	3
	4	5	6	7	8	9	10
Nov 4 - 10		Noches de Verano (Mountai					
'	11	12	13	14	15	16	17
Nov 11 - 17		Noches de Verano (Mountai					
	18	19	20	21	22	23	24
Nov 18 - 24		Noches de Verano (Mountai					Electric Light Parade and Hol
'	25	26	27	28	29	30	Dec 1
Nov 25 - Dec 1		Noches de Verano (Mountai				Gallery Stroll; Main Street	2/45/2000 2.07.PM

December 2	2018			December 2018 Su Mo Tu We Th 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	1	January 2019 Tu We Th Fr Sa 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 25	26	27	28	29	30	Dec 1
11/25 - 30						#FIRST30 Concert; Park City B
2	3	4	5	6	7	8
12/2 - 7	Noches de Verano (Mountai					
9	10	11	12	13	14	15
12/9 - 14	Noches de Verano (Mountai					Santa comes down Town Lift
16	17	18	19	20	21	22
12/16 - 21	Noches de Verano (Mountai					
23	24	25	26	27	28	29
12/23 - 28	Noches de Verano (Mountai Torchlight Parade; Park City B				Gallery Stroll; Main Street	
30	31	Jan 1, 19	2	3	4	5
12/30 - 1/4	Noches de Verano (Mountai					